

# COMMITTEES & COUNCILS WORKSHOP



association of california  
school administrators  
**committees & councils**

Westin Rancho Mirage Golf Resort and Spa  
71333 Dinah Shore Drive  
Rancho Mirage, CA

FACILITATOR: Dr. Rose Ann Bomentre(she/her/hers)  
Region 12 VP Committee & Council Members

# WHO'S IN THE ROOM?

REGION	FIRST NAME	LAST NAME	TYPE	LOCATION
12	Rose	Bomentre	Region 12 V.P. Committees & Councils	Baldy View ROP
XIX	Victor	Cisneros	Secondary Ed. Council Rep	Riverside Unified School District
XIX	Julio	Omier	ACSA Co-Admin. Committee Chair	<a href="http://psusd.us">psusd.us</a>
XIX	Carrie	Brown	Riverside Association of School Managers	Riverside Unified
XIX	Yadira	Chavelas	Classified Educational Leader	Riverside County Office of Education
12	Kyla	Griffin	Rialto School Managers Association, VPLA	Rialto Unified School District
XIX	Annamarie	Montanez	Region XIX adult ed rep	JUSD
12	Adele	McClain	Adult Education Council Rep.	Apple Valley
12	Jean	Joye	Elementary Council Representative	Redlands Unified
XIX	Jodi	McClay	Superintendency Council	Temecula



# OUTCOMES

## RATIONAL OUTCOMES

- Understand the formation and purpose of Committees and Councils
- Accomplish expectations for the membership composition/appointment, rules, terms for Committees and Councils.

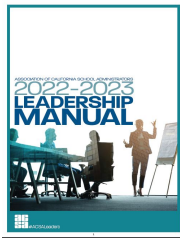
## EXPERIENTIAL OUTCOMES

- Develop a close working relationship with regional counterparts
- Obtain a united administrator association and unique representation for job-alikes



# AGENDA

- ★ Welcome & Introductions
- ★ Overview of Committees & Councils
  - Why?
  - Formation & Membership
  - Duties & Responsibilities
  - Goal Setting
  - Meeting, Agenda Deliverables
- ★ Self-Care for Educators
- ★ Closing & Feedback



# BACK-TO-BACK



# 1

## WHY?

### Committees & Councils





# PURPOSE WITHIN ACSA

- Expertise
- Networking

RESPOND  
Activities &  
resources

Board  
adopted  
issues

ACSA's  
Missions  
& Vision

ACT  
Relevant  
Issues



# 2

## FORMATION & MEMBERSHIP

Responsibilities





# COUNCILS AND COMMITTEES

<b>Councils</b>	<b>Regular (Standing) Committees</b>	<b>Special Committees</b>	<b>Sub-Committees of the ACSA Board of Directors</b>
<ul style="list-style-type: none"><li>● Adult Education</li><li>● Business Services</li><li>● Career Technical Education</li><li>● Classified Educational Leaders</li><li>● Curriculum, Instruction and Accountability Leaders</li><li>● Early Education Council</li><li>● Educational Options</li><li>● Elementary Education</li><li>● Human Resources</li><li>● Middle Grades Education</li><li>● Secondary Education</li><li>● Student Services and Special Education</li><li>● Superintendency</li></ul>	<ul style="list-style-type: none"><li>● Co-Administrators</li><li>● Equity</li><li>● Leadership Development Committee</li><li>● Legislative Policy</li><li>● Member Services</li><li>● Retirement</li></ul>	<ul style="list-style-type: none"><li>● ACSA/CAPEA</li><li>● Leadership Summit</li><li>● Small School District</li><li>● Urban Education</li></ul>	<ul style="list-style-type: none"><li>● Audit</li><li>● Awards</li><li>● Executive</li><li>● Finance</li></ul>



# COUNCIL MEMBERSHIP

## COMPOSITION

- Elected President
- Member from each Region
- Board Liaison

## APPOINTMENT

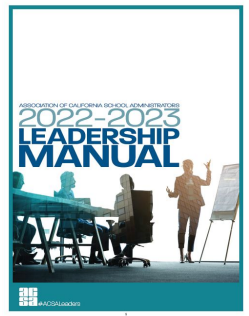
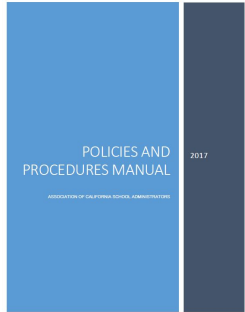
- Region representatives
  - ▷ Elected by job-alike peers or
  - ▷ Appointed by region president

