



## APPLICATION 2020

OSBA believes that school boards have an integral role to play in the continual improvement of student learning. We believe that role is a collaborative governance one with the superintendent/college president and a Distributed Leadership Team (DLT). Participation in the Diane Efseaff Memorial Scholarship Program (DEMSP) includes meetings with the school board, superintendent/president and the DLT. If your system does not yet have a DLT, OSBA will help you in establishing one, and if your system has a DLT, we will help in learning how to integrate its work with the role of the school board.

District/ESD/Community college

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Name of person submitting application

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Title

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Email address

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Phone

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This application also functions as your board's intent to participate. It is due to OSBA by **JULY 1, 2020**. OSBA will announce selected applicants by August 3, 2020.

Boards selected through the Diane Efseaff Memorial Scholarship Program application process are making a significant commitment of time to training and/or project work, which could result in a significant change in how the school board has done its work in the past. Selected boards that complete all aspects of the program (as described below) will receive either \$2,500 or \$5,000 of scholarship money to distribute to one or more students.

Boards may choose to participate in the full DEMSP or the half program. Each program is described on page 2 and 3.

*\*Program is dependent on approved funding by the OSBA board.*

# FULL DEMSP:

This program is ideal for boards that have not completed OSBA’s Basic and Intermediate Roles and Responsibilities trainings in the last 12 months, or that have had significant turnover on the board since last completing the training. It may also be ideal for boards that wish to develop/revise a board operating agreement, a board self-evaluation, or the superintendent/president evaluation process, and/or that desire to invest deeply in their own professional development.

Boards applying for this program must be willing to commit to a minimum of 18 hours of professional development/project work. **DEMSP sessions must be scheduled as stand-alone special meetings and are not to be combined with other board business. Full board participation is expected at the DEMSP sessions.** Boards that complete the program will earn a \$5,000 scholarship to distribute to one or more students.

A sample program outline is below:

SESSION	TOPIC	TIME COMMITMENT
Session 1	Facilitated assessment of board training needs, setting expectations, designing project goals and outcomes, scheduling future sessions	Approx. 3 hours
Session 2	Customized Board Training	Approx. 3 hours
Session 3	Customized Board Training	Approx. 3 hours
Session 4	Project session 1 <i>(with District Leadership Team)</i>	Approx. 3 hours
Session 5	Project session 2 <i>(with District Leadership Team)</i>	Approx. 3 hours
Session 6	Final project session <i>(with District Leadership Team)</i>	Approx. 3 hours
Session 7	OPTIONAL - Facilitated board self-evaluation and/or superintendent/president evaluation work session	Approx. 3 hours (This can take place at any time within the year.)

# HALF DEMSP:

This program may be ideal for boards that have recently completed OSBA’s Basic and Intermediate Roles and Responsibilities trainings and have had no significant turnover on the board since last completing the training. It may also be ideal for boards that wish to expand on a previous scholarship project or complete a different project, or that have less time to commit to the board’s professional development.

Boards applying for this program must be willing to commit to a minimum of 12 hours of professional development/project work. **DEMSP sessions must be scheduled as stand-alone special meetings and are not to be combined with other board business. Full board participation is expected at the DEMSP sessions.** Boards that complete the program will earn a \$2,500 scholarship to distribute to one or more students.

A sample program outline is below:

SESSION	TOPIC	TIME COMMITMENT
Session 1	Facilitated assessment of board needs for project, setting expectations, designing project outcomes, scheduling future sessions	Approx. 3 hours
Session 2	Project session 1 <i>(with District Leadership Team)</i>	Approx. 3 hours
Session 3	Project session 2 <i>(with District Leadership Team)</i>	Approx. 3 hours
Session 4	Final project session <i>(with District Leadership Team)</i>	Approx. 3 hours
Session 5	OPTIONAL - Facilitated board self-evaluation and/or superintendent/president evaluation work session	Approx. 3 hours (This can take place at any time within the year.)

## BOARD PROJECT

Each participating board must complete a board project (to be approved by OSBA's Director of Board Development). The board project must be:

- Designed to impact student achievement for all students
- Relate to a potential, proposed or newly adopted district initiative

(Examples of this might include a districtwide implementation of AVID or Restorative Justice, setting board goals or building a long-term monitoring plan for a newly adopted strategic plan.)

