

## DIRECTIONS FOR FORM ABC-1

Form ABC-1 is provided for applicants to list information about the Certified Board Member Program (criterion #1) and the Master Board Program (criterion #2).

- Under Criterion #1, identify the completion date of the Certified Board Member (CBM) Program by entering the month and year the distinction was awarded. The Board Development Department in the FSBA Office can provide a copy of your CBM training record.
- Under Criterion #1, specify each recognition year that the annual CBM renewal requirement was satisfied, for example, 2007, 2008, 2009, 2010, and 2011. The Board Development Department in the FSBA Office can furnish correspondence to verify completion of the annual CBM renewal requirement.
- Under Criterion #2, indicate the method of satisfying the Master Board Program. Proper verification is required if an alternative method, that is, Method #2 or Method #3, is used in lieu of completing the Master Board Program as a leadership team member.
  - Method #1 -- Participation in and completion of the Initial Master Board Program, the Master Board Reinstatement Program, or the Master Board Program. Enter the month and year the Master Board Program was completed by your leadership team. Attendance records for the Master Board Program are available through the Board Development Department in the FSBA Office.

OR

- Method #2 -- Participation in the Master Board Program as a FSBA facilitator. A certified copy of the facilitator training record must be attached to Form ABC-1. To obtain a certified copy of the facilitator training record, contact the Director of Board Development in the FSBA Office.

OR

- Method #3 -- Completion of the curriculum requirements of the Master Board Program through independent study (i.e., participating in a forum and workshops that focus on the curricular requirements of the Master Board Program). The independent study shall consist of twenty (20) hours of observation in the following Master Board training activities:

- 1) Master Board Forum; and,
- 2) ten (10) hours in elective modules developed for the Master Board Program.

For Method #3, a certified copy of the independent study of the Master Board Program must be attached to Form ABC-1. Contact the Director of Board Development in the FSBA Office to request a certified record of the independent study. The certified record should include a list of all training events that were attended.

- Sign and date Form ABC-1.

# ADVANCED BOARDSMANSHIP CERTIFICATION: FORM ABC-1

## CRITERION #1

*Completion of the curriculum requirements for the Certified Board Member Program, recognition as a Certified Board Member (CBM), and satisfaction of the annual CBM renewal requirements for three (3) consecutive recognition years prior to the application date for the ABC distinction. Provided, however, candidates holding the CBM distinction for less than three (3) years must establish completion of the annual CBM renewal requirement for each recognition year after earning the CBM distinction.*

**Directions:** Please specify the date in which you received the CBM distinction. If the CBM plaque has not been officially awarded, please specify the date that eligibility requirements were satisfied for the CBM distinction.

CERTIFIED BOARD MEMBER \_\_\_\_\_ (specify date)

**Directions:** Please specify the CBM recognition years in which you completed the annual CBM renewal requirements.

CBM ANNUAL RENEWAL \_\_\_\_\_ [specify recognition years]

## CRITERION #2

*Completion of the curriculum requirements for the Master Board Program by one (1) of the following methods:*

Method #1 -- Participation in and completion of the Initial Master Board Program, the Master Board Reinstatement Program, or the Master Board Program; OR

Method #2 -- Participation in the Master Board Program as a FSBA facilitator; OR

Method #3 -- Completion of the curriculum requirements of the Master Board Program through independent study, that is, participating in a forum and workshops that focus on the curriculum requirements of the Master Board Program.

**Directions:** Please check (X) the method that you are verifying for criterion #2 of the Advanced Boardsmanship Certification distinction and complete or provide the requested information.

\_\_\_ Master Board Program participant; distinction awarded to the leadership team on \_\_\_\_\_ (specify month and year).

\_\_\_ Facilitator in the FSBA Master Board Program. Please attach to Form ABC-1 your record of facilitation activities as certified by the FSBA Director of Board Development.

\_\_\_ Completion of the curriculum requirements of the Master Board Program through independent study. Please attach to Form ABC-1 a copy of your independent study as certified by the FSBA Director of Board Development.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

## **DIRECTIONS FOR FORM ABC-2**

Form ABC-2 is constructed in a chart format for summarizing data about the six (6) presentations (criterion #3) relating to education. Applicants are encouraged to submit and document seven (7) presentations for the Advanced Boardmanship Certification Portfolio Review Committee to consider in case the Committee renders a presentation unacceptable. The information contained on Form ABC-2 must match data that are entered on Form ABC-3.

