

2016-2017

Region 4 Association of California School Administrators



LEADERSHIP MANUAL

May the 4th Be with You"

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TAB 1
REGION AND CHARTER
INFORMATION



the mission of acsa

mission

The mission of the Association of California School Administrators, the driving force of education in California and beyond, is to ensure the creation of communities of learning and teaching that serve both the aspirations of individual students and the greater good of society, through this unique and indispensable coalition distinguished by:

- bold and authoritative advocacy;
- dedication to the highest personal and professional ethics;
- inspirational networks of discovery and sharing of knowledge;
- mutual commitment to excellence; and
- universal accessibility to learning.

parameters

We will practice collaborative* decision-making throughout the organization.
 Our focus will be public education.
 We will offer only those services and products that are unique or extraordinary.
 We will expect the best from each individual.
 We will not respond to conditions as if they were causes.
 *to be defined operationally

objectives

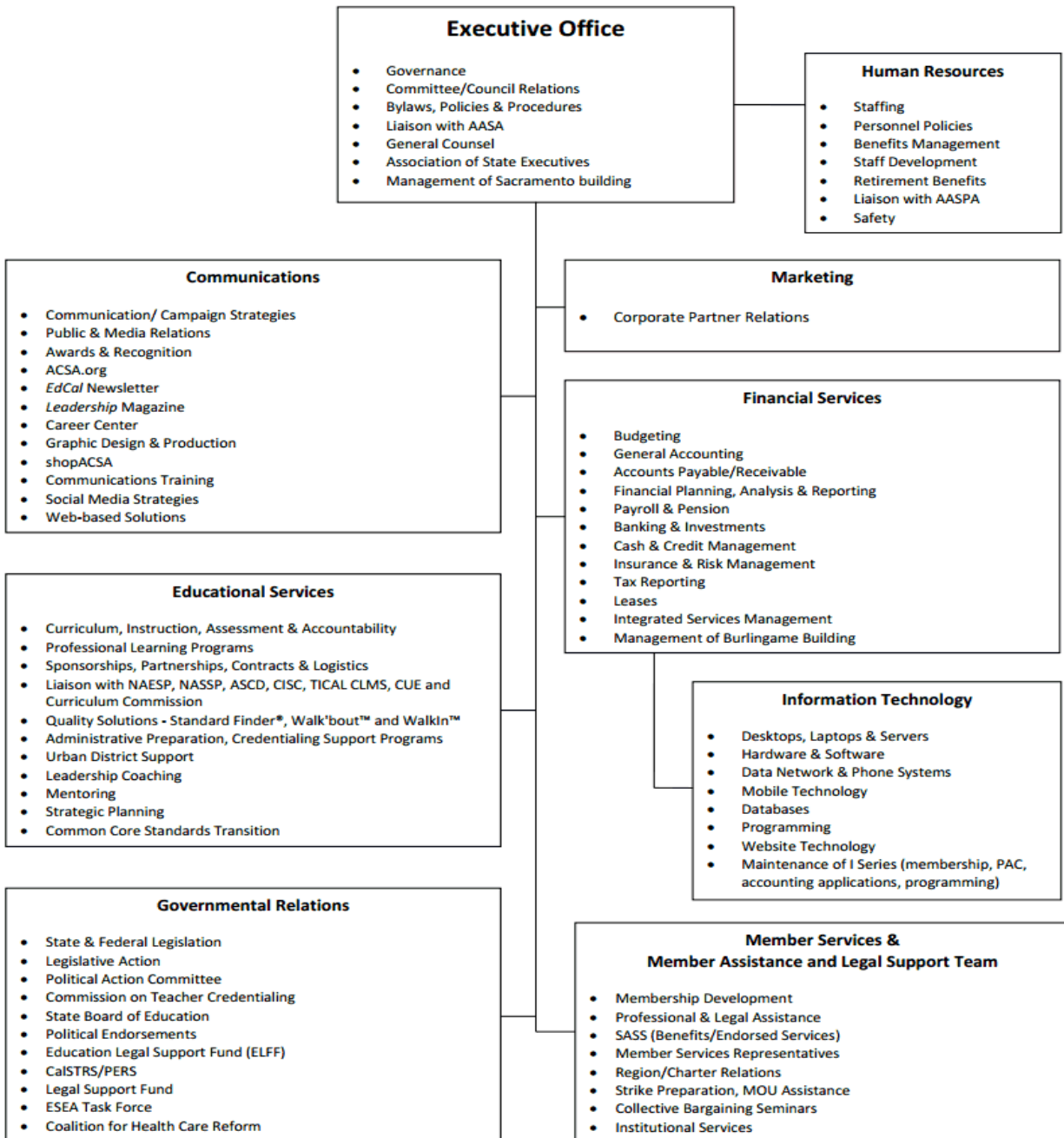
Local educational agencies have the resources and the freedom to meet the unique needs of their learning communities.
 Every educational community is led by exemplary, inspirational educators who are compelled to create innovative, rich and accessible learning environments.
 We are the consummate authority and prevailing influence on education policy.

beliefs. we believe that:

- an educated citizenry is essential to democracy
- dreams inspire potential
- every person deserves respect
- personal dignity is a human right
- we are all responsible for each other
- diversity strengthens community
- human virtues demand advocacy
- every person has a right to unrestricted opportunity
- each person has unlimited capacity
- every person thrives to the degree that he or she builds trusting relationships
- transformative change requires the courage to take risks
- learning never ends
- where we come from does not dictate how far we go
- every individual has the power to effect immeasurable good
- strong families are vital to society

www.acsa.org ■ 800.608.ACSA

ACSA Organization Chart



Note: All departments have committee/council liaison responsibilities.

