



## **CALL FOR PROPOSALS**

**Workshop proposals due Tuesday, April 2, 2019**

### **INNOVATE & INSPIRE**

The California County Boards of Education (CCBE) invites you to submit a proposal for the 2019 Annual Fall Conference, which will be held on September 13-15, 2019 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**

Our theme for this year's conference is Educational Changes on the Horizon: What and how to prepare for them. We seek presentations that provide tools, instruction, and prepare attendees on educational changes on the horizon in one or more of the five key focus areas. While not limited to the questions here, by way of example, below are possible specific presentation topics of in the 5 areas.

- **Budget & Finance:**
  - ❖ How to properly align the budget to COE and LCFF goals, approve the county office of education budget, review interim financial reports, and fix the salary of the county superintendent?
  - ❖ What are the effects of the California Dashboard on the California systems of Support and Differentiated Assistance?
  - ❖ How do County Offices and Boards best communicate to, and receive feedback from, stakeholders regarding LCAP implementation? What are best practices?
  
- **ADVOCACY:**
  - ❖ How can board members best advocate for public education and remain competitive in a new era of choice?
  - ❖ What tools work for board members to use in promoting the value of public education at the state level? At the local level? Within the communities we serve?

- ❖ How can board members best address the impact to California of the changing federal education landscape?
- **EDUCATIONAL PROGRAMS:**
  - ❖ How and what tools are available for County Office of Education board members to be most effective in their role in the authorization and oversight of charter schools?
  - ❖ Special Education
  - ❖ Community Schools
  - ❖ Adult Education
  - ❖ CTE
  - ❖ Other Education Programs and best practices
- **GOVERNANCE:**
  - ❖ What tools are available to attendees in order to foster relationship building and effective governance at the County Board level?
  - ❖ What are best practices for achieving true shared governance between County Boards and County Superintendents?
  - ❖ What do newly elected and first term county board members need to know to hit the gate running?
- **SAFETY AND SECURITY:**
  - ❖ What can County board members do to ease student, family, and staff concerns and fears and increase support for all youth (e.g. in areas of bullying, assault, active shooter on campus, suicide prevention)?
  - ❖ How are County boards best addressing the needs of at-risk (homeless students, foster youth, refugee students, unaccompanied minors, etc.) youth?
  - ❖ What tools are available to ensure that students and county staff are appropriately prepared in cases of natural disasters (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 be, followed by 30 minutes of “community conversation,” which will include time for questions to the presenters, as well as an opportunity for attendees to share their experiences in the areas covered.

### **SELECTION CRITERIA**

While we are grateful for all presenter 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 goals. The committee will review proposals based on:

- Extent to which the proposed workshop provides guidance, tools and strategies relevant to County Board of Education trustees
- Definition and focus of the topic
- Practical application of material for trustees
- Experience and/or expertise of presenters
- Timeliness and importance of topic

- Direct connection to the conference theme and focus areas (We cannot choose proposals that do not specifically relate to one or more of our 5 key focus areas.)
- Overall program quality

Workshop presenters will receive a complimentary, non-transferable one-day conference registration for the day of their presentation. All speakers must commit to the presentation of a program at pre-assigned time during the conference, from September 13-15, 2019 in Monterey, California. Presenters are responsible for their own travel, housing and related conference expenses, including reproduction of handouts. Speakers should grant permission for hard copy and online distribution of supplemental resource materials. Workshops are limited to a maximum of four speakers.

### **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 workshop topic area you plan to target.

Submit your electronic proposal to CCBE at [ccbe@csba.org](mailto:ccbe@csba.org) on or before the Tuesday, April 2, 2019 deadline.

You will be notified by June whether or not your proposal has been selected for inclusion in the 2019 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 13-15, 2019

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 60 characters if possible)

**Program Description:** Provide a summary (100 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 and how it connects to this year's theme Educational Changes on the Horizon.

Any additional information you would like the planning team to know:

**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 actually not a speaker 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 speaker 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 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

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