## RULES

- Create bylaws, mission, operations, subs, meeting practices, and other
- ACSA bylaws, rules, policies
- ACSA Board of Directors ratification

## TERMS

- Determined by Council's rules





# COMMITTEE MEMBERSHIP

## COMPOSITION

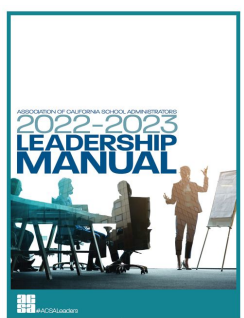
- Number of members determined by board
- Appointed Chair

## APPOINTMENT

- By ACSA president with board approval

## TERMS

- Standing Committees (3-year terms unless board)
- Special/Task Forces (Serve terms designated at appointments - Rev LA Jan 2017)





# COMMITTEE & COUNCIL AT-A-GLANCE

	COMMITTEE	COUNCIL
PURPOSE	<b>Purpose of specific activity a Committee will focus shall be determined by the board.</b>	<b>Job-A-Like</b>
CHAIR OR PRESIDENT ASSIGNMENT	<b>Chair is appointed by ACSA President</b>	<b>President is elected by the Council</b>
TERM OF MEMBERS AND CHAIR	<b>1 or 3 (varies by Committee)</b>	<b>3 years*</b>
MEMBERSHIP BY REGION	<b>Varies</b>	<b>Yes</b>
VOTING PRIVILEGES AT LEADERSHIP ASSEMBLY	<b>Varies</b>	<b>Yes</b>
BYLAWS	<b>No</b>	<b>Yes</b>




3



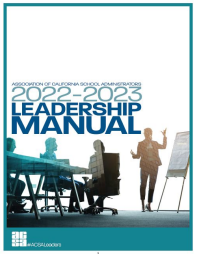
**RESPONSIBILITIES**



# DUTIES & RESPONSIBILITIES

SEE	HEAR	FEEL
		

- Committee Chair and Council President (page 101)
- Committee/Council Members & Region Representatives (page 102)
- Committee/Council Board & Staff Liaison (page 103-105)

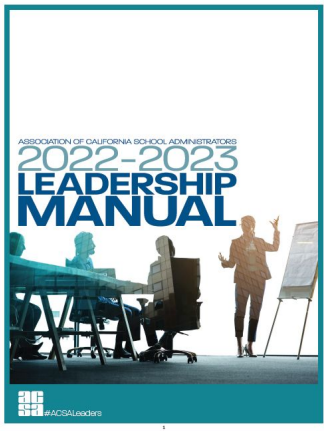




Download from  
www.gettyimages.com

# REFLECTION: Support & Communication

- How might the Staff Liaison and you best support and communicate with one another?
- What might a Chair or President need to be successful?



**Lori Allred**  
**Executive Associate**  
**Association of California School Administrators**  
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t. +1 (916) 329-3820 | m. +1 (916) 206-3674  
[www.acsa.org](http://www.acsa.org)

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**GOAL SETTING**



# GOALS

- Annual collaborative goal setting
- Multi-year plans
- Activity not contrary to ACSA policy/operating procedures.
- Recommendations for policy and positions for Board of Directors

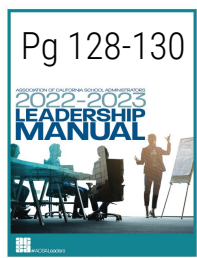


- Identify emerging and current major issues.
- What are some activities that may pursue interests' specific to your Committee/Council?
- What would be the desired outcome of these activities? What results will we produce?
- What measurable progress will we make?