HR 4/14

**ACSA Region 4
Matrix of Governance Structure**

	Region Executive Board of Directors	Region Leadership Forum
Composition	President President Elect Vice President Immediate Past President Director Vice President Leg. Action Vice President Finance	Region Executive Board Charter Presidents or designee Region Council/Committee Chairpersons Region Council/Committee Reps All
Authority	<p>Serves as governing body of the Region.</p> <p>Establishes and monitors policies.</p> <p>Approves and monitors the Region budget.</p> <p>Approves state committee /council nominations.</p> <p>Employs and evaluates Region staff.</p> <p>Recommends political candidates for endorsement.</p> <p>Provides general organizational direction.</p> <p>Recommends bylaw changes to the Region Delegate Assembly.</p> <p>Serves as liaison to charters and councils/committees.</p>	<p>Elects Region officers and the State Director.</p> <p>Approves bylaw changes.</p> <p>Participates in Region Leadership Forum Meetings.</p> <p>Reviews the ACSA Legislative Platform.</p> <p>Reviews State Leadership Assembly agendas and advises the State Director and State Delegates on issues and action items.</p> <p>Advises the Executive Board on actions and decisions effecting charters, councils/committees, regions, and State ACSA.</p>

ACSA Region 4 2016/2017 Officers and Staff

ACSA Director – Board of Directors *

Rob Martinez, Ed.D
Assistant Superintendent Human Resources
Fairfield Suisun Unified School District
2490 Hilborn Rd
Fairfield, CA 95433
Off.707-399-5000
RobM@fsusd.org

President – Region Board *

Bill Ewing,
Director Student Services
Vacaville Unified School District
129 Elm Street
Vacaville, CA 95688
707-453-2188

President Elect – Region Board *

Lisette Estrella-Henderson
Associate Superintendent Solano County Office of Education
5100 Business Center Drive
Fairfield CA 94534
707-399-4406
lehenderson@solanocoe.net

Vice President for Legislative Action *

Gigi Patrick
Chief Human Resources Officer
Vallejo City USD
665 Walnut Ave.
Vallejo, CA 94592
gpatrick@vallejo.k12.ca.us

ACSA Region 4
2016/2017 Officers and Staff

Region Treasurer

Bobbi Horack
Emeritus
5643 Mt. Hood Court
Martinez CA
Horack@comcast.net
925-437-4927

Region Vice President *

Gina Silveira
Principal
Schaefer Charter School
Piner-Olivet Union School District
1370 San Miguel Ave
Santa Rosa, CA 95403
gsilveira@pousd.org
707-522-3015

*** - DELEGATE**

Classified Educational Leaders Council Chair	Monica Ross Executive Assistant Solano County Office of Education 5100 Business Center Drive Fairfield, CA 95434 707-399-4403 mross@solanocoe.net
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Middle Grades Council Chair	Kelley Birch Principal Willis Jepson middle School 580 Elder Street Vacaville, CA 95688 707-453-6280 kelleyb@vusd.org
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Region 4 Consultant	Rob Phillips 1507 Grand Pheasant Ln. Lincoln, CA 95648 Robphillipsacsa4@gmail.com 707-330-7734
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ACSA REGION 4
2016/2017 Charter Presidents

Lake Chris Schoeneman
Principal
Konocti Unfed School District
3620 Pine St
Clearlake, CA 95422
(707) 994-2272
chris.schoeneman@konoctiusd.org

Marin TBD
TBD
TBD
TBD
TBD
TBD
TBD

MENDOCINO Deb Kubin
Superintendent Ukiah USD
925 North St.
Ukiah, CA 95482
(707) 463-2120
DKubin@uusd.net

Napa Matt Manning
Principal Phillips Elementary School
Napa Valley USD
1210 Shelter Ave.
Napa, CA 94559
707-253-3481
mmanning@nvusd.org

Solano Justine Turner
Principal
Oakbrook TK - 8 School
700 Oakbrook Drive
Fairfield, CA 94534
justinet@fsusd.org
707-863-7930

ACSA REGION 4
2016/2017 Charter Presidents

Sonoma

Mary Reynolds
Principal
Olivet Elementary Charter School
1825 Willowside Rd
Santa Rosa, CA 95472
mreynolds@pousd.org
707-522-3045

Vallejo City

Kim Mitchell Lewis
Principal
Pennycook Elementary School
3620 Fernwood Dr.
Vallejo, CA 94591
707-556-8590
kmitchell@vallejo.k12.ca.us

REIMBURSEMENT POLICY

See Procedure Manual

CHARTER PROFESSIONAL DEVELOPMENT GRANTS POLICY

See Procedural Manual

This Form is available as a Fillable Form on the ACSA Region 4 Website

ACSA REGION 4
CHARTER PROFESSIONAL DEVELOPMENT GRANTS
APPLICATION

Send this application, along with a detailed description of the proposed activity, proposed consultants, and an itemized budget, to the Region President at least three weeks prior to the Region Board meeting where action will be requested.

