



MEMORANDUM

TO: PROSPECTIVE PRESENTERS AT THE 2008 ANNUAL WORKSHOP

FROM: NEW JERSEY SCHOOL BOARDS ASSOCIATION
NEW JERSEY ASSOCIATION OF SCHOOL ADMINISTRATORS
NEW JERSEY ASSOCIATION OF SCHOOL BUSINESS OFFICIALS

SUBJECT: PROGRAM PROPOSALS

DATE: JANUARY 2008

Evaluations of Workshop 2007 called it the best to date. The quality of the programs was noted as the highlight. Well, Workshop 2008 will be upon us before we know, so start planning now. Workshop continues to provide the very best in educational and professional development sessions available to board members and administrators. This is your chance to help others grow.

“Guiding Tomorrow’s Leaders” is the theme of the **2008 Annual Workshop** being held in Atlantic City, October 29-31, 2008. Guide the members of the New Jersey School Boards Association, the New Jersey Association of School Administrators, and the New Jersey Association of School Business Officials to enhance their knowledge and skills by tapping your expertise. Tell us what you would like to present by submitting a proposal for an *Action Lab* or a *Group Session*.

Action Labs emphasize the application of specific skills by **actively** involving participants. They are 90 minutes in length, the majority of which time must be devoted to hands-on tasks directed by the presenter(s). On your Program Proposal Form, please clearly describe the program, spell out the objectives, and include a general list of activities, so that we will be able to assess how the 24-48 participants will enrich their skills by their attendance. *Once again this year, we will be repeating a select few Action Labs on Friday morning; those which have been traditionally “sold out.”* It may be your chance to reach a greater number of people.

A *Group Session* presents information that brings education philosophy, best practices, contrasting viewpoints, etc., to those in attendance. The sessions are also scheduled for 90 minutes, at least one third of which time is devoted to questions and answers. You may choose as your format a single speaker, a panel, a debate, or some other program structure. If there is more than one presenter, include a breakdown of each person's responsibilities and topic areas on the completed Program Proposal Form. Regardless of the format you choose, Group Sessions are limited to three (3) presenters. As competition for Group Session slots is keen, please clearly describe the program and spell out the objectives so that the selection committee will be able to assess how 150-300 participants will benefit by their attendance.

Program Proposal Memorandum, page 2.

The following topics have been identified in surveys as important to our audience:

- Board-Superintendent Leadership Team
- The Board's Role in Curriculum
- The Board and the Policy Process
- Passing a Budget/Referendum
- A-5 and Travel Regulations
- New Board Member Mentoring
- School-Community-Parent Partnerships
- Board's Role in Finance
- Standards and Assessment
- Transition to a New Superintendent
- Vocational Education
- Approaches to Professional Development
- Special Education Reform
- Assessing Student Achievement
- Data-Driven Decision Making
- Innovative Technology in the Classroom
- NJQSAC
- High School Reform
- Regionalization/Consolidation
- The Role of the Business Administrator
- Pension and Benefit Reform
- Technology in Administration
- Audit Regulations for Districts
- Sharing Services/Creative School Finance
- Dealing with IRS Regulations
- Internal Financial Controls

Please feel free, however, to submit a program proposal on any topic you feel will benefit our registrants. **All submissions will receive equal consideration.** Proposed programs will be considered for inclusion in the Workshop to the extent that they:

- Relate to the topic selected.
- Have clearly stated objectives.
- Are relevant and substantive in terms of the skills to be learned or the information to be conveyed.
- Are based on pertinent materials to be distributed (material duplication will be provided by the Association).
- Provide for group participation, if proposed as an Action Lab.

All those submitting proposals will be notified of the Associations' decision **by the beginning of June, 2008**. A Program Proposal Form accompanies this memorandum. Please duplicate this form if you are submitting more than one proposal. Forms may also be downloaded from our web site www.njsba.org.

Program Proposal Forms should be mailed to Mark A. Bonjavanni, Senior Consultant, Member and Board Development, New Jersey School Boards Association, P.O. Box 909, Trenton, NJ 08605-0909; e-mailed to mbonjavanni@njsba.org; or FAXed to 609-695-0413.

The DEADLINE for RECEIVING completed forms is MARCH 10, 2008. Please return just the form. Do not include this memorandum.

Attachment

PROGRAM PROPOSAL FORM

ANNUAL WORKSHOP
OCTOBER 29, 30, and 31, 2008
ATLANTIC CITY, NEW JERSEY

For your program to be considered for inclusion in the Annual Workshop, this completed form **must be received by March 10, 2008**. Mail to:

Mark A. Bonjavanni
Senior Consultant, Member and Board Development
New Jersey School Boards Association
P.O. Box 909
Trenton, NJ 08605-0909

1. I (we) will present: an Action Lab a Group Session **[Check one]**
2. The title of the presentation is:
3. Please list **each presenter's** name, full address, title, phone and FAX numbers, and e-mail address.
[There is a **limit of three (3)** participants for a **Group Session**.]

Name	Title	
District/Organization		
Address		County
City	State	Zip Code
Office Phone	Home Phone	
FAX Number	E-Mail	

Name	Title	
District/Organization		
Address		County
City	State	Zip Code
Office Phone	Home Phone	
FAX Number	E-Mail	

Name	Title	
District/Organization		
Address		County
City	State	Zip Code
Office Phone	Home Phone	
FAX Number	E-Mail	

4. If an Action Lab, check the number you can work with and still provide sufficient hands-on experience.

24 []

30 []

36 []

42 []

48 []

5. Program Objectives: Complete the following statement for each objective:

"Upon completion of this session, participants will be able to..."

(Add more lines as necessary.)

a.

b.

c.

6. We receive many more proposals than spots available! Here is your opportunity to "sell" us on your topic. In one or two paragraphs, please describe as specifically as possible what will occur during your session. Include both content and teaching/training methods. **If you are proposing an Action Lab, please specify the hands-on activities in which attendees will participate.**

NOTE: If your program is selected, its description in the *Preview Guide* and *Program Book* will be based on this information. Please be specific.

7. *This section is required for a program to be considered.* Checking the following box acknowledges that the Associations (NJSBA, NJASA and NJASBO) can not provide me with a laptop or LCD projector.

My program will require an internet connection. *If the following box is not checked, an internet connection will not be considered.*

Reminder: The DEADLINE for RECEIVING completed forms is **MARCH 10, 2008**. Please return just the form. Do not include this memorandum.