

REQUEST *for* WORKSHOP PROPOSALS



OSBA ANNUAL CONVENTION

Forward Together for Students

NOV. 13-14, 2026 | PORTLAND MARRIOTT DOWNTOWN WATERFRONT HOTEL

We welcome proposals from school districts, education service districts, charter schools, community college boards and executives, as well as education partners that are making a difference for students and communities.

Administrative professionals, including board clerks, secretaries and executive or administrative assistants, are also strongly encouraged to submit proposals. OSBA continues to offer workshops designed specifically to include administrative professional audiences, and we welcome presentations that share practical tools, processes, lessons learned and innovative practices from the administrative professional perspective.

As education continues to evolve, school boards are facing increasingly complex challenges and opportunities from emerging technologies to financial pressures, workforce demands and heightened public expectations. We are seeking presentations that provide practical tools and lessons learned to help education leaders govern effectively, build trust and prepare students for success in a changing world.

Major tracks and examples of desired workshop topic areas include:

Optimizing Resources and Planning for the Future

- The board's role in overseeing the budget and governance strategies to improve and optimize resources
- School budgeting 101 - understanding Oregon's funding system and how to read a budget from a board perspective
- Declining enrollment and school consolidations, including lessons learned
- How to plan for student needs, workforce demands and emerging technologies
- Administrative practices, tools and workflows that support budgeting, reporting, board operations and leadership communication

Effective Governance and Leadership

- Policies, operating agreements, communication protocols and procedures that help foster a positive team culture
- Governance practices for small school districts, education service districts, charter schools and community colleges
- Board-executive relationship tips and common pitfalls
- How to align board goals and executive goals with the strategic plan
- The board's role in vision, mission and strategic priorities
- Effective board clerk-secretary and administrative assistant practices that strengthen governance, board operations, leadership communication and organizational continuity.

Building Trust, Advocacy and Community Support

- How to effectively inform, engage and build trust with the community
- Advocacy 101 – how boards can advocate and build support for public education
- Communicating during times of change, controversy or uncertainty
- Administrative strategies that strengthen communication and engagement with families, community partners and the public.

Advancing Student Success and Equitable Student Outcomes

- How to use data and reports to track progress and guide board decisions on policies and budget
- Addressing the learning needs of all students while maintaining high expectations
- Inclusive practices and policies that reduce barriers for students
- School safety, health and wellness strategies
- How to prepare students for future opportunities in a changing educational and workforce landscape
- Administrative practices that support transparent reporting, effective board monitoring and informed decision making

Partnering for Student Success

- Family, student and community engagement strategies
- Partnering with student board representatives to elevate student voice
- Creating and leveraging local, regional and state partnerships to improve student success
- Advocacy success stories and lessons learned
- Innovative programs and initiatives that are improving student outcomes
- Administrative strategies that strengthen communication, engagement and partnerships among boards, families, students, staff and community partners

WORKSHOP PREREQUISITES AND SELECTION CRITERIA

PREREQUISITES

- **Student presenters:** Must have parent/guardian permission, be accompanied by a designated chaperone, and submit a student registration form.
- If you are an educational entity submitting a proposal, you must partner with one of our members (school district, education service district, charter school and/or community college).
- Sales presentations will not be permitted.

PRESENTER REQUIREMENTS

- **Please do not submit a proposal unless you are able to appear on Nov. 13 and 14.**
Presenter(s) will be notified as scheduling determinations are made.
- Please keep panels to four people or fewer.
- Do not list individuals as co-presenters unless a commitment has been confirmed.
- Presenters who will only be present for their session do not need to register or pay for the event.
- If presenters want to attend other parts of the event, they will need to register as an attendee.
- OSBA will provide a projector, screen and microphones. Presenters will need to provide their own VGA/HDMI compatible laptop.

OSBA event staff will review proposals and notify applicants of their proposal status by early August.

If you have any questions, please contact Board Development Specialist Janet Avila-Medina at javilamedina@osba.org.

INTERESTED?
Please complete the workshop RFP Form



DUE NO LATER *than*
JULY 15, 2026