
Florida School Boards Association
2009 – 2010 MASTER BOARD PROGRAM
☆☆ INTENT TO PARTICIPATE ☆☆

It is the intent of the majority of the school board members and the superintendent to participate in the 2009 -2010 Master Board Program which constitutes a 22-hour curriculum. The curriculum sequence for the Master Board Program is as follows:

- Step 1: Master Board Forum - 10 hours
- Step 2: Onsite Workshop - 4 hours (topic selected by the leadership team)
- Step 3: Onsite Workshop - 4 hours (topic selected by the leadership team)
- Step 4: Onsite Workshop - 4 hours (topic selected by the leadership team)

It is understood that these requirements have been considered and will be adhered to by the leadership team.

Requirement 1: The leadership team, school board members and the superintendent, must submit the "intent to participate" form certifying a majority of the leadership team members are committed to participating in the 2009 - 2010 Master Board training events. A district warrant or purchase order in the amount of \$3,000.00 for the program participation fee must accompany the "intent to participate" form.

Requirement 2: The Master Board Forum (Step 1) is conducted on "time certain dates" determined by Florida School Boards Association at central locations in the state. A minimum of eighteen (18) participants must register in order to conduct the Forum. A maximum of five (5) leadership teams will be registered for a Master Board Forum.

The leadership team must designate its preferred dates for attending the Master Board Forum by indicating its 1st, 2nd, and 3rd choice on the "intent to participate" form. Date requests for attending the Master Board Forum will be determined by the date the "intent to participate" form and the district warrant for the \$3,000.00 program participation fee are received in the FSBA Office. A space in a Master Board Forum cannot be reserved by a FSBA staff member pending receipt of the program participation fee. Every effort will be made to accommodate the leadership team's preferred training dates.

Requirement 3: A majority of the school board members and the superintendent must be in attendance at ALL training sessions of the 2009 - 2010 Master Board Program in order to receive credit toward the 22-hour curricular requirement for the Master Board distinction. If a majority of the school board members is not maintained for the duration of any training session, the leadership team must make-up ALL training time that is missed. The school district will be responsible for paying all costs (i.e., consultant fees and travel expenses) that are associated with conducting another training session.

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Requirement 4: For a leadership team member to have his/her name inscribed on the Master Board plaque, the following attendance requirements must be satisfied: 1) attend at least five (5) hours of Day 1 of the Master Board Forum; 2) attend at least two (2) hours of Day 2 of the Master Board Forum; and, 3) complete seventy-five (75) percent (i.e., 16½ hours) of the Master Board training sessions.

Requirement 5: Notification for a leadership team's cancellation of the Master Board Forum must be received at least sixty (60) days prior to date the team is scheduled to attend the Forum. The school district will be responsible for reimbursing Florida School Boards Association \$1,500.00 when the appropriate procedures as detailed herein are not followed unless extenuating circumstances are substantiated and documented to the FSBA Executive Director.

Requirement 6: Notification must be given to the FSBA Office at least twenty-four (24) hours in advance if the leadership team decides to cancel an onsite workshop. The school district will be responsible for reimbursing Florida School Boards Association for consultant fees and travel expenses incurred for the onsite workshop when the appropriate procedures as detailed herein are not followed unless extenuating circumstances are substantiated and documented with the FSBA Executive Director.

Requirement 7: The school district will be responsible for reimbursing Florida School Boards Association for consultant fees and travel expenses when an onsite workshop is cancelled for lack of a majority of school board members in attendance at the onsite training session. A workshop may be postponed for a maximum of one (1) hour while the leadership team attempts to obtain a majority of the school board members for the workshop.

Requirement 8: Any deviation from the training sequence of the Master Board Program must be approved by the FSBA Director of Board Development and the Chairman of the Board Development Committee. For consideration of a modified training sequence, the leadership team will need to submit a letter identifying the modification and the reason for the requested change.

Requirement 9: The leadership team gives permission for potential FSBA facilitators in the Master Board Program to observe training conducted by Master Facilitators at the Master Board Forum and onsite workshops. If an extenuating circumstance exists for an onsite workshop, the school board chairman will need to contact the Director of Board Development to explain concerns and reasons for not allowing the potential facilitator to observe.

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Each leadership team member who will be participating in the 2009 - 2010 Master Board Program will need to affix his/her original signature on the lines provided.

This is to certify the intent of the majority of the school board members and the superintendent to participate in the 2009 - 2010 Master Board Program.

_____	_____
_____	_____
_____	_____
_____	_____

SCHOOL DISTRICT: _____

PROGRAM COST

The fee for participation in the Master Board Program is \$3,000.00. The entire participation fee or a purchase order reflecting the entire amount must accompany this "Intent to Participate" form. A refund of the \$3,000.00 fee is available only if the leadership team cancels participation in the Master Board Program sixty (60) or more days before the scheduled date* for attending the Master Board Forum. The cancellation notification must be in writing to the FSBA Executive Director.

*NOTE: On Page 4 of this form, the leadership team must select preferred dates for attending the Master Board Forum. Please make sure that the preferences have been APPROVED/AGREED TO by ALL leadership team members who signed this form. This is important since a maximum of five (5) leadership teams are enrolled in a Forum. Placement of leadership teams into the Forums is based on the date in which the "intent to participate" form and a district warrant for the \$3,000.00 program participation fee are received in the FSBA Office.

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Please identify the leadership team's preferred training dates for participating in the Master Board Forum by entering 1st choice, 2nd choice, 3rd choice, etc., on the line provided after the listing of each training date and location. These are TIME CERTAIN dates as determined by Florida School Boards Association. The Master Board Forum is being offered five (5) times in 2009. No Master Board Forums are scheduled in 2010.

Designate By
Preference

March 5 - 6, 2009: Best Western Gateway Grand - Gainesville

April 16 - 17, 2009: Best Western Gateway Grand - Gainesville

April 30 - May 1, 2009: Holiday Inn Select - Panama City

May 7 - 8, 2009: Hilton Hotel - Ocala

September 24 - 25, 2009: Hilton Hotel - Ocala

Pages 3 and 4 of Intent Form must be mailed, faxed, or e-mailed to Florida School Boards Association. The mailing address is 203 South Monroe Street, Tallahassee, FL 32301; the fax number is 850/414-2585; and, the email address is denson@fsba.org. Please SEND these pages to the attention of Karen Denson, Director of Board Development, Florida School Boards Association.

The deadline for filing pages 3 and 4 of the
 "Intent to Participate" Form AND the Program Participation
 Fee or Purchase Order is JANUARY 16, 2009.

**Act NOW to ensure that the preferred Master
 Board Forum date is secured! When the participation
 fee is paid, the Forum date is determined!**