

Local Board Member Training  
Request for Proposal

Dear Local Board Governance Training Provider,

Attached you will find a document that explains the process in which you must submit your proposal as a provider for the Local Board Governance Training. Please submit this proposal in electronic format back to me at [jpaul@doe.k12.ga.us](mailto:jpaul@doe.k12.ga.us) no later than Wednesday, July 6, 2011. The State Board of Education will approve the proposals Thursday, July 21, 2011 at the regular board meeting and a subsequent email will follow confirming your approval or disapproval.

If you have any questions or concerns please do not hesitate to contact me using the information in my signature below. Thank you.

Justin Pauly  
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State Board of Education Liaison  
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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. (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:**

**Section 1**

- 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

**Section 2**

- 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.

xii. Nepotism Assurance Agreement

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.

\_\_\_\_\_  
Sign

\_\_\_\_\_  
Date

\_\_\_\_\_  
Organization

## Training Proposal Sample

<b>Training Provider</b>	<i>ABC &amp; XYZ, LLC</i>	<b>Submission Date</b>	5/4/11
<b>Course Title</b>	<i><b>Code of Ethics for Local School Board Members</b></i>	<b>Instructors</b>	*X.L. Department and other instructors listed.
<b>Course Description</b>	<i>Based upon Georgia Code requirements of 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.</i>	<b>Delivery Method (Check)</b>	<input type="radio"/> Small group <input type="radio"/> Large group <input type="radio"/> Virtual <input type="radio"/> Whole board <input type="radio"/> Other _____
<b>Alignment to Standards</b>	<i>The SBOE adopted Code of Ethics is listed by each Domain Standard area, therefore all Domain Standards are addressed.</i>	<b>Proposed fee</b>	<input type="radio"/> No Charge <input type="radio"/> Amt. _____
<b>Proposed location (s)</b> <i>{Actual location identified on evaluations}</i>	<input type="radio"/> LBOE sites <input type="radio"/> Regional locations <input type="radio"/> Webinars <input type="radio"/> Pre-conference workshops	<b>Length of course</b>	<input type="radio"/> One hour <input type="radio"/> Three hour <input type="radio"/> Six hour <input type="radio"/> Other _____
<b>Overall Course Objective(s)</b>	<i>Enable all local school board members and potential candidates to meet requirements of 20-2-51 (e) eligibility for local board election.</i>		
<b>Submitted by</b>	XYZ Smith		

\*Instructor(s): X.L. Department's qualifications and resume are attached. [All instructors resume will be placed in a booklet for review.]

## *Syllabus Sample*

<b>SUBMITTING AGENCY:</b>	<b>ABC, LLC</b>
<b>COURSE TITLE:</b>	<b>ABC, LLC 100: New Board Member Orientation</b>
<b>CONTACT:</b>	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
<b>COURSE DESCRIPTION:</b>	An overview of the curriculum topics as required by law for new board members: educational program objectives; school finance (including generally accepted accounting principles and budgeting); 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.
<b># OF CONTACT HOURS</b>	12 hours (including six hours in educational finance, generally accepted accounting principles, and budgeting)
<b>MAJOR ACTIVITIES:</b>	Overview by instructors of required topics; large and small group activities; case studies; video vignettes; workbooks; individual participant exercises; role playing; on-line training.
<b>Training Goals/Objectives:</b>	<ul style="list-style-type: none"><li>• Meet the statutory training topic requirements</li><li>• Provide an overview of board roles and responsibilities</li><li>• Review ethics, school law, and finance</li><li>• Cover the requirements of superintendent evaluation</li><li>• Make participants aware of instructional issues</li></ul>
<b>Target Audience:</b>	New board members ( <b><u>required training</u></b> ).

**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\*\****

<b>Training Dates/Locations:</b>	October 2011	April 2012
	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*)