# GOALS

- Submit your **Beginning of the Year Planning Template by October 1 to Lori Allred**
- Maximize Opportunities to Coordinate with Other ACSA Groups
- Carry out Work to Support Milestones & Other Goals/Objectives
- Complete your **Annual Reporting Template by August 31**



 association of california school administrators

ACSA State Committee & Council  
Beginning of the Year Planning Template

ACSA Bylaws and Board-approved Policies & Procedures call for every state committee and council to formulate a plan outlining the group's purpose, goals, events/activities, and evaluation methods at the beginning of the year for Board consideration. Committee/Council leaders are asked to assure that their group's work aligns with the group's purpose and goals articulated in the plan to maximize our collective efforts. Please complete and submit this required Annual Planning Template to Lori Allred at [lallred@acsa.org](mailto:lallred@acsa.org) by October 1, 2022.

Today's Date: \_\_\_\_\_ Person submitting plan: \_\_\_\_\_

This Plan is being submitted on behalf of the following State Committee or Council: \_\_\_\_\_

For Councils only: When were the bylaws last reviewed/updated? \_\_\_\_\_

Purpose as it appears in Board-Approved Policies: \_\_\_\_\_

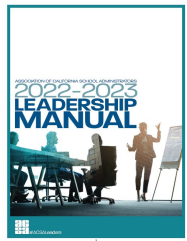
1. In alignment with its Board-Approved Purpose and ACSA's Strategic Plan, the Committee or Council's Goals/Objectives for 2022-2023 are as follows: \_\_\_\_\_
2. The Committee/Council is planning the following specific events, activities, and meetings for 2022-2023: \_\_\_\_\_

# 5

## MEETINGS, AGENDA DEVELOPMENT, & DELIVERABLES

# PLANNING

- Presidents/Chairs generate agendas
  - Consult with liaison
  - Planning Guide (pages 87-89 LM)
  - Meeting Dates (page 127 LM)
- Assistant provides roster & contact info
- Send 2 members, send 2 Board & committee/council liaison
- Budget
  - Up to three meetings
  - Average travel, lodging, meals X # members
  - Clerical needs (copying , postage, etc.)



Association of California School Administrators

**REGION COMMITTEE/COUNCIL REPRESENTATIVE PLANNING GUIDE**

COMMITTEES/COUNCILS	YES	NO
1. Do region committees/councils meet regularly?	_____	_____
2. Does each charter have a representative on each region committee/council?	_____	_____
3. Do committees/councils plan region job-a-like programs?	_____	_____
4. Does each region committee/council representative have a planned program of reporting at least four times per year to:	_____	_____
a. The region executive board?	_____	_____
b. Other committees/councils?	_____	_____
c. Charters?	_____	_____
d. All members?	_____	_____
<b>GENERAL</b>	<b>YES</b>	<b>NO</b>
1. Does the region committee/council have a communication plan (email tree) for both routine and emergency or short lead-time situations?	_____	_____
2. Does the region committee/council have a plan to obtain reaction and/or input for the counterpart state committee/council?	_____	_____
3. Has "dead wood" (members who do not attend meetings) been replaced?	_____	_____
4. Does the region assume its responsibility in working on both state and local priorities?	_____	_____
<b>CALENDAR</b>	<b>YES</b>	<b>NO</b>
1. Does the committee/council have a master calendar for all events including professional learning programs and activities?	_____	_____

Association of California School Administrators

**ACSA COMMITTEE/COUNCIL MEETING DATES FORM 2022-2023**

\* Please arrive on of your preferred meeting dates for 2022-2023 so that we can make the necessary arrangements.  
 \* Space is available in the Sacramento office on a first come, first served basis.  
 \* If there is a conflict with any of your committee/council dates, you will be contacted so that other arrangements may be made.

Committee/Council Name: \_\_\_\_\_  
 Committee Chairperson/Council President: \_\_\_\_\_  
 Staff Liaison: \_\_\_\_\_

Date	Location	Start/End Time	# of People	Copying /filing

Please return to: Association of California School Administrators  
 4779 Courtney Avenue  
 2020 Street, Suite 100  
 Sacramento, CA 95814

# ACTIVITY DESIGN

- Additional funding
- Special Projects & activities

## PROCESS

1. Submit proposal related to purpose & strategic plan.
2. Executive Director reviews.
3. Executive Director recommends
  - a. Modifications
  - b. Coordination suggestions
  - c. Allocation for resources

