



CALL FOR PROPOSALS

IASB • IASA • IASBO JOINT ANNUAL CONFERENCE
NOVEMBER 18-20, 2011

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 members will evaluate all proposals received in the IASB Springfield office by February 18, 2011. 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 18-20, 2011, 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 19. 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 **2010 Carousel of Panels**—both presenters and attendees—commented very favorably on the carousel experience and look forward to its return in 2011.

**DEADLINE: Proposals must be received in the IASB
Springfield office by 5:00 p.m., February 18, 2011**

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

or

Submit proposals online at <http://www.iasb.com/jac11/rfp.cfm>

SHARE THE SUCCESS PANEL PRESENTATIONS

School District/Organization Proposal

IASB • IASA • IASBO Joint Annual Conference

November 18-20, 2011 • Chicago

**Please consider this proposal for a panel for the
2011 IASB/IASA/IASBO Joint Annual Conference**

For IASB Use Only:

Proposal # _____

Date Rec'd. _____

Staff _____

Division _____

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. First Name Middle Initial Last Name
Dr. Mrs.

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

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

Contact's Title: _____ Telephone Number: _____

Contact's E-Mail Address: _____

Title of Proposed Panel (**MUST MEET GUIDELINES OF 7 OR FEWER WORDS OR 70 CHARACTER
COUNT IF ONLINE**): _____

Targeted Audience (Board Member, Administration, Other):

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

Rules for Proposal Submission

Deadline: February 18, 2011

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 submit handouts electronically by November 11, 2011 to IASB to be placed on the Members Only website immediately following Conference. Districts and organizations also agree to supply sufficient copies of handout materials for distribution to the audience. Room capacity information will be provided by assigned IASB staff prior to the conference to assist you in planning for hand-out printing.
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 18, 2011.

TITLE/BLURB RESTRICTIONS: Due to past proposal titles and blurbs exceeding our guidelines and due to the limited amount of space available in our conference publications, it is necessary to limit:

- **The title length to: 7 OR FEWER WORDS or 70 CHARACTER COUNT**
- **The blurb length to: 40 OR FEWER WORDS for proposals received via mail or fax and 275 CHARACTER LENGTH for online proposals**

**PROPOSALS THAT ARE SELECTED BY THE PANEL REVIEWERS
BUT DO NOT FOLLOW THESE GUIDELINES WILL BE EDITED BY IASB STAFF.**

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. Selected panel proposals will agree to submit electronic copies of handouts to be displayed on IASB website immediately following conference.

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 19, 2011.***

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
or online at <http://www.iasb.com/jac11/rfp.cfm>

(If faxing or submitting online, **DO NOT** mail copy unless you are contacted to do so.)

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 sent online or faxed to IASB, as well as mailed—providing all the necessary pages and signatures are provided. If you choose to fax or send online 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 18, 2011.

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.

Selection Criteria for Proposals

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 40 word description of your presentation. If your presentation is accepted, this description will be printed in the conference brochure. Programs that do NOT follow these guidelines will be edited by IASB staff.
2. Explain your process and give documentation of 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.

Selection Criteria for Proposals

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.

Video:

_____ Overhead projector setup

_____ Acetate roll/pen

_____ VCR/25" color monitor setup

_____ Flip chart

_____ PowerPoint 1/LCD panel (participant brings own computer; hotel provides projector and screen)

_____ *PowerPoint 2 (participant brings own computer and projector; hotel provides table, power and screen)

_____ Other (please be specific):

Audio: (maximum 2 additional microphones per room)

_____ additional table microphone

_____ floor microphone

_____ wireless lavalier microphone

_____ wireless handheld microphone

IMPORTANT: Additions to A/V requests WILL NOT be honored after the submission of this proposal on February 18, 2011.

***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.

SAMPLE COPY OF PROPOSAL EVALUATION

EVALUATION FORM

2011 IASB/IASA/IASBO ANNUAL CONFERENCE SCHOOL DISTRICT PANEL PROPOSALS

Proposal # _____ Evaluator _____

Please rate each of the following components of this proposal:

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

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.