- In COLUMN (1), list the education topic/title of each presentation.
- In COLUMN (2), identify the name of the function (e.g., FSBA Annual Spring Conference, Rotary, etc.) where each presentation was delivered.
- In COLUMN (3), specify the day, month, and year of each presentation. Presentations must adhere to the following requirements.
  - 1) ALL presentations must have been given while the applicant served as a school board member.
  - 2) ALL presentations must have been delivered within the four (4) year period immediately preceding the date of application for the Advanced Boardmanship Certification distinction, i.e., between August 3, 2007, AND October 3, 2011.
  - 3) ALL presentations must be an ORIGINAL. This means the content and material for the presentation were designed and prepared by the applicant.
  - 4) EACH presentation must have been delivered to a DIFFERENT audience or organization.
  - 5) At least three (3) different topics relating to education must have been covered in the presentations.
- In COLUMN (4), check the appropriate role -- presenter, facilitative leader, or presenting panelist -- for each presentation. A facilitative leader fosters involvement of all participants who are attending the session and enhances the collective ability of the participants to determine the right course of action. The facilitative leader also makes connections, helps others understand, provides direction without totally making the decisions, balances content and process during the session, invites disclosure and feedback, and focuses on building the capacity of individuals and groups to be able to accomplish tasks independently.
- In COLUMN (5), describe YOUR specific duties and responsibilities for each presentation.

The Board Development Committee has determined the following events ARE NOT ACCEPTABLE to satisfy criterion #3 for the Advanced Boardmanship Certification distinction:

- 1) activities and functions which are the routine responsibilities of a school board chairman or board member, for example, a speech welcoming new teachers to the school district;
- 2) any activity or function relating to a school board meeting or workshop;
- 3) political campaign activities; and,
- 4) any presentation for which a salary or remuneration has been received.

**ADVANCED BOARDSMANSHIP CERTIFICATION: FORM ABC-2**

<b>CRITERION #3</b>
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*As a school board member, deliver six (6) original presentations on three (3) different topics related to education at different local, state, or national functions within the four (4) year period immediately preceding the date of application for the Advanced Boardsmanship Certification distinction.*

**Directions:** Please complete the requested information in columns 2, 3, 4, and 5 for each presentation that is listed in column 1.

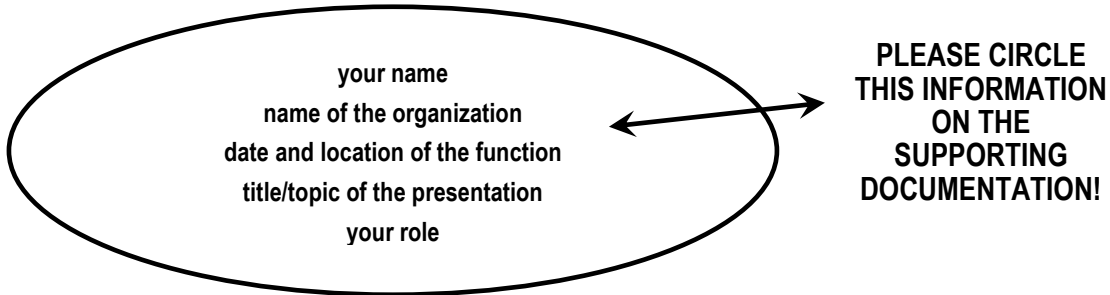
(1) PRESENTATION TOPIC/TITLE	(2) NAME OF FUNCTION	(3) DATE	(4) ROLE DURING THE PRESENTATION			(5) SPECIFIC DUTIES
			PRESENTER	FACILITATIVE LEADER	PRESENTING PANELIST	
1.						
2.						
3.						
4.						
5.						
6.						
7. (optional)						

**Note:** Form ABC-3 must be completed to provide further information about each of the presentations listed above.

## DIRECTIONS FOR FORM ABC-3

Form ABC-3 is designed to obtain specific information about each presentation that has been entered on Form ABC-2. Data recorded on each Form ABC-3 must correspond with the summary information that is listed on Form ABC-2 for the six (6) presentations.

- There are thirteen (13) questions to answer about each presentation on Form ABC-3.
- Only one (1) presentation is to be detailed on Form ABC-3. Documentation in support of the presentation must accompany each Form ABC-3. It is the responsibility of the applicant to attach appropriate supporting documentation for each presentation and to circle the following information on the documentation:



- Your name, the organization's name, date and location of the function, the presentation title/topic, and the role must appear on the supporting documentation that is to be attached to Form ABC-3. Information on the supporting documentation must correlate with data on Form ABC-3.
- Acceptable supporting documentation of a presentation is: 1) a program agenda; or, 2) a letter of invitation, acceptance, or appreciation. If supporting documentation has not been retained for the presentation, it is suggested that you contact an employee/officer of the organization and obtain a letter which verifies the requested information.
- Pictures of you presenting at a function CANNOT be substituted for the supporting documentation.
- Only ORIGINAL presentations must be submitted which means you were involved with developing and preparing the content and material for the presentation.
- Neither a salary nor remuneration shall have been received for any presentation that is submitted in the ABC portfolio.
- A copy of the presentation outline, PowerPoint slide show, and/or handouts MAY be submitted along with Form ABC-3 and the supporting documentation. Although such submissions are not mandatory, this information may be a factor when the ABC Portfolio Review Committee judges the presentation and assigns points.
- DO NOT submit videos or audio recordings of the presentation.

