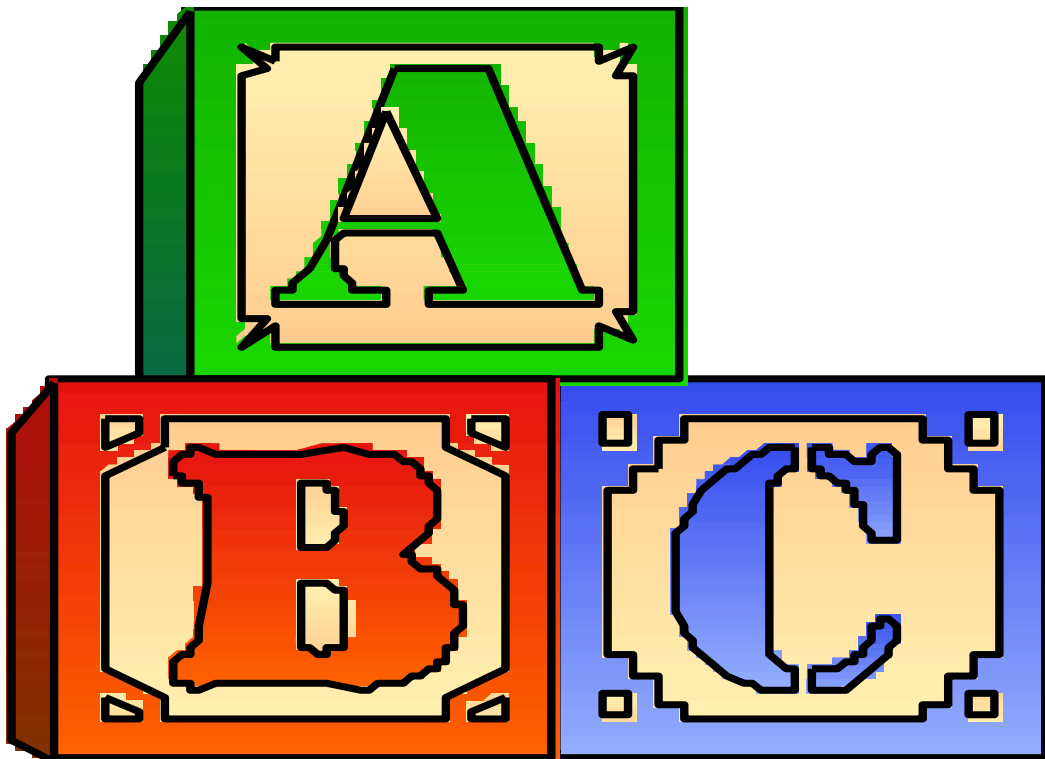


AUGUST 2011

ABC APPLICATION

INSTRUCTIONS



ADVANCED BOARDSMANSHIP CERTIFICATION

The Advanced Boardsmanship Certification (ABC) recognizes school board members who demonstrate exemplary leadership traits through proactive work at the local and regional, state, or national levels. To qualify for this distinction, each of the five (5) criterion listed on pages 2 and 3 must be satisfied as judged by the ABC Portfolio Review Committee. It is incumbent upon an ABC candidate to develop a portfolio which documents his/her distinguishing attributes and illustrates activities, involvement, and commitment far exceeding the ordinary expectations of a board member. Examples of activities characterizing “exemplary leadership” include:

- #1** assumes leadership positions (e.g., officer, chairman, board of director, etc.) on the local school board, FSBA, NSBA, advisory councils, and non-educational organizations in the community and on a regional, state, or national basis.
- #2** receives appointments to serve on local, state, and/or national commissions or task forces relating to the safety, health, and welfare of children.
- #3** participates in learning experiences to further knowledge, skills, and perspective for performing the governance role of board members and for enhancing the ability to work effectively in the educational community.
- #4** engages in collaborative relationships with local, state, and/or national officials.
- #5** serves as a highly visible and a critical link between schools and the community.
- #6** shares knowledge on educational issues through work with other school boards, board members, FSBA, NSBA, and other community, state, and national organizations.
- #7** contributes to the community by leading and being involved in a variety of projects of both an educational and public nature.
- #8** presents and facilitates on educational issues at public forums, organizations, workshops, conferences, academies, institutes, symposiums, and/or other training formats.

