CALL FOR PROPOSALS
IASB • IASA • IASBO JOINT ANNUAL CONFERENCE
NOVEMBER 21-23, 2008

SHARE THE SUCCESS PANEL PRESENTATIONS

Success stories of local school districts and related organizations have long been a strong drawing card at the Annual IASB/IASA/IASBO Conference. School board members from every division come to learn and benefit from the practical experiences the Share the Success panel presentations provide. A select number of school districts and organizations will be chosen to make panel presentations in Chicago. These 90-minute panel sessions—presented by the board members, administrators and other school or community members who were involved in the particular programs showcased—are based on actual school system experiences. Presenters give insight and practical information on how to solve common problems. They share discoveries and innovations from programs succeeding in their school districts. They give tips on how school boards can achieve such successes in their own school districts.

A committee of Association staffers/members will evaluate all proposals received in the IASB Springfield office by February 15, 2008. A sample evaluation is enclosed for your review. Invitations will be issued to the districts and organizations recommended by those evaluators. Preference will be given to registered conference attendees. Acceptance of an invitation to present a Share the Success panel represents a joint commitment to create a valuable educational experience for conference attendees. IASB reserves a time period and meeting room and provides publicity and audiovisual equipment for the presentation, while the school district or organization agrees to follow the rules listed on the enclosed proposal form and commits to presenting a panel as described by the proposal submitted. Please do not submit a proposal unless your district is fully prepared to make that commitment—and presentation—at IASB/IASA/IASBO’s Annual Conference, November 21-23, 2008, in Chicago.

Districts and organizations that are not selected to make their presentations during a 90-minute panel session may be offered a different opportunity to present at the conference. IASB will once again be featuring a Carousel of Panels session on Saturday afternoon, November 22. The Carousel is designed to allow districts and organizations a chance to make three, one-half-hour presentations on their topic in just under a two-hour period, allowing attendees an opportunity to obtain a wide variety of information in minimal time. Participants of the 2007 Carousel of Panels—both presenters and attendees—commented very favorably on the carousel experience and look forward to its return in 2008.

DEADLINE: Proposals must be received in the IASB Springfield office by 5:00 p.m., February 15, 2008

Send Proposals to:
Illinois Association of School Boards
Attention: Judy Williams
2921 Baker Drive • Springfield, Illinois 62703-5929

or

FAX proposals to: IASB, Attention: Judy Williams - 217/528-2831
School District/Organization Proposal
IASB · IASA · IASBO Joint Annual Conference
November 21-23, 2008 · Chicago

Please consider this proposal for a panel for the
2008 IASB/IASA/IASBO Joint Annual Conference

School District/Organization: __________________________________________________________

Mailing Address: ____________________________________________________________________
P.O. Box or Number and Street ____________________________________________________________________

City/State/Zip Code: ____________________________________________________________________

District/Organization Phone Number: ____________________________Enrollment: _____________

Board President: ________________________________________________________________________
Mr. Ms. Dr. Mrs. First Name Middle Initial Last Name

Superintendent: ________________________________________________________________________
Mr. Ms. Dr. Mrs. First Name Middle Initial Last Name

Contact Person: ________________________________________________________________________
Mr. Ms. Dr. Mrs. First Name Middle Initial Last Name

Contact’s Title: ________________________________________________________________________Telephone Number: _________________________

Title of Proposed Panel: ______________________________________________________________

__________________________________________________________________________________

Targeted Audience (Board Member, Administration, Other): ________________________________

__________________________________________________________________________________

Topical Program Track (Note: See insert. Please list only ONE—the primary program track):

__________________________________________________________________________________

For IASB Use Only:
Proposal # ______________________
Date Rec’d. ____________________
Staff _________________________
Division ______________________
Rules for Proposal Submission
Deadline: February 15, 2008

1. Your proposal must be completed to qualify for consideration. Please check to make certain you have completed each of these sections:
   - Completed Cover Sheet including all requested names, program title, and program track;
   - Required signatures (this page);
   - Complete program description with special attention to item #2 under Program Abstract;
   - A/V needs (see back) (Proposals that do not complete this section may not be considered.)

2. Panels will be limited to not more than 3 presenters. IASB may select the moderator.

3. Presenting school districts and organizations agree not to utilize commercial vendors or their representatives in their presentations.