**REMEMBER:** The detailed information about each presentation may accompany Form ABC-3 and the supporting documentation.

# ADVANCED BOARDSMANSHIP CERTIFICATION: FORM ABC-3

## RECORD OF PRESENTATION

**Directions:** A Form ABC-3 must be completed IN FULL for each presentation that is submitted in the portfolio for the Advanced Boardsmanship Certification distinction.

Applicant Name: \_\_\_\_\_ School District: \_\_\_\_\_

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

Sponsoring Organization: \_\_\_\_\_

Targeted Audience: \_\_\_\_\_ Function Attendance: \_\_\_\_\_

Function Date: \_\_\_\_\_

Function Location: \_\_\_\_\_

Presentation Title/Topic: \_\_\_\_\_

Summarize YOUR Role: \_\_\_\_\_

\_\_\_\_\_

List Other Presenters/Facilitators Involved with Presentation (if any): \_\_\_\_\_

\_\_\_\_\_

Preparation Time for YOUR Presentation (hours/minutes): \_\_\_\_\_

Length of Time for the Entire Presentation (hours/minutes): \_\_\_\_\_

Length of Time for YOUR Presentation (hours/minutes): \_\_\_\_\_

Briefly Summarize YOUR Presentation: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\* YOU MUST ATTACH APPROPRIATE SUPPORTING DOCUMENTATION OF THE PRESENTATION TO THIS FORM.

\* YOU MAY ATTACH TO THIS FORM MATERIALS THAT WERE DEVELOPED FOR THE PRESENTATION.

## **DIRECTIONS FOR FORM ABC-4**

The purpose of Form ABC-4 is to identify LOCAL leadership activities (criterion #4) during your tenure as a school board member. A minimum of four (4) leadership activities must be documented at the LOCAL LEVEL. Each leadership activity must represent a different local organization.

Directions for completing Form ABC-4 are provided below:

- In COLUMN (1), enter the entire name of the organization, for example, The Junior League of Women or Chamber of Commerce. Be sure to include leadership activities involving community agencies, clubs, advisory councils, etc.
- In COLUMN (2), list the year (i.e., 2009) in which you served in this leadership capacity.
- In COLUMN (3), identify the name of the leadership position and duties specifically assigned. For example, Vice President with duties of coordinating fundraisers in the community. Or, Board of Director in charge of establishing policies and developing protocols for the organization.
- In COLUMN (4), provide a brief description of YOUR contribution to the organization while serving in this local leadership role. For example, collected \$14,000 during a fundraiser or established a college scholarship program for homeless children.
- It is recommended that applicants attach any explanations or descriptive information about leadership activities to assist the ABC Portfolio Review Committee in judging and assigning points for criterion #4.

The following general provisions for criterion #4 have been established by the FSBA Board Development Committee.

- Leadership activities can be from both educational and non-educational organizations.
- "Leadership" as used for the Advanced Boardsmanship Certification distinction means serving as an officer, committee chairman, or as a member of a prestigious advisory council, commission, etc.
- Membership in an organization IS NOT considered a leadership activity.
- Honorary membership in an organization or on a committee IS NOT considered a leadership activity.

**NOTE: PLEASE USE AS MANY FORM ABC-4'S AS NECESSARY TO DOCUMENT YOUR LOCAL LEADERSHIP ACTIVITIES.**

**ADVANCED BOARDSMANSHIP CERTIFICATION: FORM ABC-4**

**CRITERION #4**

Present a *MINIMUM* of four (4) leadership activities from different organizations at the *LOCAL LEVEL* during your tenure as a school board member.

Directions: Please complete the requested information in columns 1, 2, 3, and 4 for each leadership activity. It is recommended that you attach any explanations or descriptive information about leadership activities to assist the ABC Portfolio Review Committee in evaluating criterion #4.

(1) NAME OF LEADERSHIP ORGANIZATION	(2) DATE OF LEADERSHIP ACTIVITY	(3) LIST ROLE AND ASSIGNED DUTIES	(4) DESCRIBE YOUR CONTRIBUTION TO THE ORGANIZATION
1.			
2.			
3.			
4.			
5.			
6.			

## **DIRECTIONS FOR FORM ABC-5**

The purpose of Form ABC-5 is to identify REGIONAL, STATE, OR NATIONAL leadership activities (criterion #5) from different organizations during your tenure as a school board member. A minimum of three (3) leadership activities must be documented to include two (2) DIFFERENT leadership positions in Florida School Boards Association (FSBA). Leadership activities other than FSBA must represent a different regional, state, or national organization.