CRITERION # 1

Complete the curricular requirements for the Certified Board Member Program, be recognized as a Certified Board Member (CBM), AND satisfy 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.

CRITERION #2

Complete the curricular requirements of the Master Board Program by one (1) of the following methods:

- Method #1 -- Participate in and complete the Initial Master Board Program, the Master Board Reinstatement Program, or the Master Board Program; OR,
- Method #2 – Participate in the Master Board Program as a FSBA facilitator; OR,
- Method #3 -- Complete the curricular requirements of the Master Board Program through independent study. The independent study shall consist of twenty (20) hours of observation in the following training activities:
 - 1) Master Board Forum for the Master Board Program; and,
 - 2) ten (10) hours in elective modules developed for the Master Board Program.

CRITERION #3

Deliver six (6) presentations to different audiences or organizations at local, statewide, or national functions while serving as a school board member. The presentations must cover three (3) different topics related to education over a four-year period immediately preceding the date of application for the distinction of Advanced Boardmanship Certification.

- The type of presentation roles which are acceptable include facilitative leader, presenting panelist, or presenter.
- A candidate shall submit only original presentations or those in which he/she has been actively involved with the development and shall not have received a salary or remuneration for any presentation that is submitted for consideration.

CRITERION #4

Document a minimum of four (4) leadership activities at the local level during tenure as a school board member. Each leadership activity must represent a different local organization.

CRITERION #5

Substantiate a minimum of three (3) leadership activities at the regional, state, and/or national level from different organizations during tenure as a school board member to include two (2) different FSBA leadership activities.

APPLICATION PROCESS

A school board member must submit a portfolio to seek the distinction of Advanced Boardmanship Certification. To qualify for this distinction, each of the five (5) criterion listed on pages 2 and 3 must be satisfied as judged by the ABC Portfolio Review Committee. It is the applicant's responsibility to create the portfolio utilizing and following procedures set forth by the Board Development Committee. The application process is detailed herein and contains specific instructions for assembling and filing the portfolio in the FSBA Office by the established deadline.

October 3, 2011, is the deadline for filing a complete portfolio in the FSBA Office for an applicant to be considered for the distinction of Advanced Boardmanship Certification for presentation at the FSBA Annual Joint Conference scheduled for November 29 – December 2, 2011. A complete portfolio means:

- ◆ All forms are executed in the requested format, including all attachments that are required. Form ABC-6 is the only optional form.
- ◆ All forms are typewritten.
- ◆ All data requested on each form is provided.
- ◆ Documentation of each presentation is attached to each Form ABC-3 and the pertinent information has been circled by the applicant on each documentation.
- ◆ Materials and forms are assembled in the order as prescribed herein.
- ◆ A "hard copy" of all materials and forms are physically in the FSBA Office by the **October 3, 2011 deadline**; material and forms that are sent piecemeal are unacceptable and will be returned to the applicant without review.

To assist the ABC Portfolio Review Committee in evaluating your portfolio, it is recommended that detailed information about presentations and any explanations or descriptive information about leadership activities be included with the appropriate ABC form.

Forms have been developed for the Advanced Boardmanship Certification application process and are intended to assist applicants in preparing the portfolio and providing proper documentation of the eligibility criteria. A set of directions has been prepared for each ABC Form except for Form ABC-6 which is optional; strict adherence to these directions is encouraged when assembling the Advanced Boardmanship Certification portfolio. Resumes or other types of formatted information **CANNOT BE SUBSTITUTED** for the ABC forms that are furnished for assembling the ABC portfolio. The Board Development Committee designed these ABC forms as a component of the portfolio and application process.