Requested by

Charter _____ Phone _____

Brief Description of Activity

Number of ACSA members anticipated as participants _____

Date(s) of activity _____ Location _____

Method of Publicizing _____

Open to all members of Region 4? If not, please explain _____

Proposed Financing:

Participant Fees _____ Charter Contribution _____

Region Contribution _____ Total Budget _____



Approved _____ Not Approved _____

Signature of Region President

Date

This form is available as a Fillable Form on the ACSA Region 4 Website

ACSA REGION 4

CHARTER ACTION PLAN 2015-2016

Please complete the following information and submit it to the Region President no later than September 1, 2015. CHARTER ACTION PLAN must be completed before the Region can disperse any Rebates from State ACSA.

Charter Name _____

Charter Officers

President

Work Site and Title

Email address

President Elect or Vice President

Work Site and Title

Email address

Treasurer

Work Site and Title

Email address

Other Officers

Work Site and Title

Email address

Financial Institution

Please complete the following section related to the bank(s) that your Charter works with for ACSA related issues.

NAME _____

Address _____

Type of Accounts _____

Account # (s) _____

Signatories _____

Balance as of
July 1, 2015 _____

Street Address where we send Rebate Checks

Charter Plan for 2016 - 2017

Approved

Not Approved

Region President

Date

TAB 2

Calendars

ACSA REGION 4 GOVERNANCE CALENDAR 2016/2017

July 25-27	State Board of Directors Training	San Diego
Sept. 8 9:00 AM	Region 4 Leadership Forum	Solano Charter
Oct. 19-20	State Delegate Assembly	Los Angeles
Oct. 21	State Board of Directors	Los Angeles
Oct 6 9:00 AM	Region 4 Leadership Forum	Vallejo Charter
November 9 - 12	TBDACSA Leadership Summit	San Diego
Jan.5 10:00AM	Region 4 Leadership Forum	Lake Charter
Feb. 11-12	State Delegate Assembly	TBD
Feb. 13	State Board of Directors	TBD
Mar. 9 9:00 AM	Region 4 Leadership Forum	Sonoma Charter
April 2&3	Legislative Action Day	Sacramento
Apr. 28-30	North State Spring Conference	Peppermill Reno
April 29 3:30 PM	Region 4 Leadership Forum	Peppermill Reno
May 10	State Leadership Training Workshop	Sacramento
May 11	State Delegate Assembly	Sacramento
May 12	State Board of Directors	Sacramento
June 15-16	Region 4 Leadership Workshop Napa Embassy Suites	
June 16	9:00 AM Region 4 Leadership Forum Napa	

Locations for Region 4 Leadership Forum are tied to the Charter leading the Book Study for 2016-2017

Region 4 Leadership Forum Open to all ACSA members. - Region Officers, Charter Presidents, and Council/Committee Reps should attend.

State ACSA Delegate Assembly Meetings Region Director, Region President, Region President Elect, Region VP Leg Action, Region Vice President, Region Member Services Rep, Council/Committee Chair(s) and Consultant should attend.



association of california school administrators

2016-2017 Governance Calendar

Approved by the ACSA Board of Directors February 19, 2016; Revised by the Executive committee March 17, 2016

Board Meetings	ACSA Holidays	Legislative Action Day
<ul style="list-style-type: none"> July 27, 2016 San Diego October 21, 2016 TBD January 27, 2017 TBD May 12, 2017 Sacramento 	<ul style="list-style-type: none"> July 4, 2016 Independence Day September 5, 2016 Labor Day November 14, 2016 (observed) Veteran's Day November 24, 2016 Thanksgiving Day November 25, 2016 Day after Thanksgiving December 22, 2016 Christmas Eve (1/2 Day) December 23, 2016 Christmas Day December 26-30, 2016 Winter Break January 2, 2017 New Year's Day January 16, 2017 Martin Luther King Jr. Day February 13, 2017 Lincoln's Birthday February 20, 2017 Washington's Birthday March 31, 2017 Cesar Chavez Day April 14, 2017 Good Friday (1/2 Day) May 29, 2017 Memorial Day 	<ul style="list-style-type: none"> April 2-3, 2017 Sacramento
Executive Committee		Delegate Assembly
<ul style="list-style-type: none"> July 27, 2016 San Diego October 20, 2016 TBD November 10, 2016 Leadership Summit, San Diego December 15, 2016 Conference Call (if needed) January 26, 2017 TBD April 3, 2017 Legislative Action Day, Sacramento May 11, 2017 Sacramento 		<ul style="list-style-type: none"> October 20, 2016 TBD January 20, 2017 TBD May 11, 2017 Sacramento
		Leadership Summit
		<ul style="list-style-type: none"> November 10-12, 2016 San Diego
		Board Retreat
		<ul style="list-style-type: none"> July 24-27, 2016 San Diego
		**All-Staff Retreat (Summer/Winter) TBD

