Local Board Member Training
Request for Proposal
FY 2021

Local Board Governance Training
Provider Proposal Requirements

The State Board of Education has adopted "SBOE governance standards for local boards" as the basis for local school board member training. The approved Training Providers will conduct local school board member training utilizing curricula aligned with SBOE governance standards for local boards and which meet identified areas for improvement as submitted in local boards' training program. (O.C.G.A. §20-2-230 (2) and SBOE Rule: 160-5-1-.36)

Training Providers wishing to provide local board member training must be approved by the State Board of Education. To be considered for such approval, Training Providers shall provide to the Georgia Department of Education the following:

Check List:

    <u>**Section 1**</u>

        i.   Overview of the individual(s) or entity wishing to provide training

        ii.   Experience in providing local school board training with references

        iii.   Instructors' qualifications

    <u>**Section 2**</u>

        iv.   Name(s) of training course(s)

        v.   Length of training course(s)

        vi.   Syllabus, which includes standard(s) to which each course is aligned

        vii.   Probable delivery method for delivery of content (whole board, large or small group, virtual, etc.)

        viii.   Proposed location(s) of training course(s)

        ix.   Fees (if any) to be charged for each training course

        x.   Participant evaluations of each training course

        xi.   List of local board members who participate in each training course

        xii.   Training instructors must sign and return the attached Agreement of Nepotism Assurance.

Agreement of Nepotism Assurance

As an instructor/ trainer for _____ I will not provide Local Board Governance training to local board members who are immediate members of the instructor/ trainer's family without obtaining prior approval from the State School Superintendent or his designee. For the purpose of this assurance, immediate family members shall include a spouse, child, sibling, parent or the spouse of a child, sibling or parent.

_____   _____
Signature   Printed Name

_____
Date

_____
Organization

*This form must be completed and submitted for all faculty members of all Local Board Governance Training Provider applicants.

Training Proposal Sample

Training Provider	ABC & XYZ, LLC	Submission Date	4/4/20
Course Title	**Code of Ethics for Local School Board Members**	Instructors	*X.L. Department and other instructors listed.
Course Description	*Based upon Georgia Code requirements of O.C.G.A. §20-2-72 and SBOE Rule 160-5-1-.36 each participant will learn and understand the Code of Ethics for local school board members.*	Delivery Method (Check)	o Small group o Large group o Virtual o Whole board o Other _____
Alignment to Standards	*The SBOE adopted Code of Ethics is listed by each Domain Standard area, therefore all Domain Standards are addressed.*	Proposed fee	o No Charge o Amt. _____
Proposed location (s) *{Actual location identified on evaluations}*	o LBOE sites o Regional locations o Webinars o Pre-conference workshops	Length of course	o One hour o Three hour o Six hour o Other _____
Overall Course Objective(s)	*Enable all local school board members and potential candidates to meet requirements of O.C.G.A. § 20-2-51 (e) eligibility for local board election.*		
Submitted by	XYZ Smith		

*Instructor(s): X.L. Department's qualifications and resume are attached.

Syllabus Sample

SUBMITTING AGENCY:	**ABC, LLC**
COURSE TITLE:	**ABC, LLC 100**: New Board Member Orientation
CONTACT:	John Doe Director of Professional Development 1234 Numeric Way Atlanta, GA 30303 Office: 555-555-5551 Fax: 555-555-5552 Home: 555-555-5553 Email: abcllc@abcllc.com
COURSE DESCRIPTION:	An overview of the curriculum topics as required by law for new board members: educational program objectives; school law; responsiveness to the community; school council's roles and responsibilities; ethics; roles and responsibilities of board members; superintendent evaluation; self assessment of the board and other topics as per state law.
# OF CONTACT HOURS	12 hours
MAJOR ACTIVITIES:	Overview by instructors of required topics; large and small group activities; case studies; video vignettes; workbooks; individual participant exercises; role playing; on-line training.

Training Goals/Objectives:

- Meet the statutory training topic requirements
- Provide an overview of board roles and responsibilities
- Review ethics, and school law
- Cover the requirements of superintendent evaluation
- Make participants aware of instructional issues

Target Audience:	New board members (**required training**).
Training Times:	1:00 p.m. - 5:00 p.m. - first day 8:00 a.m. - 5:00 p.m. - second day

New Board Members must attend both days for credit

Training Dates/Locations:	October 2018	April 2019
	Atlanta	Macon
	Hotel 6	Motel 8
	Address	Address

Additional Faculty: Additional faculty will be selected according to subject matter expertise; locally, statewide or nationally.

Registration Fees: $290.00 (Additional fees for specific resource materials are *optional*)