



**\*Please read all items for crucial information.**

---

## **Call for Proposals**

**Deadline: Friday, March 8, 2019**

**NSBA Council of School Attorneys**

**2019 School Law Practice Seminar**

**October 17-19, 2019**

**Santa Fe, NM**

**COSA is Seeking Creative and Engaging Speakers  
for its 2019 School Law Practice Seminar!**

The NSBA Council of School Attorneys invites its members to submit proposals for our 2019 School Law Practice Seminar to be held October 17-19, 2019 in Santa Fe, NM. The Seminar will take place at the newly renovated Eldorado Hotel & Spa, centrally located near the historic Santa Fe Plaza. We are always looking to expand both the topics and speakers at this Seminar. If you haven't presented at this event, but have experience presenting at the state or national level and are knowledgeable about a particular topic area, we encourage you to submit a proposal.

Answers to frequently asked questions appear below. Please feel free to contact Cheryl Richardson ([crichardson@nsba.org](mailto:crichardson@nsba.org)) for further information.

### **What do I need to know about the seminar before submitting my proposal?**

The School Law Practice Seminar attracts around 200 school attorneys from the U.S. and Canada. These attorneys are employed by firms, by school districts, and by state school boards associations. They are an engaged, energetic, and informed audience with important questions and examples to share from their practices. For the most part, our attendees have many years of experience in the school law field. They are looking for **in-depth materials and discussion**, not an introduction to your subject. Our most highly-rated speakers are engaging, have extensive knowledge of their subject areas, and encourage active audience participation.

COSA applies for CLE credit in all states with a mandatory CLE requirement. This seminar will offer at least 1 hour of ethics credit and 10-12 hours of CLE in total.

Although the program format is subject to change based on the proposals received, space and time have been set aside for general (entire seminar audience) and concurrent (break-out) sessions. Concurrent sessions will offer in depth experiences for 50-150 participants. These sessions ideally are held in more

of a “workshop” format rather than a lecture format. All presentations should be designed to **involve participants in a meaningful way**.

### **If my proposal is accepted, what materials will I be required to submit?**

Because COSA seeks approval of our Seminar for CLE credit, all sessions must be supported by substantive materials with legal references. COSA requires a presentation paper as well as a visual presentation such as a power point slide deck. Papers will be due in late July/early August, and visual presentations will be due in early September. Your materials must be submitted in final, edited and proofed form. We will not do significant editing or proofreading before publication. **COSA reserves the right to withdraw an invitation to present at the 2019 School Law Seminar if materials are not received in a timely fashion or are inappropriate for publication.**

### **If my proposal is accepted, which of my expenses does COSA cover?**

COSA offers one complimentary registration and one complimentary hotel night **per session**. Additional presenters who wish to attend the Seminar will be required to register and cover their individual travel expenses.

### **May I submit my name and speaking resume, rather than a formal proposal?**

Yes. You may submit a resume listing areas of expertise, prior speaking experience, and references. Speaker resumes may be used by the Committee to fill speaking slots at the School Law Practice Seminar, and will be retained by COSA. Future seminar committees and COSA staff may refer to resumes to fill other speaking opportunities.

If you would like to be considered in this manner, please send your speaking resume to Cheryl Richardson at [crichardson@nsba.org](mailto:crichardson@nsba.org).

### **What is the proposal/speaker approval process?**

Please use the attached Session Proposal form to submit a proposal for a specific session.

All proposals/resumes received by Friday, March 8, 2019 will be evaluated by the seminar planning committee. Each firm or organization may submit up to three (3) proposals. The committee will make every effort to contact invited presenters by May 2019.

You may submit a short video, but please do not submit audio tapes, or materials of an extensive length with your proposal, as the selection committee will not be able to review them. If you intend to submit a video, please notify Cheryl Richardson at [crichardson@nsba.org](mailto:crichardson@nsba.org) prior to submission.

