



# Florida School Boards Association 2019-2020 Master Board Program Intent to Participate Agreement

The Master Board Program features a skills-based curriculum to strengthen the leadership team's ability to work effectively, efficiently, and collectively as a governance group while maintaining a focus on student achievement and factors contributing to the success of schools. It requires twenty (20) hours of training of which eight (8) hours are prescribed curriculum at a Master Board Forum. The remaining twelve (12) hours are completed in three (3) onsite trainings. Additional information, including FAQ can be found here:

<https://fsba.org/master-board-mb-program/>.

## Requirements

1. The leadership team, (school board members and the superintendent), must submit this two-page agreement, certifying a majority of the leadership team members are committed to participating in the 2019—2020 Master Board Program.
2. Leadership teams will have until March 1, 2019 to submit the Intent to Participate Agreement along with payment or PO.
3. A majority of the school board members and the superintendent must be in attendance at ALL training sessions of the program in order to receive credit toward the 20-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 a makeup training session. The school district will also be responsible for reimbursing the Florida School Boards Association for consultant fees and travel expenses when an onsite training is cancelled with less than 24-hour notice. A training may be postponed for a maximum of one (1) hour while the leadership team attempts to obtain a majority of the members for the training.
4. For a leadership team member to have his/her name inscribed on the Master Board plaque, attendance at a majority of the program is required.
5. Notification for a leadership team's cancellation of the Master Board **Forum** must be received at least sixty (60) days prior to the date the team is scheduled to attend the **Forum**. The school district will be charged a fee of \$1,500.00 if cancellation is not received 60 days prior, unless extenuating circumstances are substantiated and documented to the FSBA Executive Director.
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 if cancellation is not received 24 hours in advance, unless extenuating circumstances are substantiated and documented with the FSBA Executive Director.
7. The leadership team gives permission for potential FSBA Leadership Development Consultants to observe training at the Master Board Forum and onsite trainings. The school board chair should contact the Director of Leadership Services to explain concerns and reasons if, for some reason, this is not acceptable.

## Program Fee

- Member districts: \$4,500.00
- Partial-member districts: \$4500.00 + \$1,000 per non-member
- Non-member districts: \$9,000.00

The entire participation fee or a purchase order reflecting the entire amount must accompany this "Intent to Participate Agreement". 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.

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**Attendance at Master Board Forum**

The leadership team, (school board members and superintendent), of \_\_\_\_\_ County, agree to attend a Regional Forum at a location to be determined after all intent agreements are received. These Forums will be located based on the agreements received, and are intended to be within driving distance of participating districts. Regional Forums will require at least 2 districts to participate.

Check here if your district is interested in hosting a Regional Forum (requires training space for up to 5 leadership teams).

**Required Signatures of Commitment**

Each leadership team member who will be participating in the 2019-2020 Master Board Program MUST sign below. Commitment requires a majority of the school board members and the superintendent. **Signing below, confirms that the leadership team has reviewed and understands the requirements of the program.**

*Printed name*

*Signature*

_____	_____
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**The deadline for mailed or emailed scan or RECEIPT OF "Intent to Participate Agreement" AND the Program Participation Fee or Purchase Order is March 1, 2019. No spaces are held without receipt of program participation fee or PO reflecting the amount due.**

**Email:** pinkoson@fsba.org    **Mail:** 203 S. Monroe St., Tallahassee, FL 32301

For FSBA office use only	
Date received	Initials