2022-2023 ADDITIONAL FUNDING REQUEST ACTIVITY DESIGN PROCESS		
COMMITTEE/COUNCIL: _____		
CHAIR/PRESIDENT: _____ COMMITTEE/COUNCIL EXECUTIVE: _____		
I. Needs statement/rationale for request as it relates to committee program plan.		
II. Proposal (Timeline, personnel, materials, product)		
III. Budget Layout		
	Cost	Explanation
Current Year's Budget		
Travel		
Meeting Expense		
Supplies		
Other		
Multi-Year Project:	Yes <input type="checkbox"/>	If yes, estimated funds required in:
	No <input type="checkbox"/>	2nd year _____ 3rd year _____
IV. Evaluation Criteria		
V. Dissemination Costs and Plans		



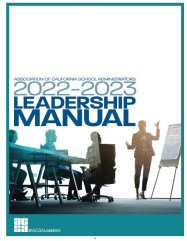
# SPECIAL GUESTS



- Committee Chair/Council President
- Approval for honorarium in advance from executive director
- If becomes regular:
  - Add to roster/email list
  - Notify Assistant to Committees & Councils

# MEETING MATERIALS

- Attendance Sheet
- Roster
- Tent Cards
- Summary Form
- Travel Expense Claim Forms



**CHECKLISTS**  
**Pages 118-124**







# TRAVEL EXPENSE CLAIM FORM

## VERY IMPORTANT!!!!!!

- Attach ALL itemized receipts to expense claim.
  - Meals
    - Itemized
    - Names (if more than 1) or Name of Event (if 10+)
    - NO CREDIT CARD STATEMENTS
  - Lost Receipts
    - Complete Missing Receipt form (ACSA website)
- NON-REIMBURSABLES (Pg 62)

**ACSA MISSING RECEIPT FORM**

Cardholder/Supervisor must fill out form below:

Date of purchase/ service: \_\_\_\_\_

Vendor name: \_\_\_\_\_

Description of purchase: \_\_\_\_\_

Quantity purchased: \_\_\_\_\_

Dollar amount: \_\_\_\_\_

Steps taken to obtain duplicate copy: \_\_\_\_\_


Reason you were unable to obtain receipt/invoice: \_\_\_\_\_

Repeated lost receipts will result in loss of ACSA credit card privileges.

Date: \_\_\_\_\_


Cardholder signature: \_\_\_\_\_

Supervisor's approval signature: \_\_\_\_\_

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
FOUR-SIX WEEKS PRIOR	<ul style="list-style-type: none"> <li><input type="checkbox"/> Chair/President work with Staff Liaison to develop Agenda</li> <li><input type="checkbox"/> Consult with chair/president regarding guest speakers/special needs</li> <li><input type="checkbox"/> Invite representatives and special guests to present/attend meeting</li> <li><input type="checkbox"/> Remind council/committee members to make travel arrangements well in advance</li> <li><input type="checkbox"/> Book airfare 4-6 weeks in advance to take advantage of lower fares.</li> <li><input type="checkbox"/> Hotel/overnight accommodations must be pre-approved by ACSA liaison or the chair/president - Ask for government rates</li> <li><input type="checkbox"/> Those traveling more than 200 miles roundtrip are encouraged to use rental vehicles</li> </ul>					
TWO WEEKS PRIOR	<ul style="list-style-type: none"> <li><input type="checkbox"/> Send out agenda</li> <li><input type="checkbox"/> Submit work order to IT for audio and visual needs</li> <li><input type="checkbox"/> Confirm catering</li> <li><input type="checkbox"/> Review meeting folder</li> <li><input type="checkbox"/> Look for (missing) region representatives-notify</li> <li><input type="checkbox"/> Check for tent cards for special guests</li> </ul>					
PRIOR	<ul style="list-style-type: none"> <li><input type="checkbox"/> Contact chair/president to update on changes/inquire about other needs</li> <li><input type="checkbox"/> Set up Room for meeting</li> </ul>					

