

NCSBA DISTRICT MEETING

September 2015

DRAFT

4:00 – 5:00 OPENING GENERAL SESSION

- Welcome

District President

Host County Board of Education

- Association Updates

Ed Dunlap, Executive Director
Allison Schafer, Leanne Winner

- Closing Remarks

District President

5:05 – 5:50 BREAKOUT SESSIONS

- Host County Presentation

- Legal Update

Presenters: Legal/Policy & Risk Management Staff

- State Board of Education

Presenter: SBE Board Members

- ReContext Data Solutions

Presenter: ReContext Data Solutions Staff

6:00 – 6:45 BREAKOUT SESSIONS

- Host County Presentation

- Legislative Update

Presenter: Governmental Relations Staff

- NCHSAA Update

Presenter: NCHSAA Staff

- Monitoring the Digital Playground

Presenters: Social Sentinel

7:00 – 8:00 DINNER & EVENING SESSION

- Dinner (Entertainment – OPTIONAL)

- Introduction of Head Table

District President

- Award of Special Achievement Boards

Paige Sayles, NCSBA President
Franklin County Board of Education

- Invitation to 2015 District Meeting

District Vice President
2016 Host Board of Education

- Closing Remarks

District President

NCSBA Fall District Meeting

Host Guidelines – Revised 5/15

DISTRICT PRESIDENT

This person is a member of the host board and serves as emcee of the meeting. NCSBA will prepare general and evening session scripts for this person and forward it to the superintendent and district president for final approval. Scripts may be revised as deemed appropriate as long as we can adhere to the time constraints of the evening.

DISTRICT VICE PRESIDENT

The host for the following year's district meeting is asked to select a member of their board who will serve as the district vice president. The duties of this person are to invite meeting participants to their district for next year's meeting. The vice president will be seated at the dinner head table. NCSBA will prepare general comments for the vice president. The script may be revised as deemed appropriate as long as we adhere to the time constraints of the evening.

THE VICIOUS NUMBERS GAME

Guessing the potential number of participants is always challenging. The attached District Meeting Profile Report includes all the school boards that your district, the number of board members in your district, and registration number for the last three years. For planning purposes, I suggest using an average of the last three years as your number. *NCSBA staff will contact each district and then contact you one week prior to your meeting to give you a count of the number of paying participants for your district.*

REGISTRATION

- The registration area requires a 6-ft table to hold name badges and 2 chairs. NCSBA staff will handle the registration area and provide participant appropriate materials. Preferably, the desk should be located near the general session room.
- NCSBA is green and would like to provide handouts electronically. Ramona Miller will discuss with each host the possibility of having WiFi access available for participants.
- If your school system is planning to provide light refreshments during the registration period, that is fine. However, NCSBA does not reimburse for the cost of reception or break food.

GENERAL SESSION

- It is extremely helpful to have the registration area located just outside of the general session room. The room should be able to seat about 100 people. Enrollment figures for your district's last three years of meeting registration can be found in the District Meeting Profile Report.
- AV equipment needs for the general session are a microphone and podium. A few chairs should be reserved near the podium for the general session speakers – the district president and 4 NCSBA staff members.

CLINIC OPPORTUNITIES

- We have scheduled 4 concurrent sessions for each clinic opportunity. It is helpful to have all clinic rooms located in the same vicinity. Presenters will bring their own data projector and computer. If each clinic room could have a screen, that would be great. If you plan to use a band or chorus room, please let me know as soon as possible.
- **Your District's Clinic Session** – we ask that the host give a clinic presentation on any successful/best practice occurring in the district. Truly, this session can be on any topic! The session will be repeated.

EVENING DINNER

- The dinner session (usually held in the cafeteria) will require a head table for 5-9 folks. Also required near the head table is a podium with microphone.
- Dinner is your choice. NCSBA asks that you coordinate with a caterer of your choosing for a menu that must not exceed the per person per diem dinner rate.
- *Deborah Estes or I will contact you one week prior to your meeting to give you a count of the number of paying participants for your district.* This number will be multiplied by the per diem dinner rate for your district reimbursement. NCSBA will request a check be sent payable to the school district to the attention of the contact person.
- You may invite local dignitaries to attend the meeting; however, NCSBA will reimburse only for participants who have paid the registration fee.
- **Entertainment at dinner is optional.** Many districts have provided some form of entertainment that I've included it on the agenda. The entertainment should last no longer than 10 minutes. Performances are best if done just at the end of dinner, prior to the start of the evening session.

Questions? Contact Ramona Miller at rmiller@ncsba.org or 919-841-4040, ext. 6676.