



CALL FOR PROPOSALS

Workshop proposals due Tuesday, May 5, 2020

INNOVATE & INSPIRE

The California County Boards of Education (CCBE) invites you to submit a proposal for the 2020 Annual Fall Conference, which will be held on September 11-13, 2020 at the Hyatt Regency Monterey Hotel & Spa in Monterey, CA. As the role of County Offices of Education continues to evolve, CCBE's Annual Conference strives to provide innovative and timely resources for board members and superintendents. We invite you to share your expertise and inspire your colleagues throughout the state by presenting an informative and interactive workshop tailored to the needs of County Boards of Education.

OUR MEMBERSHIP

CCBE is a statewide organization that operates as a section of the California School Boards Association (CSBA) and partners with it in providing educational leadership serving the unique needs of all County Boards of Education in California. County board members are a link between the community and the County Offices of Education and the County Superintendent. County board members play an influential and powerful advocacy role to help meet the needs of County Offices of Education, public education, and students throughout California.

CONFERENCE GOALS

The Annual Conference Planning Committee is seeking workshop presentations that provide tools, instruction, and prepare attendees on educational changes in one or more of the following five key focus areas.

1. FUNDING, BUDGET & FINANCE

Topics could include: county boards of education role in approving the county office of education budget, ensuring the budget is aligned to the Local Control Funding Formula, review interim financial reports, fixing the salary of the county superintendent, best practices for communicating the county office of education budget to the community, unique funding issues for rural county offices of education, and updates on schools and community first initiative.

2. ADVOCACY, GOVERNMENT AND COMMUNITY RELATIONSHIPS

Topics could include: county boards of education role in advocating for public education and remaining competitive in a new era of choice, lobbying the legislature on a local and federal level, partnerships between county boards of education and districts, California School Dashboard, Local Control Funding Formula and Local Control Accountability Plan (LCAP) for

county office, marketing and media community engagement to better inform the public of the roles and responsibilities of the county board members versus the county superintendent.

3. **EQUITY, ACCESS AND ACCOUNTABILITY**

Topics could include: county boards of education role in ensuring equitable access for all students in county schools and programs, how to hold county office of education programs accountable, charter school authorization and oversight, successful programs that close the opportunity gap for foster youth, LGBTQ students, low-income students, students of color, homeless students, and immigrant children, court schools, CTE, Adult Education, Community Schools, special education, and the effects of the California Dashboard on the California education system.

4. **GOVERNANCE AND LEADERSHIP**

Topics could include: county boards of education role in developing positive county office of education culture, county board – superintendent relations, county office – district relations, developing governance calendar, county policy and protocols to support good governance, the Brown Act, orienting new county board trustees, and how to successfully run a county board of education meeting.

5. **SAFETY, SECURITY AND WELLNESS**

Topics could include: county boards of education role in promoting healthy climate, addressing the needs of at-risk youth, how to best ease student, family, and staff stress and anxiety (e.g. in areas of bullying, assault, active shooter on campus, suicide), mental health services and community partnerships, cyber security – protecting against the threat of a cyber-attack, and preparing in cases of natural disasters (e.g. fire, earthquakes, flooding.)

We anticipate that conference sessions will be 60, 75, and 90 minutes in length. This year, we ask that presenters prepare their direct presentations to include 30 minutes of interactive and solution focused community conversation.

SELECTION CRITERIA

While we are grateful for all proposal offers, due to the limited time and space at the conference, the planning committee must review proposals to choose programs that are most closely aligned with the conference focus areas. The committee will review proposals based on:

- Is the perspective of county boards of education and its policy role clearly present?
- Is the proposal well-planned, well-written and provides a clear and realistic picture of what the intended outcomes are?
- Is the definition and focus of the topic and practical application of material for county boards of education present?
- Are the presenter(s) experienced, knowledgeable, effective and engaging?
- Is the proposed topic timely and relevant for county boards of education?
- Is the proposal directly aligned with the conference focus areas?

REQUIREMENTS AND SUBMISSION PROCESS

- Workshop Proposals may have up to four members on a panel and shall include at least one county office of education board member.
- Presenters will receive a complimentary, non-transferable one-day conference pass for the day of their presentation. If they wish to attend the entire conference, they must register at the full conference rate.
- All presenters must commit to the presentation of a program at pre-assigned times during the conference, from September 11-13, 2020 in Monterey, California.
- Presenters are responsible for their own travel, housing and related conference expenses, including reproduction of handouts.
- Presenters should grant permission for hard copy and online distribution of supplemental resource materials and provide soft copies of power points in advance.
- CCBE does not accept workshop proposals that are intended to sell a product or service.