JULY 2016

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JANUARY 2017

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FEBRUARY 2017

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APRIL 2017

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MAY 2017

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JUNE 2017

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rev. 3/8/16 to

TAB 3

By Laws

REGION 4
ASSOCIATION OF CALIFORNIA SCHOOL ADMINISTRATORS (ACSA)
BYLAWS

ARTICLE I – NAME AND PURPOSE

Section 1 – NAME

This organization shall be the ASSOCIATION OF CALIFORNIA SCHOOL ADMINISTRATORS REGION 4.

Section 2 – PURPOSE

The regional organization will further, on a regional level, enforce the actions of the State Delegate Assembly and the purpose of the statewide organization of ACSA as stated in the Constitution Bylaws of that organization.

Section 3 – RESTRICTIONS

All policies and activities of the region shall be consistent with:

1. State ACSA bylaws, policies and standing rules;
2. applicable federal, state and local antitrust and trade regulation laws;
3. applicable tax exemption requirements; and
4. all other legal requirements including the California Nonprofit Corporation Law under which ACSA is incorporated and to which the regions are subject.

ARTICLE II – REGION

Section I – BOUNDARIES

Region 4 of ACSA shall include the counties of Lake, Marin, Mendocino, Napa, Solano and Sonoma. The Charters within the Region will coincide with counties with the exception of Solano County, which shall have two Charters, the Solano Charter and the Vallejo City Charter. The State Board of Directors may modify these boundaries as the need arises.

Section 2 – BYLAWS

The region bylaws shall be consistent with ACSA bylaws.

Section 3 – GOVERNANCE

The region shall have an Executive Board composed of elected region officers and other members as may be provided by region bylaws.

Section 4 – FUNCTIONS

The functions of the region shall be to provide within the region the purposes of ACSA as stated in ACSA bylaws with programs and activities similar to and consistent with those of ACSA. Additional responsibilities may be adopted by the region board and recorded in the policies and procedures.

Section 5 – ELECTIONS OF STATE DIRECTOR

Each region shall have the responsibility for conducting an appropriate election by the spring delegate assembly for one member of the State Board of Directors at times and in manner consistent with ACSA bylaws and the policies and procedures of ACSA.

Section 6 – CHARTER GROUPS

Charter groups are small units of ACSA within the region. Charters shall be issued by the ACSA board in accordance with standards in the policies and procedures of ACSA and shall function accordingly.

ARTICLE III – MEMBERSHIP

Section 1 – MEMBERSHIP QUALIFICATIONS

Membership in ACSA Region 4 shall be limited to persons who are members of State ACSA and who are employed or living within the geographical boundaries of the region.

Section 2 – MEMBER OBLIGATION TO FOLLOW ASSOCIATION RULES

Each member of this region agrees to be bound by these bylaws and any amendments thereto, and by the lawful actions of the Board or voting members of the region.

Section 3 – MEMBERSHIP PRIVILEGES

Each member of this region shall having voting privileges and is eligible to serve as officers, directors, committee or council members at state, region and charter levels. Other privileges shall be set forth in region policies and procedures. Privileges of all other classes of members other than regular members shall be set forth by region policies or procedures.

Section 4 – EXTENSION OF MEMBERSHIP

ACSA Region 4 shall honor the following memberships as outlined by State ACSA:

- Retired Membership
- Honorary Life Membership
- Associate Membership

- Student Membership
- Organizational Membership
- Professors of Educational Administration Membership
- Department of Education Membership
- Commission on Teacher Credentialing Membership
- Consolidated Membership
- Corporate Membership

Section 5 – DISCIPLINE

A membership may be discipline (public or private) based on the good faith membership by the Board, or a committee or person authorized by the board to make such a determination, that the member has failed in a material or serious degree to observe the association rules of conduct, or is engaged in conduct materially or seriously prejudicial to the purposes and interests of the association.

ARTICLE IV – OFFICERS

Section 1 – QUALIFICATIONS

All persons elected or appointed as officers shall be active ACSA members in good standing.

Section 2 – COMPOSITION

The Executive Board of Region 4 shall be President, President-Elect, Vice President, Vice President-Legislative Action, Vice President Finance, Immediate Past President and State Board Director.

Section 3 – TERMS

All officers except State Board Director and Vice President-Finance shall serve a term of two years, beginning July 1, unless otherwise designated by the Board of Directors. State Board Director and Vice President Finance shall serve a term of three years

Section 4 – ELECTIONS

1. A Nominating Committee of not more than ten (10) members, including at least one member from each Charter Group shall be appointed by the President and approved by the Regional Executive Board at a fall meeting. The Immediate Past President shall serve as one of the members and as Chairperson of the committee.
2. The report of the Nominating Committee shall be published before the Spring Leadership Forum.
3. Nominations may be made from the floor at the Spring Leadership Forum, provided prior consent has been obtained from the nominee.
4. Elections shall be held at the spring meeting of the Region 4 Leadership Forum.

