



1930  
**FSBA**  
MASTER  
SCHOOL  
BOARD

## Florida School Boards Association

### School Board and Superintendent Leadership Team Training

# 2017-2018 Master Board Program REQUIREMENTS

**Requirement 1:** The leadership team, school board members and the superintendent, must submit the “Intent to Participate Official Form” certifying a majority of the leadership team members are committed to participating in the 2017- 2018 Master Board Program training events.

**Requirement 2:** The Master Board Forum (Step 1) is conducted on time certain dates determined by the 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 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> choice on the “Intent to Participate Official Form”. Date requests for attending the Master Board Forum will be determined by the date the “Intent to Participate Official Form” and the district warrant for the 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 2017 – 2018 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.

**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 the 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 training. The school district will be responsible for reimbursing the Florida School Boards Association for consultant fees and travel expenses incurred for the onsite training 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 the Florida School Boards Association for consultant fees and travel expenses when an onsite training is cancelled for lack of a majority of school board members in attendance at the onsite training session. A training 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 training.

**Requirement 8:** Any deviation from the training sequence of the Master Board Program must be approved by the FSBA Coordinator of Professional Development and the Chair of the Professional 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 Leadership Development Consultants at the Master Board Forum and onsite trainings. If an extenuating circumstance exists for an onsite training, the school board chair will need to contact the Coordinator of Professional Development to explain concerns and reasons for not allowing the potential facilitator to observe.



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# 2017-2018 Master Board Program INFORMATION

**Program Fee:** The fee for participation in the Master Board Program is \$4,200.00 for members of the Florida School Boards Association; for non-members, the fee is \$8,400.00. School districts who are not majority member boards will need to contact Tina Pinkoson for fee information. The entire participation fee or a purchase order reflecting the entire amount must accompany this “Intent to Participate Official Form”. A refund of the Master Board Program 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 3 of this document, 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 sign 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 Official Form” and a district warrant for the program participation fee are received in the FSBA Office.

Please identify the leadership team’s preferred training dates for participating in the Master Board Forum

**The deadline for filing the  
“Intent to Participate Official Form” AND the Program Participation  
Fee or Purchase Order is FEBRUARY 15, 2017.**

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

**Find out more about the Master Board Program at**  
<http://www.fsba.org/master-board-mb-program/>



# 2017-2018 MASTER BOARD PROGRAM INTENT TO PARTICIPATE OFFICIAL FORM

The deadline for faxed, mailed or emailed RECEIPT OF "Intent to Participate Official Form" AND the Program Participation Fee or Purchase Order is FEBRUARY 15, 2017.

Fax: 850-414-2585 Email: pinkoson@fsba.org Mail: 203 S. Monroe St., Tallahassee, FL 32301

1. It is the intent of the majority of the school board members and the superintendent to participate in the 2017 - 2018 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 (required, team designates preferred dates)
- Step 2: Onsite Training - 4 hours
- Step 3: Onsite Training - 4 hours
- Step 4: Onsite Training - 4 hours

By checking this box, you are confirming that the leadership team has reviewed and understands the requirements on the following pages.

2. Please rank the leadership team's preferred 2017 training dates for participating in the Master Board Forum on the lines below using the numbers 1, 2, or 3. "1" indicating your first choice. These are TIME CERTAIN dates as determined by the Florida School Boards Association.

- April 6-7, Mission Inn Resort at Howey-in-the-Hills       April 28-29 Defuniak Springs
- May 4-5, Gainesville, FL (~~Sessions held at Covenant Church~~) **This session is full!**
- May 18-19, Holiday Inn Panama City
- June 29-30, Bowling Green (Sessions held at South FL State College, Rooms across the Street at Best Western)
- September 21-22, Mission Inn Resort at Howey-in-the-Hills

3. **WHEN SUBMITTED, THIS FORM MUST INCLUDE the program participation fee of \$4200 for FSBA member districts or \$8400 for non-member districts. Fee must be submitted in the form of a district warrant or purchase order. No spaces are held without receipt of fees.**

4. This is to certify the intent of the majority of the school board members and the superintendent to participate in the 2017 - 2018 Master Board Program. Each leadership team member who will be participating in the 2017- 2018 Master Board Program MUST sign below:


SCHOOL DISTRICT: \_\_\_\_\_

For FSBA office use only	
Date received	Initials