# MEETING PLANNING & DELIVERABLES

# MEETING PLANNING & DELIVERABLES

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
PRIOR	<ul style="list-style-type: none"> <li><input type="checkbox"/> Contact chair/president to update on changes/inquire about other needs</li> <li><input type="checkbox"/> Set up Room for meeting</li> </ul>			 <p>Committee or Council Meeting</p>		
AFTER	<ul style="list-style-type: none"> <li><input type="checkbox"/> Send minutes to Council/Member</li> <li><input type="checkbox"/> Inform EXEC department and MEMBERSHIP changes to members (new, outgoing), position and contact info</li> </ul> <p><b>Return</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Roster with changes</li> <li><input type="checkbox"/> Meeting summary</li> <li><input type="checkbox"/> Red Folder</li> <li><input type="checkbox"/> Sign and turn in travel claims (Accounts Payable)</li> <li><input type="checkbox"/> Remember to check:</li> <li><input type="checkbox"/> Non-claimable reimbursements</li> <li><input type="checkbox"/> All required receipts attached</li> <li><input type="checkbox"/> Notify EXEC department of any changes in meeting times/dates &amp; council/committee members</li> </ul>					

This is a story about four people named **Everybody**, **Somebody**, **Anybody** and **Nobody**.

There was an important job to be done and **Everybody** was asked to do it. **Everybody** was sure **Somebody** would do it. **Anybody** could have done it, but **Nobody** did it. **Somebody** got angry about that, because it was **Everybody's** job. **Everybody** thought **Anybody** could do it but **Nobody** realized that **Everybody** wouldn't do it.

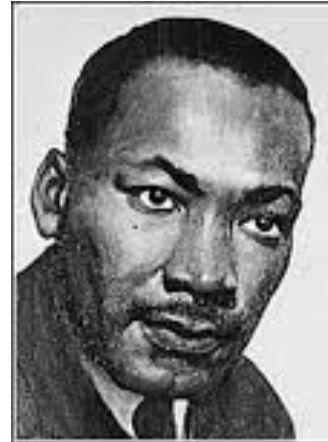
It ended up that **Everybody** blamed **Somebody** when **Nobody** did what **Anybody** could have done.



# ANYBODY

# COMMITTEE/COUNCIL REPORTING

- EdCal
- Resource Hub
- News updates
- Accomplishments
- Work in progress
- Legislation updates
- Best practices
- Important dates, events, awards
- Alliances with other associations
- Resources, white papers
- Links to partner organizations.
- Meeting minutes, summaries and reports



Our lives begin to end the day we  
become silent about things that  
matter.

— Martin Luther King —

AZ QUOTES

# Discussion Method

OBJECTIVE	REFLECTIVE	INTERPRETIVE	DECISIONAL
What one thing stood out to you ?	What excited you? What frustrated you? What's missing for you?	What might be the impact of this on our work in Committee/Councils ?	What do we now need to do with this information to improve our leadership skills in supporting our Committee/Council members?

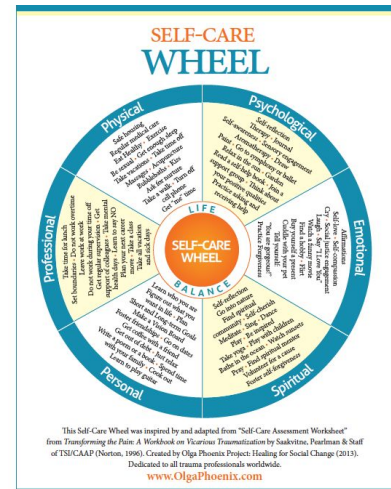


# SELF-CARE FOR EDUCATORS

+ Taking care of others ...  
means taking care of yourself first!

Taking care of yourself allows you to...

- ◆ Create stronger relationships with others
- ◆ Maintain relationships
- ◆ Take better care of others
- ◆ Be joyful



## Self-Care Seven Domains

- Cognitive
- Physical
- Emotional
- Spiritual
- Social
- Financial
- Professional



**The Importance of Self Care:  
Strengthening our Body, Mind, & Spirit**



# FEEDBACK

[https://bit.ly/Bomentre\\_ACSA](https://bit.ly/Bomentre_ACSA)

Dr. Rose Ann Bomentre (she/her/hers)  
Region 12  
Vice President of Committees & Councils

THANK YOU!

## ACSA RESOURCE:



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Association of California School Administrators  
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