Section 5 – DUTIES

1. The President shall preside over all meetings of the Regional Leadership Forums and the Regional Executive Board. (S)He shall nominate all committee chairpersons, subject to the approval of the Regional Board of Directors, and shall perform all other duties that customarily pertain to the office of President.
2. The President-Elect shall serve as an aide to the President and shall be responsible for activities relating to professional growth, Standing Committee development and activities and handle other assignments as requested by the President. The President-Elect shall succeed to the Presidency at the end of his/her term. In the absence of the President, the President-Elect shall assume the duties of the President.
3. The Vice President shall be responsible for facilitating the planning, development, and implementation of the meetings of the membership of the Region.
4. The Vice President-Legislative Action shall be responsible for chairing the Regional Legislative Action Committee and for recommending political candidate endorsements to the Region Board of Directors.
5. The Vice President Finance shall receive all funds, disburse moneys for organizational expense upon proper authorization, and be responsible for keeping accurate financial records and preparing financial reports for the Board of Directors. (S)He shall serve as chairperson of the Budget Advisory Committee.
6. The Immediate Past President shall serve as the chairperson of the Nominating Committee.
7. The State Assembly Delegates shall be the Region President, President-Elect, Vice President, and Vice President-Legislative Action and shall represent the region at the State Delegate Assembly. An Alternate Delegate shall be selected to serve in place of any region delegate unable to attend State Delegate Assembly.

ARTICLE V – REGIONAL Executive Board

Section 1 – COMPOSITION

The Regional Executive Board shall consist of:

1. Region President
2. Region President Elect
3. Region Vice President
4. Region Vice President Legislative Action
5. Region Vice President Finance

6. Region Immediate Past President
7. Region Director

Section 2 – DUTIES

1. Be responsible to and carry out the directives of the Regional Leadership Forum.
2. Adopt the annual budget.
3. Establish committees needed to assure fulfillment of the purposes of the organization.
4. Submit nominations for state council/committee openings.
5. Fill vacancies in office until the next election.
6. Operate the organization.
7. Hold regional meetings and conferences.
8. Interpret and communicate the position of the organization on issues related to the purposes of the organization.
9. Review charter group activities and finances and may recommend renewal or revocation of the charter to State ACSA.
10. Be active in their local charter.

Section 3 – QUORUM

A majority of the Regional Executive Board shall constitute a quorum which shall have power to act.

ARTICLE VI – REGION Leadership Forum

Section 1 – PURPOSE

The Leadership Forum of Region 4 shall have as its responsibility translating the purposes of the organization into dynamic programs for professional growth and development leading to the enhancement of the capability and performance of its members.

Section 2 – COMPOSITION

The composition of the Region Leadership Forum shall include:

1. Members of the Executive Board of ACSA Region 4.
2. The President, President-Elect, Vice President, and Vice President-Legislative Action from each charter group or a designee.
3. The Regional Representative for each Council/Committee.
4. ACSA State Committee Chair or Council President, special committee or task force chair.

Section 3 – ELECTIONS

Election of charter representatives shall be in accordance with charter bylaws.

Section 4 – VACANCIES

Vacancies of charter representatives shall be filled in accordance with charter bylaws.

Section 5 – MEETINGS

1. Regular meetings of the Regional Leadership Forum shall be held at least two times per year and the Regional Executive Board may call special meetings.
2. The spring meeting shall be designated as the annual business meeting.
3. Regional Executive Board Meetings will be held as needed.

Section 6 – PARTICIPATION

Representatives of other organizations may be invited by the Regional Executive Board to participate in discussion and deliberations of the Regional Leadership Forum in an ex-officio capacity.

Section 7 – PRESIDENT OFFICER

The presiding officer of the Regional Leadership Forum shall be the President of Region 4.

Section 8 – POWER, DUTIES AND FUNCTION OF THE REGIONAL LEADERSHIP FORUM

The Regional Delegate Assembly shall:

1. Approve Region bylaws changes.
2. Hear the report of the nominating committee at its spring meeting.
3. Elect the Officers and State Board Director at its spring meeting.
4. Consider and act upon proposals from the Region charter groups, the President may appoint an alternate.

Section 9 – QUORUM

Representatives from two-thirds of the charter groups and a majority of the total membership in attendance at the Leadership Forum shall constitute a quorum of the Leadership Forum.

ARTICLE VII – COUNCILS/COMMITTEES

Section 1 – STANDING COMMITTEES

Regional standing committees may be authorized by the Regional Executive Board and may, where appropriate, be the counterparts of State Councils/Committees; one being the Membership Committee and one being the Legislative Action Committee.

Section 2 – Budget Advisory Committee

The Budget Advisory Committee shall be composed of the President, the Vice President of Finance, the State Director and two Charter Presidents as well as the Regional Consultant. The Budget Advisory Committee will meet as needed. This Budget Advisory Committee will report out at Regional Leadership Forums.

