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## 2018 WORKSHOP PROGRAM PROPOSALS

1 message

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To: mccallh@tcnj.edu

Mon, Apr 2, 2018 at 4:19 PM

Thanks for filling out [2018 WORKSHOP PROGRAM PROPOSALS](#)

Here's what we got from you:

[EDIT RESPONSE](#)

## 2018 WORKSHOP PROGRAM PROPOSALS

The NJSBA/NJASA/NJASBO annual Workshop conference will take place Monday through Thursday, Oct. 22-25, 2018 at the Atlantic City Convention Center. The theme for Workshop 2018, "Engaging Every Child," reinforces our belief that every child has a path toward success. We encourage and invite you to share your success by providing programs that feature strategies school boards can use to energize their districts, inspire change, advance student achievement and meet budgetary goals.

All Workshop program submissions will receive equal consideration.

For additional information or clarification please email: [ws18programs@njsba.org](mailto:ws18programs@njsba.org)

The deadline for RECEIVING completed forms is APRIL 2, 2018

**Email address \***

[mccallh@tcnj.edu](mailto:mccallh@tcnj.edu)

## PROGRAM OPTIONS

Please review the "program type" descriptions carefully and select the type that best fits your proposal. We reserve the right to change the option depending upon the description provided.

**ACTION LABS** emphasize the application of specific skills by actively involving participants. Action Labs are 90 minutes in length with a majority of that time devoted to hands-on tasks directed by the presenter(s). Limited to 48 participants.

**GROUP SESSIONS** present information on topics such as education philosophy, best practices in a variety of subject areas, and contrasting viewpoints on educational questions. In designing your program, you may consider using any one of the following formats: single speaker, panel, debate, or some other program structure. The sessions are scheduled for 60 minutes, and at least one quarter of that time should be devoted to questions and answers. Room sizes vary but room will be set to maximize participation.

The New Jersey Department of Education (NJDOE) programs are solely for NJDOE staff submissions, and are coordinated by the NJDOE.

## PROGRAMMING GUIDANCE

Accepted Action Labs and Group Sessions will be reviewed for possible Business Administrator's Qualified Purchasing Agent (QPA) and/or Certificated Educational Facilities Manager (CEFM) credits. Programs including QPA and/or CEFM credits are often very well attended.

As part of their certification renewal process, Qualified Purchasing Agents (Business Administrators) are required to complete twenty (20) contact hours of continuing education credit. For this renewal, Business Administrators must obtain a minimum of two (2) contact hours in each of the below subject areas, except for "Ethics," for which Business Administrators must obtain a minimum of three (3) contact hours, and "Information Technology", which is an optional category. Please consider the following topics when submitting program proposals for QPA credit:

Procurement procedures (2 hours)

Office administration/general duties (2 hours)

Ethics (3 hours)

Information Technology (optional category)

Green Purchasing (2 hours)

Programs dealing with public procurement, ethics, office management (personnel issues, time management, etc.) are more likely to be approved for credit hours.

NOTE: QPA credits are generally not approved for sessions that primarily deal with the other responsibilities of the school boards, such as curriculum development, special education, or transportation of students.

Certified Educational Facilities Manager (CEFM) Credits

Workshop 2017 will include professional development programs for Educational Facilities Managers.

Programs are more likely to be approved for credit if they are based on the following topics:

School code compliance

Green and sustainable schools

Boiler safety

Quality Single Accountability Continuum (QSAC)

School security and safety

### Select a Program Type \*

Please select the program option which best meets the presentation you are proposing. Keep in mind that New Jersey Department of Education (NJDOE) programs are only available to the NJDOE.

- Action Lab (90 minutes)
- Group Session (60 minutes)
- New Jersey Department of Education ONLY (60 minutes)

### Program Title \*

Please limit your program title to 6 words or less. (Subject to editing) Be creative!

Building Student Leaders in Sustainability

### Program Description \*

Your program description is the basis for determining if your program will be selected to be presented at Workshop and it is also what will appear in the Workshop Program Book to help generate interest in and attendance at your program. Please keep your description brief – no more than four or five sentences –

and free of jargon and acronyms so it is understandable to a general audience. Give Workshop attendees a reason to attend your program by telling them what they will learn!

