

FLORIDA SCHOOL BOARDS ASSOCIATION, INC

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MEMORANDUM

August 22, 2013

TO: School Board Members

FROM: Andrea Messina, Director of Board Development

SUBJECT: Certified Board Member (CBM) Program – Policy Governance Forum

Florida School Boards Association (FSBA) is pleased to offer a Forum for the Policy Governance Training Module which is ***prescribed curriculum*** for the Certified Board Member (CBM) Program. The Forum will be held on **Wednesday, October 16, and Friday, October 18, 2013**, at the Hilton Ocala, 3600 Southwest 36th Avenue, Ocala. Attached is a detailed description of the Forum content. Information regarding the Boardsmanship Forum on Thursday and Friday, October 17 and 18 which is also scheduled at the Hilton Ocala will be sent under a separate e-mail on August 23, 2013.

All school board members are invited to attend this Forum. Even though the training module is mandatory curriculum for school board members who were elected in 2004 and thereafter, it was actually developed for both new and experienced school board members. Participants will receive seven (7) points in the CBM Program for attending this 7-hour training session. Points will be awarded as follows:

- 7 points Pol (satisfaction of the mandatory curriculum requirement) for school board members elected in 2004 or after); OR,
- 7 points Pol (Policymaking/Policy Oversight) for school board members elected prior to 2004.

The registration fee for the Forum is **\$175.00**; this fee will cover the meeting room and food expenses associated with the training event. Food service covered by the registration fee includes a continental breakfast, lunch, and breaks on Thursday and Friday. Participants are responsible for travel and lodging expenses for attending the Forum. FSBA will cover expenses for training materials, equipment, and presenters.

To register please complete the online registration form by Friday, October 4, 2013 by clicking [**HERE**](#). Upon successful registration, an e-mail confirmation of the registration form with an invoice number will be automatically generated and sent to FSBA staff (Board Development Department) and the person who submitted the registration form (for example, board clerk or secretary who completes the online form).

FSBA has reserved a block of rooms at the Hilton Ocala for the evenings of Wednesday, October 16, and Thursday, October 17, 2013. The rate is **\$99.00** per night for a single or double room; hotel room reservations must be made by **September 24, 2013**, to secure a room on this date(s). You are responsible for making your room reservation by calling the hotel at 352-854-1400 or 877-602-4023; be sure to mention you are a participant in the Florida School Boards Association training to obtain this special room rate. The hotel check-in time is 3:00 p.m. and check-out time is 11:00 a.m. For cancellation deadline information if you need to cancel hotel reservations after they have been made, contact the hotel directly.

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The Forum is scheduled to begin on **Wednesday, October 16, 2013, at 8:00 a.m.** with a continental breakfast and an opportunity to meet and greet Forum participants and presenters; the training activities will start promptly at **8:30 a.m.** The Forum will conclude no later than 4:15 p.m. The dress for the Forum is casual.

Please be aware of these two (2) important factors regarding all CBM Program Training Modules:

1. Attendance of the entire training modules is necessary to satisfy the mandatory curriculum requirement for the CBM distinction. Attending a portion of the CBM training module will NOT enable participants to "partially" satisfy the mandatory curriculum requirement; and,
2. At least fifteen (15) participants must register in order for FSBA to conduct this Forum. This number is necessary based on financial constraints. If this total is not reached, the Forum will be cancelled and registration fees will be refunded.

To cancel attendance at the Forum, notify Andrea Messina or Patricia Peterson in the FSBA Office at 850-414-2578. The latest possible cancellation date for refunding the registration fee is 5:00 p.m. on Friday, October 11, 2013.

The FSBA presenters look forward to delivering this curriculum. If you have any questions, please do not hesitate to contact me at 850-414-2578, Suncom 994-2578, or e-mail messina@fsba.org.

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