

# Guidelines for Submitting a 2010 CABE/CAPSS Convention Workshop Proposal

The CABE/CAPSS Convention Committee has set the following guidelines for submitting a Convention workshop proposal. Included in these guidelines is a list of priority topics that the Committee is particularly interested in having presented at the 2010 CABE/CAPSS Convention.

## Priority Topics for 2010 include, but are not limited to:

- Use of Time
- Alternative Compensation Systems
- Communicating with Senior Citizens in Your Community
- Communicating with Parents in Your Community
- Negotiation strategies - specifically regarding insurance issues
- Communication/Press Issues/Media
- Quick tips on NEW ideas in finding resources, including Education Foundations
- Special Education Cost Savings
- Regional School District Issues
- Shared Services and Purchasing
- International Benchmarks
- International Partnerships
- Role of Boards and Superintendents in helping students learn 21<sup>st</sup> Century Skills
- Race to the Top, including:
  - Standards and Assessment
  - Data Systems to Support Instruction
  - Great Teachers and Leaders
  - Turning Around Lowest Achieving Schools
- Funding Public Education, including Charter and Magnet Schools
- Issues with Regional Focus
- Online Learning
- Cultivating a Successful and Highly Effective Leadership Team

Presentations are being sought for more than 20 workshop sessions. Workshop sessions are generally 75 minutes and clinic sessions are 2 hours.

All proposals will be considered and reviewed by the Convention Planning Committee. **Proposals must be received no later than Friday, March 5, 2010 in order to be considered.** Send your proposal(s) to: Lisa Steimer, CABE, 81 Wolcott Hill Road, Wethersfield, CT 06109; fax 860-571-7446 or email to [lsteimer@cabe.org](mailto:lsteimer@cabe.org).

Proposals will be reviewed according to the following criteria:

- Presentations must relate to the theme, *Maintaining a Strategic Focus in Changing Times*, and be of interest to board members and superintendents.
- Must directly relate to at least one of the following workshops strands:

(over)

**I. 21<sup>st</sup> Century Education** – Every child in America needs certain knowledge and skills to succeed as effective global citizens, workers and leaders in the 21<sup>st</sup> Century. Our boards, administrators, staff and the general public also need these skills.

21<sup>st</sup> Century Skills include:

- Accountability and Adaptability
- Communication Skills
- Creativity, Intellectual Curiosity and Critical Thinking
- Systems Thinking
- Information and Media Literacy Skills
- Interpersonal and Collaborative Skills
- Problem Identification, Formulation and Solution
- Self-Direction
- Social Responsibility

These skills are all elements in effective governance. How should we be using technology, including online learning? What sort of strategic conversations should we be having in order to implement well thought out systemic change?

**II. Essentials of Effective Boardmanship** – Appropriate for all levels of experience, the sessions related to this strand focus on the “nuts and bolts” of effective governance, leadership and management, as well as on the knowledge and skills that are necessary to succeed.

**III. Partnering to Ensure the Success of Each Student** – Traditional and nontraditional partnerships are key to ensuring the success of each student. How do boards partner with other community institutions and agencies that focus on children so that the community’s children receive a seamless program of services? How do these partnerships support and complement each other? How do boards partner and work effectively with the Rotary, PTA/PTO, education foundations, other boards of education, and other stakeholders? What sort of leadership is needed to foster these relationships? How do you make these partnerships work?

**IV. Measuring Student Achievement Beyond Test Scores** – Data driven decision-making is critical to making well-informed, appropriate decisions. A key element in the process is knowing the right questions to ask. Additionally, how is exceptional teaching identified? How do No Child Left Behind and Race to the Top impact what we measure and how? How do boards of education develop metrics for board governance and committee engagement?

#### **Proposal Requirements:**

- Title must be concise and clearly describe exactly what the session is about
- Description must give a clear, concise picture of what the presentation will include and avoid the use of acronyms and abbreviations.
- The objectives must be clear and be able to be met realistically in the time allowed.
- The presentation should provide solid, practical “how-to” information
- Handouts must be submitted electronically to CABE in October 2010. Specific information will be provided to those selected to present at the Convention.
- Best practices should have proven success and be replicable in a wide variety of school districts in Connecticut.
- Presentation delivery methods must reflect effective adult learning.
- Presentation should address the impact on a district if it were to implement the ideas presented.
- When appropriate, presenters should model 21<sup>st</sup> Century Skills.
- Presenters must be able to appear during any of the scheduled workshop sessions: Friday, November 19 – morning and afternoon **and** Saturday, November 20 – morning.
- Do not list individuals as co-presenters unless you have a commitment from them to appear in the program.
- If you are commercially associated, you are also required to purchase space in the exhibit hall. Contact Dana Finello, CAPSS, at 860-236-8640 for more information on exhibiting. **Your presentation must be informative, not a sales promotion.**
- Presenters must be knowledgeable and enthusiastic!

# 2010 CABE/CAPSS Convention

## Maintaining a Strategic Focus in Changing Times

November 19-20, 2010 • Mystic Marriott Hotel, Groton

Workshop Presentation Proposal • **DEADLINE - March 5, 2010**

Workshop Title: \_\_\_\_\_

Presenter(s) Name: \_\_\_\_\_

Position: \_\_\_\_\_

School District/Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Qualifications: \_\_\_\_\_

Phone: \_\_\_\_\_ \*Email: \_\_\_\_\_

Name: \_\_\_\_\_

Position: \_\_\_\_\_

School District/Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Qualifications: \_\_\_\_\_

Phone: \_\_\_\_\_ \*Email: \_\_\_\_\_

**Description:** *(Describe the workshop in two to three sentences that can be used in promotional materials. Attach up to two pages of supporting information):* ***(you need to tab at the end of each line)***

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**Related strand:** *(check all that apply)*

\_\_\_\_\_ **21<sup>st</sup> Century Public Education**

\_\_\_\_\_ **Essentials of Effective Boardmanship**

\_\_\_\_\_ **Partnering to Ensure the Success of Each Student**

\_\_\_\_\_ **Measuring Student Achievement Beyond Test Scores**

**Time requirement:** *(75 min. or 2 hrs.)* \_\_\_\_\_  
*(every effort will be made to accommodate, but cannot be guaranteed)*

**Target audience:** *(you need to tab at the end of each line)* \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Objectives -**

*Upon completion of this workshop, participants will be able to:* *(you need to tab at the end of each line)*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Activities** *(Provide a brief description of the workshop's activities):* *(you need to tab at the end of each line)*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Who should be contacted for further information:**

Name: \_\_\_\_\_

School District/Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

\*Email: \_\_\_\_\_ Position: \_\_\_\_\_

**\*Since most communication is conducted via email, an email address is required for each presenter and contact person. Please return this form and any supporting information (up to two pages) to:**

Lisa Steimer, CABE, 81 Wolcott Hill Road, Wethersfield, CT 06109 • Fax: 860-571-7452 • Email: lsteimer@cabe.org