"Be the change you wish to see in the world"- Mahatma Gandhi. The program directors of Eco-Schools USA and Sustainable Jersey for Schools will highlight examples of students across New Jersey who are taking that saying to heart leading sustainability efforts in their schools. Learn how you can provide structure and support to empower students to "be the change".

### Program Scope \*

Please select the categories which best fit the overall scope of your program. LIMITED TO 3 SELECTIONS.

- Alternative Funding
- Board Governance
- Buildings and Grounds
- Charter Schools
- Cost-Saving Opportunities
- Curriculum
- Cyber Security
- Digital Learning
- Distance Learning
- Energy Solutions
- Facilities
- Finance
- Future Ready Schools
- Governmental Relations
- Health, Fitness, Nutrition and Wellness
- Insurance
- I-STEAM
- Labor Relations
- Leadership
- Legal
- Policy
- School Safety
- Shared Services
- Social Media
- Special Education
- Student Achievement
- Sustainability
- Technology

**A+ Ideas, Programs and Practices \***

If my program is selected for presentation at Workshop 2018, I would also like NJSBA to include it in "A+ Ideas, Programs and Practices," an online collection of successful efforts in our state's local school districts. (See [www.njsba.org/a-plus](http://www.njsba.org/a-plus))

- Yes
- No
- Uncertain - Please contact me

**PRESENTATION EQUIPMENT**

NJSBA WILL NOT PROVIDE LAPTOPS NOR EXTENSION CORDS FOR ACTION LABS OR GROUP SESSIONS.

ACTION LAB rooms have a MAXIMUM seating capacity of 48 attendees, and will be set with round tables. The rooms include the following:

- Wireless Internet access for presenters and attendees;
- An LCD projector and projection screen and an easel with flip chart;
- A head table with four chairs;
- A table in the back of the room for literature.

GROUP SESSION rooms will be set in theater style to the MAXIMUM seating capacity as indicated by the Fire Marshal (60-350). The rooms will include the following:

- Wireless Internet access for presenters and attendees;
- An LCD projector and projection screen;
- A head table with four chairs;
- A table in the back of the room for literature.

**CONTACT INFORMATION**

Please provide all the contact information for the person primarily responsible for your program.

**Contact Name \*****Contact Title \*****Contact District, Organization or Company \***

**Contact Street Address \*****Contact City \*****Contact State \*****Contact Zip Code \*****Contact Telephone Number \*****Contact Cell Phone Number****Contact Primary Email Address \***

## PRESENTER INFORMATION

We must have complete contact information for all presenters. If the contact person is also a presenter, please include the information in the presenter section.

\* Please do not use Mr. or Mrs. in the name.

\* Please double-check all spelling, names, titles, etc.

\* An email address is required for all presenters.

\* Districts with selected programs MUST register for Workshop and include all speakers for programs in their registration.

The information provided will be printed directly from this Program Proposal Form to our Workshop Program Book.

Limit of three presenters (speakers) per program.

Questions? Contact [ws18programs@njsba.org](mailto:ws18programs@njsba.org)

**Presenter #1 Name \*****Presenter #1 Title \*****Presenter #1 District, Organization or Company \*****Presenter #1 Street Address \*****Presenter #1 City \*****Presenter #1 State \*****Presenter #1 Zip Code \*****Presenter #1 Telephone Number \*****Presenter #1 Cell Phone Number****Presenter #1 Email Address \***

**Presenter #2 Name**

**Presenter #2 Title**

**Presenter #2 District, Organization or Company**

**Presenter #2 Street Address**

**Presenter #2 City**

**Presenter #2 State**

**Presenter #2 Zip Code**

**Presenter #2 Telephone Number**

**Presenter #2 Email Address**

**Presenter #3 Name**

**Presenter #3 Title**

**Presenter #3 District, Organization or Company**

**Presenter #3 Street Address**

**Presenter #3 City**

**Presenter #3 State**

**Presenter #3 Zip Code**

**Presenter #3 Telephone Number**

**Presenter #3 Email Address**

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