Section 3 – MEMBERSHIP

Upon recommendation from the Charter Presidents, the Region President shall accept Council/Committee recommendations. Standing committee members shall be members of State ACSA. Membership shall be for a term of three years. Legislative Action Committee shall be for a period of two years.

Section 4 – DUTIES

The duties Council/Committee Representatives shall be prescribed by the Regional Executive Board in general terms, allowing committee initiatives and innovation as appropriate.

Section 5 – STATE COMMITTEES

Regional Representatives to Council/Committees are expected to attend all meetings of their committees and all Regional Leadership Forum meetings each year.

ARTICLE VIII – LOCAL CHARTERS

Section 1 – ELIGIBILITY

A local group of potential and active ACSA members is eligible to apply for a Charter Affiliation in Region 4. Membership in the Charter shall be open to all potential and active ACSA members employed within geographical boundaries of the charter association.

Section 2 – CHARTER REQUIREMENTS

1. Each charter shall have a written set of bylaws, which must be consistent with State, and Region bylaws.
2. Each charter shall have a minimum of twenty-five (25) members or encompass at least an entire county.

Section 3 – MEMBERSHIP

1. All members of State ACSA need not be members of a charter.
2. All charter members shall be strongly encouraged to be members of State ACSA.

3. Charters may extend membership to other employees provided in charter bylaws.

Section 4 – PROCEDURES FOR CHARTER APPLICATION

1. Application forms provided by the State shall be secured from ACSA Region 4. The completed application form shall be presented to the Board of Directors of ACSA Region 4.
2. Upon approval of the Region 4 Board of Directors, the application form shall be forwarded to State ACSA for issuance of the Charter of Affiliation.

Section 5 – PRESENTATION OF CHARTER

Region 4 shall, upon receipt of the Charter from ACSA, make appropriate presentation to the newly affiliated organization and shall seat its qualifying representatives at the following Board meeting.

Section 6 – DUES

The charter association must assess and collect its own dues to support its program.

ARTICLE IX – FISCAL YEAR AND PROCEDURES

Section 1 – FISCAL YEAR

The fiscal year shall coincide with that of the State organization.

Section 2 – FISCAL RESPONSIBILITY

The Regional Executive Board shall be responsible for the preparation, adoption and maintenance of an annual operating budget employing proper accounting procedures. The Board shall present a financial report at each regular and delegate assembly meeting.

Section 3 – GENERAL RESERVE

The annual budget of the Region shall include a general reserve.

Section 4 – INCOME – REBATE

The Regional Executive Board shall receive annual rebates from ACSA in two payments based on the organization's set formula.

Section 5 – OTHER INCOME

Other sources of funds may be solicited and accepted by the Board.

Section 6 – FISCAL COMMITTEE

The Region President, Vice President Finance and the Regional Consultant shall be charged with the responsibility of preparing an annual budget for the Region and for formulating and reviewing standing rules regarding fiscal procedures and policies.

ARTICKE X – RULES OF ORDER

Section 1 – PARLIAMENTARY PROCEDURES

Sturgis Standard Code of Parliamentary Procedure shall control parliamentary procedures.

ARTICLE XI – INDEMNIFICATION AND INSURANCE

Section 1 – INDEMNIFICATION

To the fullest extent permitted by the law, the Region shall indemnify and hold harmless any and all agents against claims to which they may be subjected by reason of any alleged or actual action in the performance of their duties performed in good faith on behalf of the association. “Agents” for this purpose shall include officers, directors, and employees.

Section 2 – INSURANCE

The Region shall have the right to purchase and maintain insurance to the full extent permitted by law on behalf of its agents against any liability.

ARTICLE XII – BYLAWS

Section 1 – AMENDMENT

These bylaws may be amended at the spring meeting of the Leadership Forum of Region 4 by vote of the majority of the active members present, provided that copies of the proposed amendments are mailed to members of the Regional Leadership Forum with the agenda for the meeting at which the amendments are to be voted upon.

Section 2 – INTERPRETATION

These bylaws are subject to and must be consistent with State ACSA bylaws as appropriate and must be interpreted so as to conform with State ACSA bylaws, as they may be amended from time to time.

Revised: 4/1999, 5/2002, 4//2006, 5/2010, 9/16/2010, June 2013, / September 2013

TAB 4

Councils and Committees

**ACSA REGION 4
2016 – 2017
COUNCIL / COMMITTEE REPRESENTATIVES**

Adult Education Council (2018)	TBD TBD TBD TBD TBD TBD TBD
Business Services Council (2018)	Tim Rahill CBO Benicia Unified School District 350 East K Street Benicia, CA 94510 707-747-8300 Ext 1022 trahill@beniciaunified.org
Career Technical Education Council (2018)	Alicia Henderson Superintendent Bellevue Union SD 3150 Education Drive Santa Rosa, CA 95407 650-282-0236 ahenderson@busd.org
Classified Educational Leaders Council (2018)	Jennifer Taylor Assistant Director Human Resources Fairfield Suisun Unified School District 2490 Hilborn Rd Fairfield, CA 95434 707-399-5083 JenniferTa@fsusd.org
Co-Administrators Committee	TBD