**The committee vets speakers with state school boards associations, and gives preference to speakers with significant success presenting to attorneys at the state and/or national level. However, new speakers are encouraged to submit a proposal. The Committee is always looking for new dynamic and engaging speakers to include in the program. New speakers, please provide a reference to serve as an endorsement of your presentation skills.**

## What topics would the Seminar Committee like to see on the Seminar program?

The Seminar Committee encourages proposals for sessions that address **current** and **relevant** school law issues in an **in-depth** and **interactive** manner. Please submit proposals on topics that you know well, and have experience addressing with school board clients, even if the topic does not appear on the lists below. We are open to any topic that is of interest and current relevance to public schools. Here is an example of a list of topics for this year's Seminar. NOTE: This is list not exclusive; rather, we encourage you to submit a proposal for one of these topics or others that you believe would be relevant and timely for school attorneys:

- HOT TOPICS ON WHICH YOU HAVE SKILL AND EXPERTISE
- School safety – including special education
- Service animals
- Social media use by employees, students and/or board members, including responsible practices to prevent hacking/cloning
- Technology in the classroom ~ data privacy, IP rights, use of unapproved/controversial materials
- Federal guidance and agency priorities, including Title IX
- LEA concerns with new ESEA/ESSA requirements, including those addressing:
  - foster and homeless students,
  - Title I services to private school students, and
  - equity in assignment of resources
- Equity issues such as disproportionality in discipline of students with disabilities
- School Board prayer
- Schools on tribal lands
- Bullying & Cyberbullying - including bullying students with special needs
- Employee rights, including discrimination/termination issues and FMLA
- ADA and 504 accommodations
- School board governance – relationship with client; role of attorney in representing a school board; role of the individual board member vs. the role of the board as a whole; transactional issues; legal duties of board members

## What are the proposal and speaker resume evaluation criteria?

The Committee will evaluate proposals and speaker resumes based on the following criteria:

- Presenter demonstrates how the session will involve **audience participation** (discussion, Q&A, small group work, etc.)
- Presenter demonstrates **creativity and innovation** in both the format and the content of the session
- Topic is of **high interest and relevance** to school attorneys and addresses the needs of the experienced school law practitioner or the attorney new to the practice
- Presenter provides **references for prior speaking experience**. The Committee will give preference to speakers with strong references from his or her state school boards association.

- Proposal gives a clear, concise picture of **what the session will include**.
- **Session objectives are clear and can be met** realistically in the time allowed.
- Presentation will provide **solid, practical “how-to” information** such as a sample policy or procedural check list.
- Program is not wholly based on state law, but is **national in scope**.

*Note: In accordance with state CLE requirements, COSA has a “Financial Hardship Policy” designed to allow all members the opportunity to participate in COSA CLE offerings. Contact the COSA Director for a complete copy of the policy which will be linked to the seminar registration materials online.*

NSBA Council of School Attorneys \* 1680 Duke St., 2<sup>nd</sup> Floor \* Alexandria, VA 22314 \* 703.838.6722

**NSBA Council of School Attorneys  
2018 School Law Practice Seminar  
October 17-19, 2019  
Santa Fe, NM**

**SESSION PROPOSAL**

Proposal deadline: Friday, March 8, 2019  
Send to: Cheryl Richardson at [crichardson@nsba.org](mailto:crichardson@nsba.org).

*Contact Information:*

\*Name of Primary Presenter/Session Leader: \_\_\_\_\_

Other Presenters: \_\_\_\_\_

Law Firm/Organization Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Website \_\_\_\_\_

E-Mail Address for Primary Presenter/Session Leader: \_\_\_\_\_

Attach bio or background information about each presenter or provide web link to bio.

\*(COSA will offer a complimentary registration and one complimentary hotel night for one presenter per session, normally the session leader. Additional presenters are required to register for the 2018 School Law Seminar and cover their personal travel expenses.)

*Session Information:*

- Time required for presentation/session:  50-60 minutes  75 minutes  
 90 minutes  Other - please describe:
- Concurrent (break-out) session  General session  Ethics session  Other: please describe

Proposed title of presentation/session:

\_\_\_\_\_

50-word synopsis of session (to be used in promotional materials):

Objectives of session:

What practical “tool” will you provide (e.g. sample policy, procedural check list, etc.)?

How will you involve the audience in meaningful participation?

Additional information – You may attach up to two pages of supporting information.

Please list below or attach your recent state and national-level presentations to attorneys.

Proposal deadline: **Friday, March 8, 2019** – Send to: **Cheryl Richardson** by e-mail at **[crichardson@nsba.org](mailto:crichardson@nsba.org)**. Call Cheryl Richardson at 703-838-6714 with questions about proposal submissions.

NSBA Council of School Attorneys \* 1680 Duke St., 2<sup>nd</sup> Floor \* Alexandria, VA 22314 \* 703.838.6722