



# Step 1: REGISTRATION POLICIES

77<sup>th</sup> ISBA Annual Convention • Nov. 6-8, 2019  
Coeur d'Alene Resort



## FULL CONVENTION REGISTRATION

The Full Convention Registration includes the following events:

- » First General Session (Wednesday lunch)
- » Second General Session (Thursday breakfast)
- » Exhibit Show (Thursday lunch)
- » Scholarship Auction (Thursday)
- » Awards Banquet (Thursday dinner)
- » Friday Breakfast
- » Business Session (Friday boxed lunch)
- » Friday Finale for Clerks and Business Managers (Friday boxed lunch)

	EARLY REGISTRATION RATE BEFORE 9/30	REGULAR REGISTRATION RATE BEFORE 10/22	LATE & ON-SITE REGISTRATION RATE* AFTER 10/22
ISBA MEMBER	\$525	\$575	\$625
GUEST (Family Member)	\$325	\$375	\$425
OTHER (Company Rep, etc.)	\$600	\$625	\$650

\*All registrations must be received by November 1, 2019. After this date, attendees must register on-site.

## SINGLE EVENT REGISTRATION

Single Event Registration includes the following:

Early Bird Workshop • Awards Banquet (for guests and others)

	REGULAR REGISTRATION RATE BEFORE 10/22	LATE & ON-SITE REGISTRATION RATE AFTER 10/22
EARLY BIRD WORKSHOP	\$100	\$150
AWARDS BANQUET ONLY	\$55	\$75

## REGISTER EARLY!

To receive the discounted Early Registration rate, your registration and/or payment must be submitted or postmarked by September 30, 2019. To receive the discounted Regular Registration rate, your registration and/or payment must be submitted or postmarked by October 22, 2019.

ISBA has implemented a new process for the 2019 Annual Convention. Conference registration is required prior to making a reservation in the ISBA room block. Register first, then reserve your room! Conference registration is required prior to making a reservation in the ISBA room block. Any reservation in the ISBA room block without a corresponding conference registration may be canceled without notice. This policy is designed to give priority to registered conference attendees and provide them with greater access to the discounted hotel room rates.

## CANCELLATIONS & REFUNDS:

Please note, a cancellation fee of \$75.00 per attendee will be charged for cancellations. Requests for cancellations can be honored only if made in writing and faxed, emailed, or mailed to ISBA by October 22, 2019. The refund amount will be your registration less the \$75 cancellation fee. After OCTOBER 22nd, **NO** refunds will be provided. If faxing, please fax to (208) 854-1480, and call (208) 854-1476 to confirm receipt. "No Shows" will not be refunded. However, those registered who are unable to attend are entitled to send substitutes in their place.

## ISBA HOTEL ROOM BLOCKS:

The Coeur d'Alene Resort is the Convention Host Hotel. ISBA has also secured a room block at the Best Western Plus Coeur d'Alene Inn as a secondary Host Hotel. ISBA will first submit room reservations to the Resort. Once that room block is filled, reservations will go to the Inn. Once your conference registration is confirmed, if you have selected lodging ISBA will process your lodging requests and then provide you with confirmation. **You then have (7) business days to contact the Coeur d'Alene Resort (or Coeur d'Alene Inn) with payment information.** Failure to provide payment information within seven business days may result in the cancellation of your room reservation. Requests for reservations at the ISBA group rate will be accepted for registered conference attendees on a space available basis through October 3 or until the ISBA room block is sold out. Guarantee of the ISBA discounted rate will cease after October 3 (or at block sell-out), and the rate will become based on the hotel's availability and discretion. Bed selection will be addressed with hotel.

## OTHER POLICIES:

- **Allergies or Food Restrictions:** If an attendee has any food allergies or restrictions, please contact the ISBA Office to report any special needs no later than October 30, 2019. After this date, ISBA cannot guarantee any special food arrangements can be made.
- **Photo Release:** From time to time we use photographs of Convention participants in our promotional materials. By virtue of your attendance at the ISBA 2019 Annual Convention, we reserve the right to use your likeness in such materials.
- **Hotel Cancellation Policy:** Guests can change or cancel reservations up to 72 hours prior to arrival to avoid a forfeiture of deposit. If a change or cancellation is made within 72 hours prior to arrival, the first night's room and tax deposit on file will not be refunded.

\_\_\_\_\_ (initial here) I agree to the policies and terms outlined in this registration form.



# Step 2: CONVENTION REGISTRATION

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School District / Charter / Company Name: \_\_\_\_\_ Contact Name: \_\_\_\_\_

Contact Email: \_\_\_\_\_ Contact Phone: (\_\_\_\_\_) \_\_\_\_\_

	EARLY BEFORE 9/30	REGULAR BEFORE 10/22	LATE & ON-SITE AFTER 10/22	WED. NOV. 6	THURS. NOV. 7				FRI. NOV. 8		TOTAL
				CHECK IF ATTENDING. MEALS ARE INCLUDED FOR THE EVENTS BELOW.							
				First General Session (lunch)	Second General Session (breakfast)	Exhibit Show (lunch)	Awards Banquet (dinner)	Friday Breakfast	Annual Business Session (boxed lunch)	or Friday Finale (boxed lunch)	
ATTENDEE FULL NAME:	TITLE:		RATE:								
			\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
			\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
			\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
			\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
			\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
			\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
			\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
			\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
			\$	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	



Fill out an additional form if necessary for more attendees.

Does an attendee have a food allergy or restriction?

If so, please indicate name and allergy/restriction: \_\_\_\_\_

ENTER CONVENTION REGISTRATION TOTAL: \_\_\_\_\_

I have read the Registration Policies on page 1.