APPLICATION PROCESS

Please complete the attached proposal form, providing enough detail to allow the planning committee to understand how the session would be structured and which conference focus area you plan to target.

Submit your electronic proposal to CCBE at ccbe@csba.org on or before the Tuesday, May 5, 2020 deadline.

You will be notified by June whether your proposal has been selected for inclusion in the 2020 CCBE Annual Fall Conference. If your proposal does not meet the needs of this year's program, the committee hopes you will resubmit your proposal for a subsequent conference.



September 11-13, 2020

REQUEST FOR PROPOSAL FORM

Please type or print clearly, and complete the entire form. The information provided on the proposal form will be printed in the conference program if selected. You may attach additional information (e.g., brochures, press clippings, etc.) to the proposal form. Presenters who wish to participate in any other portion of the conference beyond their presentation are required to register for the conference.

Title of Program: (please limit to 15 characters if possible)

Program Description: Provide a summary (80 words or less) of the content that will give the conference planning committee an accurate understanding of what will be covered in your program. The following text will be used to market the presentation should it be included in the program.

Learning Objectives: Please indicate three objectives for the presentation. This could be specific skills, ideas, procedures or policies that attendees will take away from this presentation. These objectives should be specific to the role of county board of education trustees. You can list objectives as an ending to the following sentence: At the end of this session, participants will be able to...

Method of Instruction: (mark all that apply): In what way will you engage participants? Include any ways you will encourage active learning, such as case study exercises, role-playing, small group discussion, facilitated brainstorming, or action plans.

Lecture PowerPoint Interactive/Hands-on Small Group work Large Group Discussion

Focus Area: Describe which of the focus area(s) is addressed by this presentation.

PRESENTER INFORMATION

The lead presenter will be contacted for any questions and will be informed of the decision on the proposal. If the lead contact for the session is not a presenter for this program, please indicate the name, e-mail, and phone number for the lead contact, so he/she can be contacted instead. Panels are limited to 4 people total, including the moderator. If this session is a panel format, please indicate which presenter will serve as the moderator.

Enter a brief biographical sketch for each presenter. Presenter bios should be written in a narrative format and include name, current title, current organization and a few sentences containing biographical information that illustrates why the individual is qualified to speak on a specific topic. Bios should be no more than 80 words each. If the proposal is accepted, the bios in this section will be used in the conference program.

Lead Presenter/Session Coordinator

Name:	Position/Title:	
County/Organization:		
Address:	City:	State & Zip Code:
Phone:	Email:	
Are you a CCBE member? <input type="checkbox"/> Yes <input type="checkbox"/> No		

Enter a brief biographical sketch (not more than 80 words) for lead presenter.

Presenter Two

Name:	Position/Title:	
County/Organization:		
Address:	City:	State & Zip Code:
Phone:	Email:	
Are you a CCBE member? <input type="checkbox"/> Yes <input type="checkbox"/> No		

Enter a brief biographical sketch (not more than 80 words) for presenter two.

Presenter Three

Name:	Position/Title:	
County/Organization:		
Address:	City:	State & Zip Code:
Phone:	Email:	
Are you a CCBE member? <input type="checkbox"/> Yes <input type="checkbox"/> No		

Enter a brief biographical sketch (not more than 80 words) for presenter three.

Presenter Four

Name:	Position/Title:	
County/Organization:		
Address:	City:	State & Zip Code:
Phone:	Email:	
Are you a CCBE member? <input type="checkbox"/> Yes <input type="checkbox"/> No		

Enter a brief biographical sketch (not more than 80 words) for presenter four.

ROOM SET-UP & AUDIO/VISUAL EQUIPMENT

All workshop rooms will be set up either classroom or theater style. Please indicate below your preference for front-of-room speaker and AV PowerPoint presentation setup. CCBE will provide each meeting room with a laptop, overhead projector, screen and if room size warrants, one podium with microphone. To order additional equipment or wifi access, please contact CCBE.

Standing Podium Small Table Head Table Number seated at head table
 LCD projector/screen package Flipchart Laptop Speakers for sound

SUBMIT PROPOSAL FORM TO: CCBE at ccbe@csba.org (*preferred*) or by mail 3251 Beacon Blvd. | West Sacramento, CA 95691. Phone: (916) 669-3281.