ACSA REGION 4
2016 – 2017
COUNCIL / COMMITTEE REPRESENTATIVES

Curriculum,
Instruction
& Accountability
Council (2019)

Laura Hendrickson
Principal
Comstock Middle School
2750 West Steele Lane
Santa Rosa CA 95409
lhendrickson@srcs.k12.ca.us
707-528-5531

Educational
Options Council
(2018)

Edison Kelly
Coordinator Scholl Management and Programs
Vallejo City Unified School District
665 Walnut Ave.
Vallejo, CA 94590
707-556-921
ekelly@vallejo.k12.ca.us

Elementary Education
Council (2019)

Deanna Brownlee
Principal
Fairmont Charter
Vacaville USD
1355 Marshall Rd
Vacaville, CA 95687
707-453-6240
dannab@vacavilleusd.org

Equity, Achievement
And Diversity for
Success Committee
(2018)

Tara Bianchi
Elem Principal & Napa County Homeless Liaison
6554 Yount St
Yountville, CA 94599
707-253-3485
tbianchi@nvusd.org

ACSA REGION 4
2016 – 2017
COUNCIL / COMMITTEE REPRESENTATIVES

Human Resources Council (2019)	Michael Gardner Deputy Superintendent Benicia Unified School District 350 East K Street Benicia, CA 94520 707-747-8300 mgardner@beniciaunified.org
Legislative Policy Committee (2017)	Michelle Faucett-Jordan Principal – Franklin Middle School Vallejo City Unified School District 501 Starr Ave. Vallejo, CA 94590 707-556-8470 ext. 52602 mjordanfaucett@vallejo.k12.ca.us
Member Services Council	Tim Gill Director Student Support Services Kelseyville USD 4325 Main Street Kelseyville, CA 95451 707-245-8331 tgill@kvusd.org
Middle Grades Education Council (2017)	Shayla Bowman Principal Solano Middle School 1025 Corcoran St. Vallejo, CA 94589 707-556-8600 sbowman@vallejo.k12.ca.us
Retirement Committee	Open June 2016 TBD TBD TBD TBD

ACSA REGION 4
2016 – 2017
COUNCIL / COMMITTEE REPRESENTATIVES

Secondary Education Council (2017) Christopher Morris
Assistant Director Secondary Education
Fairfield Suisun USD
2490 Hilborn Rd
Fairfield, CA 94543
707-399-1230
Christophermo@fsusd.org

Student Services and Special Education Jodie Phan
SELPA Director
Solano County Office of Education
5100 Business Center Drive
Fairfield, CA 94535
707 580-0852
jphan@solanocoe.net

Superintendency Council (2017) Valerie Pitts
Superintendent
Larkspur-Corte Madera ESD
San Lorenzo Valley High School
230 Doherty Drive
Larkspur
415-927-6960
vpitts@lcmschools.org

COUNCIL/COMMITTEE SUMMARY 2016-2019

Council/Committee	Region 4 Representative	Term Expires
Adult Education	TBD	2018
Business Services	Tim Rahill	2018
Career Tech Education	Alicia Bowman	2018
Classified Educational Leaders	Jennifer Taylor	2018
Curriculum, Instruction and Accountability	Laura Hendrickson	2019
Co-Administrator	TBD	2019
Educational Options	Edison Kelly	2018
Elementary Education	Deanna Brownlee	2019
EADS	Tara Bianchi	2018
Human Resources	Michael Gardner	2019
Human Resources Neg. Symposium	TBD	
Leg Action	Gigi Patrick	2017
Leg Policy	Michelle Faucett-Jordan	2017
Member Services	Tim Gill	2018
Middle Grades	Shayla Bowman	2017
Retirement Committee	Open June 2016	2018
Secondary Education	Christopher Morris	2017
Student Services & Sp. Ed	Jodie Phan	2018
Superintendency	Valerie Pitts	2017
STATE APPOINTED		
Chair Classified Educational Leaders	Monica Ross	2017
Urban Education Committee	TBD	2018
Small School Districts	Rachael Maves	2018
Chair Middle Grades Council	Kelley Birch	2017
Regional Rep to Annual Conf. Planning	Chris Morris	

Last Updated July 2016

TAB 5

**ACSA Governance
and
Awards**

Member Services

ACSA is only as strong as its members, and to that end, the Member Services Department strives to provide members with the services and resources they need to excel at their jobs. Members have access to many unique benefits, including the following:

ACSA mentor program

New administrators are paired with experienced leaders to provide personal, one-on-one support to help them survive during their first few years of leadership.

Professional legal assistance

Trained, experienced member assistance advocates protect the due process rights of school leaders. Discounted legal assistance is also available on a case-by-case basis.

Personal legal assistance

Advice and counsel from experienced attorneys on an unlimited number of personal legal issues.

Enhanced professional liability coverage Above and beyond what is offered at most school districts.

Recruitment

Membership is everyone's business! Member-to-member recruitment ensures ACSA remains the authoritative advocate for all matters pertaining to education and its leaders.

Members Only Discounts Take advantage of these offerings, and make the most of your membership! Discounted rates on insurance, financial planning, identity theft protection, travel, entertainment and much more.

