

New Mexico Boards Association
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Call for Presentations

New Mexico School Boards Association

Leadership Retreat

July 13-14, 2018

The Sagebrush Inn, Taos, NM

Proposal Guidelines

The New Mexico School Boards Association will conduct the 2018 Leadership Retreat for school board officers, NMSBA board of directors and other school board members who wish to take advantage of this training opportunity. The Leadership Retreat focuses on leadership strategies and skills for new and veteran school board members. Accordingly, all sessions should be developed and presented keeping this leadership theme in mind.

NMSBA is especially looking for proposals which incorporate an interactive approach to presentations rather than the standard classroom lecture approach. Providing an engaging presentation is a win-win situation. Not only will your audience less likely doze off, tinker with their phones or daydream but as a presenter, you can also be relieved of anxiety facing a crowd that's more enthusiastic and dynamic.

Proposals are being solicited for training sessions on Friday and Saturday. Training sessions run for 60 minutes. The purpose of these sessions will be for presenters to share their experience, information and knowledge of research about successful programs in their districts or topics of critical importance to board members and education leaders. When lecturing, please provide ample time for audience questions and participation.

Selection Criteria

- Priority will be given to proposals that reflect these criteria:
- Relevance to conference themes and goals and local school board roles and responsibilities.
- Identification of what the participants will know and be able to do, as a result, of their attendance at the session.
- Support for the topic with appropriate and cited research.
- Clarity of intent, description, and design for the session.
- Clarity of learning objectives for the session.
- Degree of participant involvement such as interactive discussions, learning activities and skill building exercises.
- Practical usefulness to participants.

Conference Goals

- To present research-based, proven and promising practices that help board teams understand and improve student achievement.
- To practice wise and efficient stewardship of district resources.
- To demonstrate effective governance of local public schools.
- To represent the community's best interests in public education.

Presenter Information

In-state presenters contribute his/her services in a volunteer capacity. Presenters are responsible for providing their handout materials. NMSBA will provide a laptop computer with LCD Projector as well as a microphone and screen for the presentation. If you would like to present, but also have a product to sell (books, products, software, etc.) we request that you:

- Fill out the sponsorship form
- Co-present the program with a school district official (Board President, Superintendent or other staff member) or a government department official (such as PSFA - Public School Facilities Authority staff)
- Within the presentation, the district or government official should describe their involvement in the decision process to utilize the product or service and/or clarify what role the school board would play in this process. (The audience will be school board members.)
- Handouts should reflect the process or guidelines for choosing a product or service but should **not** be proprietary in nature — such as so specific to that company's product that it could be considered an advertisement. No company logo should appear on the handout either. Distinguishing a process rather than the product is an important component to comply with professional continuing education training and differentiate it from advertising.
- the program title should describe the process, but should not mention the product/company name. The company name can accompany the speaker name.

- please consider being an exhibitor or sponsor at the conference as well. This is certainly not required, but would help highlight your company to conference attendees and support the non-profit organization in its mission to provide services.

Tips to Consider as You Prepare Your Proposal

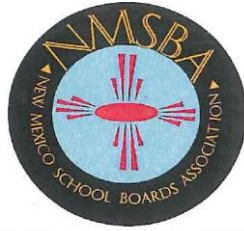
1. Recognize that everyone in your audience has knowledge to share. Limit lecture time and provide opportunities for audience participation.
2. Provide a general overview of your topic and, if appropriate, what the current research/evaluations say about it.
3. If possible, bring handouts and other materials that participants can use immediately upon returning to their district.
4. Have participants share their own experiences when appropriate.
5. Summarize key points from the session.
6. If you use a PowerPoint presentation, make a handout with no more than three slides per page.
7. The session abstract should accurately describe your presentation.

Submission of Proposal

The deadline for submission is June 15, 2018. Please complete and sign the proposal form and return it via postal or e-mail to the attention of: Lorraine Vigil, Programs Director, New Mexico School Boards Association, 300 Galisteo Street, Suite 204 Santa Fe, NM 87501

If e-mailing, send to lvigil@nmsba.org and ask for a return receipt, to confirm that it was received. Submit your proposal as a **Word** document.