Directions for completing Form ABC-5 are provided below:

- In COLUMN (1), enter the entire name of the organization, for example, Education Standards Commission or State of Florida Textbook Selection Committee.
- In COLUMN (2), list the year (i.e., 2009) in which you served in this leadership capacity.
- In COLUMN (3), identify the name of the leadership position and duties specifically assigned. For example, Commission Member with duties of establishing education standards for Florida public school teachers.
- In COLUMN (4), provide a brief description of YOUR contribution while serving in a regional, state, or national leadership position. For example, evaluated and adopted three reading series for Florida public schools.
- It is recommended that applicants attach any explanations or descriptive information about leadership activities to assist the ABC Portfolio Review Committee in judging and assigning points for criterion #5.

Listed below are general provisions for criterion #5 established by the FSBA Board Development Committee.

- Examples of FSBA leadership positions include:
  - Executive Officer,
  - Member of the Board of Directors,
  - Committee Chairman,
  - Committee Co-chairman,
  - Committee Vice-chairman,
  - Legislative Subcommittee Chairman,
  - Nominating Committee,
  - Trustee for the Florida School Boards Insurance Trust (FSBIT),
  - Member of the Board of Directors for Florida School Labor Relations Service (FSLRS),
  - Representation on commissions sponsored by FSBA (i.e., Constitution Accountability Commission), and /or
  - FSBA representative on the Florida High School Activities Association (FHSAA).

## **DIRECTIONS FOR FORM ABC-5**

Listed below are general provisions for criterion #5 established by the FSBA Board Development Committee . . . *continued*

- Leadership activities can be from both educational and non-educational organizations.
- “Leadership” as used for the Advanced Boardsmanship Certification distinction means serving as an officer, committee chairman, or as a member of a prestigious advisory council, commission, etc.
- Membership in an organization IS NOT considered a leadership activity.
- Honorary membership in an organization or on a committee IS NOT considered a leadership activity.
- Serving as a member of the FSBA Legislative Committee is not a leadership position.
- Serving as a member of the FSBA Federal Relations Network is not a leadership position.
- Individuals who serve on the FSBA Board of Directors more than one (1) term can only use this leadership position as one (1) FSBA leadership activity.
- Leadership positions may either be appointed, elected, or voluntary.

**NOTE: PLEASE USE AS MANY FORM ABC-5'S AS NECESSARY TO DOCUMENT REGIONAL, STATE, AND NATIONAL LEADERSHIP ACTIVITIES.**

**ADVANCED BOARDSMANSHIP CERTIFICATION: FORM ABC-5**

<b>CRITERION #5</b>
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*Present a MINIMUM of three (3) leadership activities at the REGIONAL, STATE, OR NATIONAL LEVEL during your tenure as a school board member to include two (2) different leadership positions with Florida School Boards Association. Leadership activities other than FSBA must represent a different regional, state, or national organization.*

**Directions:** Please complete the requested information in columns 1, 2, 3, and 4 for each leadership activity. It is recommended that you attach any explanations or descriptive information about leadership activities to assist the ABC Portfolio Review Committee in evaluating criterion #5.

(1) NAME OF LEADERSHIP ORGANIZATION	(2) DATE OF LEADERSHIP ACTIVITY	(3) LIST ROLE AND ASSIGNED DUTIES	(4) DESCRIBE YOUR CONTRIBUTION TO THE ORGANIZATION
1. Florida School Boards Association ( <i>mandatory</i> )			
2. Florida School Boards Association ( <i>mandatory</i> )			
3.			
4.			
5.			

## ADVANCED BOARDSMANSHIP CERTIFICATION: FORM ABC-6 OPTIONAL

### OTHER LEADERSHIP ACTIVITIES

**Directions:** THIS OPTIONAL FORM FOR THE ABC PORTFOLIO IS TO BE USED FOR DOCUMENTING “OTHER” EXAMPLES OF LEADERSHIP ACTIVITIES NOT PREVIOUSLY COVERED IN THE ABC APPLICATION. Please complete the requested information in columns 1, 2, and 3. It is recommended that you attach any explanations or descriptive information about these leadership activities to assist the ABC Portfolio Review Committee in evaluating the activities.

**EXAMPLES OF “OTHER” LEADERSHIP ACTIVITIES:** published articles, local initiatives that were undertaken, television or radio programs, earning an award or distinction from an organization for outstanding performance as a school board member or educator, engaging in specialized training for the school district (e.g. Covey’s Seven Habits of Highly Effective People), periodic emails/letters to constituents about the school system, maintaining a website or weblog, etc.

(1) LEADERSHIP ACTIVITY	(2) DATE	(3) DESCRIPTION OF ACTIVITY

**NOTE: PLEASE USE AS MANY FORM ABC-6’S AS NECESSARY TO DOCUMENT OTHER LEADERSHIP ACTIVITIES.**