4. Presenting school districts and organizations agree to supply sufficient copies of handout materials for distribution to the audience. Quantities vary from 200 to more than 400 copies; estimated attendance will be provided by assigned IASB staff approximately one month prior to the conference.

5. Travel and lodging arrangements and expenses of panelists are the responsibility of the submitting school district or organization. Business Officials, Superintendents and Board Members must register for Conference if presenting a panel and attending the whole Conference.

6. Proposals must be received in the IASB Springfield office by 5:00 p.m., February 15, 2008.

We understand the above rules. Should our proposal be accepted, our school district/organization agrees to present as we have proposed and to abide by the rules listed above.

School Districts:

__________________________
Signature of School Board President Date

__________________________
Signature of Superintendent Date

Organizations:

__________________________
Signature of Responsible Party Date

If our district/organization is not selected as a Share the Success panel, we
_____would be interested _____would not be interested
in participating in the Carousel of Panels to be held on Saturday, November 22, 2008.

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Attention: Judy Williams
2921 Baker Drive • Springfield, Illinois 62703-5929

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FAX proposals to: IASB, Attention: Judy Williams — 217/528-2831
(If faxing, DO NOT mail copy unless you are contacted to do so.)
Program Title: 

Learning Objectives of Sessions: ("At the end of my session, participants will be able to...")
1. 
2. 
3. 

Program Abstract:
1. Attach a 25 word description of your presentation. If your presentation is accepted, this description will be printed in the conference brochure.

2. Explain your process and outcome (success).

3. Attach a description of 50 words or less of your presentation. List your presentation’s benefits for school board members and other conference attendees.

4. What skills or insights will your audience develop or enhance by attending your session?

5. Will you have handouts to share with your audience? Please describe. (See 3. under Rules for Proposal Submission).

6. Have you made this presentation before?  Yes  No  If yes, where/when?
This section must be completed.

In order for your proposal to be considered complete, you will need to indicate your audio-visual needs for the presentation. In an effort to control A/V costs, we schedule panels with similar A/V requests back to back in the various meeting rooms. Therefore, **we will not be able to make changes in audio-visual requests once the panels are scheduled.** It is important that you consider carefully what equipment you will need and plan your presentation based on the requests you make with this proposal. **IMPORTANT: Due to union rules and regulations, panelists may not bring their own equipment except as noted below for PowerPoint users.**

IASB reserves the right to require districts or organizations to scale back A/V requests if they are deemed excessive.

Note: Each room will automatically be set up with a head table and seating for 6 panelists plus a table lectern with a microphone. The balance of the room will be set theater style to capacity unless otherwise requested at the time this proposal is submitted.

<table>
<thead>
<tr>
<th>Video:</th>
<th>Audio: (maximum 2 additional microphones per room)</th>
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<tbody>
<tr>
<td>_____ Overhead projector setup</td>
<td>_____ additional table microphone</td>
</tr>
<tr>
<td>_____ Acetate roll/pen</td>
<td>_____ floor microphone</td>
</tr>
<tr>
<td>_____ VCR/25” color monitor setup</td>
<td>_____ wireless lavaliere microphone</td>
</tr>
<tr>
<td>_____ Flip chart</td>
<td>_____ wireless handheld microphone</td>
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<tr>
<td>_____ PowerPoint 1/LCD panel (participant brings own computer; hotel provides projector and screen)</td>
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<tr>
<td>_____ *PowerPoint 2 (participant brings own computer and projector; hotel provides table, power and screen)</td>
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<tr>
<td>_____ Other (please be specific):</td>
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</table>

**IMPORTANT: Additions to A/V requests will not be honored after the submission of this proposal on February 15, 2008.**

*PowerPoint Users: Please note that the standard PowerPoint setup will require you to furnish your own hardware **including a projector.** Exceptions to this will be made on a very limited basis.
Essentials for all Proposals