The first session of the DEMSP will be planning the project and learning how the principles of collaborative governance apply. The superintendent/president may be asked to build a District Leadership Team (DLT) to meet with the board for project sessions.

The project sessions will be co-created with the OSBA facilitator and will address the five roles of the board, as outlined in the Iowa Lighthouse research:

1. Set clear expectations
2. Learn as a board team
3. Provide support to ensure success
4. Hold the system accountable
5. Build the community will to succeed

## OTHER REQUIREMENTS

The board must submit evidence that the board has formally agreed to apply for and, if selected, participate in the Diane Efseaff Memorial Scholarship Program as described in this application.

During the eligibility period (7/1/20 - 6/30/21), you must submit documentation of the following:

1. Completed superintendent/president evaluation
2. Completed board self-evaluation using the OSBA online board self-evaluation tool

# PRICING

PROGRAM	COST
<b>Full DEMSP</b> <i>(minimum 6 sessions; 18 hours)</i>	\$2,400 plus travel expenses <i>(mileage, meals and hotel, if applicable)</i>
<b>Half DEMSP</b> <i>(minimum 4 sessions; 12 hours)</i>	\$1,600 plus travel expenses <i>(mileage, meals and hotel, if applicable)</i>
<b>Additional DEMSP-related session</b> <i>(if needed)</i>	No workshop cost; expenses only <i>(mileage, meals and hotel, if applicable)</i>

# APPLICATION AND ACKNOWLEDGEMENTS

Please use the space below to respond to the following questions:

1. Identify whether the board is applying for the full DEMSP or the half DEMSP. Select one:
  - Full program
  - Half program
  
2. Describe why the board wants to participate in the DEMSP and what the board hopes to learn by participating in this program. (For example, what are your greatest hopes for the system and board if selected to participate?)

3. Is there a specific aspect of student achievement you hope to impact through participation in this program?

4. List the board's professional development activities within the last 24 months.

5. Please explain your current board governance practices and what you're looking to change (if any) by implementing a collaborative governance model.

**Please read and initial each item below:**

\_\_\_\_\_ I acknowledge that I have read and understand all parts of the application.

\_\_\_\_\_ The board has formally agreed to apply for and participate in the DEMSP. A copy of the resolution, motion and/or board minutes is included as documentation.

\_\_\_\_\_ The board understands the time commitment involved in the DEMSP and has agreed to schedule DEMSP sessions with the facilitator as stand-alone special meetings (not combined with other agenda items). The board has agreed to devote approximately three hours to each session.

\_\_\_\_\_ The board has agreed to full board participation and to have at minimum a quorum present in each session with OSBA.

\_\_\_\_\_ The board has agreed to complete all project requirements by June 30, 2021.

\_\_\_\_\_ The board understands that all requirements of the DEMSP must be met before the district is awarded the \$5,000 or \$2,500 scholarship funds.

\_\_\_\_\_  
Signature of board chair

\_\_\_\_\_  
Date

# DEMSP CHECKLIST

Use this checklist to check your progress on the DEMSP.

- Application submitted by 6/1/2020. Included:
  - Completed application form and acknowledgements page
  - Board chair signature
  - Copy of minutes and/or resolution/motion documenting the board vote to apply for and participate in the DEMSP
  
- Basic Roles and Responsibilities training completed  
*(full program):* \_\_\_\_\_
  
- Intermediate Roles and Responsibilities training completed  
*(full program):* \_\_\_\_\_
  
- Initial DEMSP session completed: \_\_\_\_\_
  
- Session #2 completed: \_\_\_\_\_
  
- Session #3 completed: \_\_\_\_\_
  
- Session #4 completed: \_\_\_\_\_
  
- Session #5 completed *(full program):* \_\_\_\_\_
  
- Session #6 completed *(full program):* \_\_\_\_\_
  
- Superintendent/president evaluation completed, and documentation sent to OSBA: \_\_\_\_\_
  
- Board self-evaluation completed using the OSBA online self-evaluation tool: \_\_\_\_\_