ALL FORMS MUST BE TYPEWRITTEN AND COMPLETED IN FULL INCLUDING REQUESTED DOCUMENTATION; AN INCOMPLETE PORTFOLIO WILL BE RETURNED TO THE APPLICANT WITHOUT REVIEW BY THE ADVANCED BOARDSMANSHIP CERTIFICATION PORTFOLIO REVIEW COMMITTEE.

ASSEMBLING THE ABC PORTFOLIO

The Portfolio for the Advanced Boardsmanship Certification should be assembled in the following sequential order for the ABC Portfolio Review Committee to evaluate all supporting documentation for five (5) criteria listed on pages 2 and 3:

- Form ABC-1
- Verification of any alternative method for the Master Board Program, if applicable (i.e., facilitation record or independent study record)
- Form ABC-2
- Six (6) or seven (7) Form ABC-3's with documentation of each presentation immediately following each form AND, if desired, any material that was prepared for the presentation
- Form ABC-4 AND, if desired, any descriptive information about the activity
- Form ABC-5 AND, if desired, any descriptive information about the activity
- Form ABC-6 (optional) AND, if desired, any descriptive information about the activity.

RATING SCALE – CRITERION #3

The following rating scale will be used by the ABC Portfolio Review Committee to judge the presentations required for criterion #3. A total of ten (10) points must be earned to satisfy criterion #3. A maximum of six (6) presentations will be used in the calculation. Materials developed for the presentation will be a factor when assigning points.

<u>STANDARD</u>	<u>POINTS AWARDED</u>
Does Not Meet the Requirement	0
Minimally Meets the Requirement	1
Meets the Requirement	2
Exceeds the Requirement	3
Far Exceeds the Requirement	4

The maximum of twenty-four (24) points {6 presentations x 4 points} can be earned for criterion #3 (presentations).

RATING SCALE – CRITERIA #4 and #5

To judge the significance of the leadership positions for criterion #4 (local leadership activities) and criterion #5 (regional, state, and/or national leadership activities) the following rating scale will be used by the ABC Portfolio Review Committee. A total of six (6) points must be earned to satisfy criterion #4. A total of five (5) points must be earned to satisfy criterion #5.

<u>STANDARD</u>	<u>POINTS AWARDED</u>
Does Not Meet the Criterion	0
Acceptable Leadership Example	1
Good Leadership Example	2
Excellent Leadership Example	3
Outstanding Leadership Example	4

The maximum of sixteen (16) points {4 leadership activities x 4 points} can be earned for criterion #4 (local leadership activities).

The maximum of twelve (12) points {3 leadership activities x 4 points} can be earned for criterion #5 (regional, state, and/or national leadership activities).

OTHER LEADERSHIP ACTIVITIES

A maximum of three (3) points can be accrued for “Other” Leadership Activities. EXAMPLES OF “OTHER” LEADERSHIP ACTIVITIES include, but are not limited to: 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.

<u>STANDARD</u>	<u>POINTS AWARDED</u>
Good Leadership Example	1
Excellent Leadership Example	2
Outstanding Leadership Example	3

Any points received in this category will be applied in the following manner, whichever is most beneficial to the ABC applicant: Criterion #3, Criterion #4, Criterion #5, and/or the Cumulative Performance Score.

CUMULATIVE PERFORMANCE SCORE

The Cumulative Performance Score is derived by the following calculation:

$$\text{points earned for Criterion \#3} + \text{points earned for Criterion \#4} + \text{points earned for Criterion \#5} + \text{extra credit points for other leadership activities}^* = \text{CUMULATIVE PERFORMANCE SCORE}$$

**unless all the extra credit points have been applied in Criterion #3, Criterion #4, and/or Criterion #5*

Fifty-two (52) is the maximum number of points that can be accumulated for Criteria #3, #4, and #5.

A passing score for the ABC portfolio is twenty-one (21) points or higher.