- Presentations should be planned for 90 minutes, with at least 20 minutes for questions and answers.
- Applicants must select a topic which will fit into a program track.
- Please do not send supplemental materials.
- All proposals must use materials and language that does not discriminate on the basis of gender, race, color, ethnicity, religion, physical ability or sexual orientation.
- A school district or organization may submit up to three proposals for consideration.
- Proposals may be faxed to IASB, as well as mailed—providing all the necessary pages and signatures are provided. If you choose to fax the form, do not send a hard copy as well, unless we call you to request one.
- A contact person—someone who will receive and respond to all correspondence subsequent to the initial invitation mailing—must be designated. This person must be fully knowledgeable about the program proposed.
- Please photocopy all proposals submitted for your records.
- Please do not submit audio or videotapes; your written proposal must stand on its own.
- IASB cannot provide lodging or travel expenses for “Share the Success” panel participants.
- Business Officials, Superintendents and Board Members must register for Conference if presenting a panel and attending the whole Conference.
- Deadline: Proposals must be received by 5:00 p.m., February 15, 2008.

Selection Criteria for Proposals

Because a majority of the audience will be school board members, we ask that as you write your proposal and plan your presentation, you consider how it can best be related to the appropriate role of the school board. That is, the school board most appropriately focuses on the broad aims of the district and, through development of policy, directs the staff toward those aims. The development and implementation of programs to achieve those aims is most properly the province of staff. School boards also need to monitor progress toward district aims and serve as public advocates for the schools.

Therefore, each proposal submitted for the Share the Success panel presentation will be evaluated using the following points of consideration:

- Is the topic of high interest and relevance to today’s leaders?
- Does the description give a clear, concise picture of what the presentation will include?
- Are the objectives of the proposed presentation clear and can they be met realistically in a 90-minute session?
- Is there evidence that the presentation will address the appropriate role of the board relative to the topic?
- Is there evidence of creativity and innovation in the approach taken to this issue or topic?
• Is specific information, rather than vague generalization, provided?
• Is the program’s purported success supported by positive results?
• Will the presentation provide solid, practical, “how to” information (and be more than just a public relations or marketing effort for the school district or organization)?
• Can the school district’s experience be replicated by other school systems?
• Is the proposal well-written, i.e., does it demonstrate correct spelling and grammar usage?
• Does the proposal have the potential to attract and stimulate conference attendees?

Topical Program Tracks

Panels listed under each track are samples to guide your decision in regard to which track your panel would fit.

1. Governance/Leadership
   • Creating a school governance team for increased student leadership.
   • Making sure your superintendent evaluation process does the job it should.
   • The pitfalls of micro-management.

2. Finance and Funding
   • Stretching resources and making taxpayers happy through intergovernmental cooperation.

3. Current Issues
   • How to stem the rising tide of violence in America’s schools.
   • Multi-culturalism—real balance or political correctness?

4. Community Relations and Communications
   • Convening the community around governance issues.

5. School Law
   • Termination of underachieving teachers.
   • Peer-to-peer and teacher-student sexual harassment.

6. Facilities/Transportation/Technology
   • School maintenance.
   • Life safety and building accessibility codes.
   • Technology in the rural school district.

7. Best Practices
   • Block scheduling worked for us.
   • We adopted a don’t pass, don’t play policy.

8. Governmental Relations
   • Effective lobbying—the players, the process, the problems.
SAMPLE COPY OF PROPOSAL EVALUATION

EVALUATION FORM
2008 IASB/IASA/IASBO ANNUAL CONFERENCE SCHOOL DISTRICT PANEL PROPOSALS

Proposal # __________  Evaluator _______________________________________

Please rate each of the following components of this proposal:

1. Topic is interesting and relevant to today’s school leaders.
   
2. Presentation focuses on board level work rather than staff work.
   
3. I have a clear and concise picture of what the presentation will include.
   
4. Creativity and innovation are demonstrated in approach taken.
   
5. Proposal provides specific information rather than vague generalities.
   
6. Program’s claim to “success” is supported by positive results.
   
7. This school district’s experience can be replicated by other school systems.
   
8. Proposal was clearly written and easy to read.
   
9. Fresh, unique idea.

Recommended status for this proposal after your reading and evaluation:

_____ Yes/Select for panel  _____ Maybe/Hold for further consideration  _____ No/Drop from further consideration

Comments:
Did anything stand out as being especially effective or ineffective about this proposed session? If yes, please specify.

Please add additional comments you feel would assist us in assessing the value of this presentation.