

CSBA Golden Gavel Awards – Governance Team of the Year

Sample Nomination Form

Please prepare your answers and documents in advance. When you are ready, you can copy and paste your answers into the fields of the nomination form.

Select the District/COE

You will choose your District or COE from a drop-down list.

Nominator Information

The nominator is the person submitting the entry form on behalf of the Governance Team. All information will be mailed and addressed to this person below.

- First Name:
- Last Name:
- Title:
- Phone Number:
- Address:
- Email Address:
- Number of members on your governance team (including board member and superintendent): ____

Governance Team Activities

Prepare your answers ahead of time and then copy and paste them into the appropriate section.

NOTE: Do not enter your answers as bullet points or in a list format. Please enter the answers as sentences.

- **How many team members Activities (1-20):**
- **Local Activities:** please list out all local activities your governance team has or currently participates in.
- **State-wide Activities:** please list out all state-wide activities your governance team has or currently participates in.
- **National Activities:** please list out all national activities your governance team has or currently participates in.
- **CSBA Activities (mark all that apply):**
 - Annual Education Conference
 - Board President's Training
 - Committee Service
 - Delegate
 - Governance Consulting Services
 - Board Self Evaluation

- Institute for New and First Team Board Members
- Leadership Institute
- Legislative Action Day
- Masters in Governance
- Orientation for New Trustees
- PAC Events
- Road Shows
- CSBA Online Learning Center
- Other

Narrative

Prepare your answers ahead of time and then copy and paste them into the appropriate section.

NOTE: *make sure your answers do not exceed the designated character count of 1,500 characters (with spaces) per section.*

- **Why deserving of honor:** in no more than 1,500 characters (with spaces), provide a short description of why your governance team is deserving of the Governance Team of the Year Award?
- **How the nominee exemplifies:** in no more than 1,500 characters (with spaces), write out how your governance team exemplifies best practices in effective governance and boardsmanship?
- **Significant contributions:** in no more than 1,500 characters (with spaces), please describe the governance teams' significant contributions made within the last twelve months of service.

Upload Documentation

Governance Team Attributes: please upload a narrative that addresses significant contributions made by the governance team within the last twelve months to twenty-four months, which may represent a culmination of efforts begun prior to twenty-four months.

- Focus on learning and achievement for all students.
 - Maintain accountability for student learning by adopting the district/COE curriculum and monitoring student progress.
 - Ensure that a safe and appropriate educational environment is provided to all students.
- Communicate a common vision.
 - Involve the community, parents, students and staff in developing a common vision for the district/COE focused on learning and achievement and be responsive to the needs of all students.
 - Provide community leadership on educational issues and advocate on behalf of students and public education at the local, state and federal levels.
- Govern Effectively.
 - Operate openly, with trust and integrity.
 - Govern in a dignified and professional manner, treating everyone with civility and respect.
 - Take collective responsibility for the board's performance.

- Recognize and respect differences of perspectives and style on the board and among staff, students, parents and the community.
- Ensure opportunities for the diverse range of views in the community to inform board deliberations.
- Maintain a successful on-boarding process for new governance team members to ensure board commitments are met.
- Update, adopt, and implement policies consistent with the law and the district/COE's vision and goals.
- Evaluates its own effectiveness.
- Adopt a qualified budget based on the district's/ COE's vision and goals, and regularly monitor the fiscal health of the LEA (from CSBA Board Governance Standards).
- Apply equity lens to guide decision making.
- Adopt responsible bargaining agreements.
- Participate in CSBA professional development and commit to ongoing education to be an informed and effective team.

NOTE: *upload the documents in PDF format, not to exceed one page in length, in Times New Roman, and font size NO smaller than 12-point font.*

Supporting documents: LCAP, Mission/Vision, Governance Handbook: please combine the documents listed above (LCAP, Mission/Vision, Governance Handbook) into a single document and attach it in PDF Format. You will not be able to submit your nomination if you attach more than one supporting document for this section.

NOTE: *upload the documents in PDF format.*

Please click the “upload” button to upload Governance Team Attributes.

Please click the “upload” button to upload the Supporting Documents.

Signature

- ☐ By checking this box, I, the nominator, certify that the information in this nomination is true and accurate to the best of my knowledge and belief. I hereby authorize the California School Boards Association to contact my board for verification of this information as necessary. I affirm that the **Board President**, or the **Vice President**, and **Superintendent** have authorized this nominee, with the majority of the Board, to be considered for Governance Team of the Year.

Golden Gavel: Governance Team of the Year Entry Check List

Please review carefully all instructions for submitting entries and ensure that:

- The nominated team is the governance leaders of the District or County Office of Education and includes elected or appointed school board members and the superintendent.
- The nominated team are a current CSBA member at all times during the nomination and award process.
- A one-page Governance Team Attributes document, in 12-point font has been uploaded in PDF format.
- Supporting Documents (LCAP, Mission/Vision, Governance Handbook), combined into a single document and uploaded in PDF format.

The official entry form must be submitted by **midnight on Friday June 27, 2025**, and has the required box checked affirming that the Board President, Superintendent and Curriculum Director have authorized this program to be considered for the Governance Team of the Year Award.