 <p><b>EMAIL:</b> Email your registration and purchase order to <a href="mailto:morgan@idsba.org">morgan@idsba.org</a></p>	 <p><b>MAIL:</b> Send payment to: Idaho School Boards Association PO Box 9797, Boise, ID 83707-4797</p>	<p><b>QUESTIONS:</b> Morgan Garcia Toll-Free: (866) 799-4722   Phone: (208) 854-1476 Fax: (208) 854-1480   Email: <a href="mailto:morgan@idsba.org">morgan@idsba.org</a></p>
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**If you have completed this form electronically, please ensure that ISBA receives this form by saving to your computer and attaching to an email to [morgan@idsba.org](mailto:morgan@idsba.org). Morgan will confirm receipt.**

# Step 3: EARLY BIRD WORKSHOPS

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REGULAR BEFORE 10/22		LATE & ON-SITE AFTER 10/22		WEDNESDAY, NOVEMBER 6TH 9:00 AM - Noon	
ISBA MEMBER		\$100		\$150	
ATTENDEE FULL NAME:		TITLE:		RATE:	
				\$	
				\$	
				\$	
				\$	
				\$	
				\$	
				\$	

- Early Bird Workshops**
- 3 QUESTIONS FOR CHARTER SCHOOL BOARD MEETINGS
  - HOW THE CLERK KEEPS THE BOARD/DISTRICT ON TRACK AND OUT OF THE MUD
  - SETTING THE SUPERINTENDENT UP FOR SUCCESS THROUGH SUPERINTENDENT EVALUATION
  - THE BOARD AND THE COMMUNITY THEY SERVE
- Indicate One:*

ENTER THE EARLY BIRD WORKSHOP TOTAL: \$ \_\_\_\_\_

ENTER THE GRAND TOTAL = \$ \_\_\_\_\_  
PAGE 2 AND 3: \_\_\_\_\_

<h2>EARLY BIRD WORKSHOPS</h2> <p style="text-align: right;">Wednesday, November 6, 9:00 AM - Noon</p>	<h3>3 Questions for Charter School Board Meetings</h3> <p>Do you know the three questions that should be asked at every meeting? We will review the questions board members should be asking to help ensure the schools meet their missions and goals; improve student achievement; and safeguard the schools' futures. In addition to the questions, we will be reviewing examples of available resources to help inform your board's discussion.</p>	<h3>How the Clerk Keeps the Board/District On Track and Out of the Mud</h3> <p>You were hired and appointed as the Clerk for your Board. Your duties and responsibilities are detailed in Idaho Code and Board Policy, so now we need to keep our board and district out of the mud, so to speak. This workshop will share some behind-the-scenes facts and an abundance of useful information and strategies. This workshop is designed to help clerks gain more confidence when dealing with Open Meeting Law and their Board of Trustees.</p>		<h3>Setting the Superintendent Up for Success Through Superintendent Evaluation</h3> <p>Learn insights to help set your superintendent up for success, creating a win/win situation that benefits students, staff, and the community! School boards, sitting in trust for the community, are responsible for clarifying the district purpose by articulating district ends. District staff, led by the superintendent, are responsible for strategically planning to achieve those district ends. Boards focus on ends—superintendents focus on means. Join us at this early bird session to learn more about the roles and responsibilities of both the board and the superintendent in planning for improvement, setting clear goals and expectations, and evaluating success. Learn about the connection between continuous improvement planning and superintendent evaluations, as well as gain tools to help plan the work.</p>	<h3>The Board and the Community They Serve</h3> <p>The role of a school board member is often misunderstood. Many times board members feel stifled in their ability to communicate with those they serve: Patrons, staff, and students. This workshop will focus on code, law, and best practices for communicating with the key stakeholders. Informal and formal communication are keys to our success as boards and districts or charter schools. This interactive workshop will explore the best ways to handle these interactions to maximize your effectiveness in service to your community.</p>
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# Step 4: HOTEL / LODGING RESERVATIONS

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\* ROOMS WILL BE ASSIGNED ON A FIRST-COME, FIRST-RESERVED BASIS. PLEASE INDICATE THE 1<sup>ST</sup> AND 2<sup>ND</sup> CHOICE ROOM SELECTIONS.

Attendee Name	Mailing Address	Phone Number	Email	Check-In	Check-Out	North Wing \$109	Park Tower \$135	Lake Tower \$185	* Airport Transportation
									<input type="checkbox"/>
									<input type="checkbox"/>
									<input type="checkbox"/>
									<input type="checkbox"/>
									<input type="checkbox"/>
									<input type="checkbox"/>
									<input type="checkbox"/>
									<input type="checkbox"/>
									<input type="checkbox"/>
Additional Guest(s) (if applicable)									

As indicated on Page 1 of this form, once The Coeur d'Alene Resort room block is full, reservations will be sent to The Best Western Plus Coeur d'Alene Inn. The rate is \$105 plus any taxes or fees.

\* Airport transportation needs to be scheduled by calling: 800-688-5253 x 7132 at least 72 hours in advance, prior to arrival. The cost is \$69.00 per person roundtrip, plus driver gratuity.



**EMAIL:** Email your registration and purchase order to [morgan@idsba.org](mailto:morgan@idsba.org)



**MAIL:** Send payment to:  
Idaho School Boards Association  
PO Box 9797, Boise, ID 83707-4797

**QUESTIONS:**  
Morgan Garcia  
Toll-Free: (866) 799-4722 | Phone: (208) 854-1476  
Fax: (208) 854-1480 | Email: [morgan@idsba.org](mailto:morgan@idsba.org)