The lead presenter in each proposal will be notified of their selection status the week of June 25th. If you have any questions, or would like further information, please contact Lorraine Vigil at NMSBA at 505-983-5041 or lvigil@nmsba.org.



New Mexico School Boards Association Conference Proposal Form Leadership Retreat July 13-14, 2018 The Sagebrush Inn, Taos, NM

Type or clearly print all information. Submit your proposal as a **Word** document. To submit a proposal for consideration, please complete all the information below and return by mail (300 Galisteo Street, Suite 204, Santa Fe, NM 87501), fax (505-983-2450) or (email to lvigil@nmsba.org). All submissions must be received by June 15, 2018 in order to be considered.

1. Session Title:

(Please keep this short and to the point with the actual topic identified in the first three words. When we publish the title in the breakout grid only three or four words will fit. Example: "District Budgets Made Easy" or "Special Education Discipline Procedures".)

2. Session Abstract (limit of 60 words). This will appear in the conference program booklet and on the website prior to the conference. The session description should be written in such a way to attract participants to your session and describe what participants can expect. NMSBA reserves the right to edit descriptions to fit into the word count restriction.

3. Primary Target Audience: *Should be geared toward School Board Presidents, Officers and Board Leaders.

4. Date: Preference?

_____ Friday, July 13th (60 minutes) Sessions are from 8:30 AM until 5 PM with breaks

Do you have, a preference for a specific time slot? Mark your 1st preference

_____ Between 8:00 - 11:30 AM _____ Between 1:00 - 5:00 PM

_____ Saturday, July 14th (60 minutes)

Do you have, a preference for a specific time slot? Mark your 1st, 2nd, 3rd preference

_____ 8:30 – 9:30 AM _____ 9:45 - 10:45 AM _____ 11 AM - 12 Noon

5. Session will include: (check all that apply)

_____ Lecture Roundtable/Discussion

_____ Question and Answer session

_____ Activities with participation

6. Level of Presentation: Should be geared toward advanced (board members with several years of service and prior training)

7. Topic Strand: Topics are not limited to only those listed, but those are topics within training strands.

_____ Administration (*hire/evaluate Superintendent; effective chain of command*)

_____ Boardmanship (*board relations, roles, goals; policy development; strategic planning*)

_____ Community Relations (*parent involvement, media relations, community resources*)

_____ Facilities Management (*facility maintenance, energy efficiency, PSCOC*)

_____ Finance (*district budgets; bonding; Federal funding - Title I, IDEA*)

_____ Legal Issues (*Open Meetings Act, Public records law, lawsuits*)

_____ Legislative Issues (*newly enacted laws update*)

_____ Personnel (*finding & retaining highly qualified staff; union issues*)

_____ Safety & Wellness (*gangs, bullying, violence prevention, student health issues*)

_____ Student Achievement (*AP classes, dual credit, ESL programs, performance-based assessments, alternative assessments, postsecondary options*)

_____ Technology (*cyber-safety, e-mail management, wireless connectivity; distance learning*)

_____ Other:

8. Audiovisual Needs: (Other than laptop, LCD Projector, screen and microphone)

_____ Other (specify)

Please be mindful that all equipment is a rental expense for the conference and NMSBA is a non-profit. As we try to keep participant registration fees low, please request only what is going to be used. Note that requests made on the day of the conference may not be able to be accommodated.

9. Name(s) of Presenters: If more than one individual is presenting during this session, an organizer/lead presenter must be selected to serve as a contact person for NMSBA and will be responsible for communicating with other presenters. All presenters must be named by June 26, in order to, be included in printed materials.

Organizer/Lead/ presenter:

(Dr., Mrs., Ms. Miss, Mr.)

Job Title:

Organization/Agency: _____

Address:

Phone:

Fax:

E-mail:

Signature of Lead Presenter: _____ Date _____

Presenter#2:

(Dr., Mrs., Ms. Miss, Mr.)

Job Title:

Organization/Agency:

Address:

Phone:

Fax:

E-mail: _____

10. Presenter(s) Biographical Information: Please include specific references to experience or education which gives you (and your co-presenter) specialized knowledge to present to school board members.