Equity

ACSA has long advocated for a public education system in which all students have equal opportunities to succeed. California's rich diversity requires an education system that meets the needs of all students, regardless of race, ethnicity, culture, language, socio-economic status, gender, religion, disabilities and LGBT status. ACSA strives to support education leaders in their efforts to support these students, with the ultimate goal of closing the ever-present achievement gap.

acsa regions



Professional Legal Assistance

Member Assistance and Legal Support Team

Professional Advice

Regular ACSA membership gives you access to trained and experienced Member Assistance Advocates to protect your due process rights. Our advocates have a proven track record in resolving work-related concerns before they become a lawsuit. Call [800.608.ACSA](tel:800.608.ACSA)

Types of Problems

Our Advocates are available to assist members of ACSA with problems concerning, but not limited to:

- Breach of employment contract
- Contract review
- Tenure rights
- Credential problems
- Dismissal
- Demotion
- Salary policy disputes
- Suspension
- Retirement

We do not assist members with criminal charges or civil actions.
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Direct Legal Assistance

If necessary our Advocates will authorize two hours of direct legal assistance with one of ACSA's panel attorneys at no cost to you. Our lawyers are experienced in school law and can help determine if further legal action or litigation is necessary. If that's not enough, ACSA can provide:

\$1,000 in additional legal assistance to members based on a 60%/40% split.

Up to \$4,000 in protracted legal assistance for cases in litigation, which is also based on a 60%/40% split.

Free professional liability insurance in excess of your mandated district coverage.

Eligibility for Legal Assistance

A person requesting legal assistance must have been a regular member in good standing for six months at the time his/her problem arose. Retired members are eligible for legal assistance only if the matter occurred while they were a regular member. You must be an ACSA member to receive this benefit.

ACSA ADMINISTRATION OF THE YEAR REGION 4 ARCHIVES

Each year ACSA recognizes a select group of individuals for their outstanding performance and achievement.

From 1975 to 1990 the awards consisted of the Ferd Kiesel Award and the Marcus Foster Award only. Beginning in 1991 the programs were expanded to include the Robert E. Kelly Award, the Valuing Diversity Award the Partners in Education

Regions 4 administrators have been selected in various job-alike categories for 16 of 24 years and have had winners for the last 16 years in a row. (See Chart Below)

<u>YEAR</u>	<u>RECIEPIENT</u>	<u>CHARTER</u>	<u>CATEGORY</u>
1992	Noreen Hanna	Napa	Adult Education
1995	Barbara Jan Hannigan	Solano	Adult Education
2001	Dr. Virginia Dare Hardee	Napa	Central Office
2002	Rhonda Harris Sloan	Napa	Adult Education
2003	Marian Hopwood	Vallejo	Confidential
2004	Rosemary Ingram	Solano	Personnel/Human Resources
2005	Kimberly Dennis	Solano	Business Services
2006	Nola Lionberger	Solano	Classified
2007	Kaiser Permanente Community	Solano	Partners in Education
2008	Robert Phillips	Solano	Central Office
2009	Vickie Good	Solano	Adult Education
2010	John Niederkorn	Solano	Business Services
2011	Lisette Estrella Henderson	Solano	Curriculum & Instruction
2012	Rob Martinez	Solano	Personnel / Human Resources
2013	Barbara Franco	Napa	Secondary Principal
2014	Shelton Yip	Napa	Special Education
2015	Kaiser Hospital	Solano	Partners in Education
2016	Gigi Patrick	Vallejo City	Central Office
2016	Napa County Office of Education	Napa	Partners in Education

ACSA Awards Program Overview

Nominations forms are available in fall for the following year's program, due to each region by its deadline. The regional awards committees meet to select their nominees for the state awards in December and January, and the state committee convenes in spring to select that year's recipients. This year's honorees were announced in March, and will be featured in EdCal articles throughout summer and fall and honored at the Leadership Summit in November.

Award Categories:

Each year ACSA recognizes a select group of individuals for their significant contributions to education through three prestigious awards named in memory of past ACSA leaders:

Ferd. Kiesel Memorial Distinguished Service Award, Marcus Foster Memorial Award for Administrator Excellence and Robert E. Kelly Award.

In addition, members are honored for outstanding performance and achievement as **Administrators of the Year** in 21 job-alike categories.

The **Valuing Diversity Award** is given to the member whose efforts to promote diversity epitomize ACSA's mission statement.

Programs and businesses that collaborate with administrators in support of education are also recognized through the **Partners in Educational Excellence Award.**

ACSA also recognizes the extraordinary achievements of students through the **Every Student Succeeding Program.**

[Read more about each category](#)

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Ray Curry Award and Negotiator of the Year

The ACSA Human Resources Council Personnel Institute Committee presents the Ray Curry Award annually to an outstanding human resources/personnel administrator. The award will be presented on Oct. 6 in Sacramento at 2016 Personnel Institute. [Download the nomination form](#) for complete information about this award.

Nominations are due on **June 30.**

During ACSA's Negotiators' Symposium, an outstanding ACSA Human Resources administrator will be awarded the Negotiator of the Year Award. The 2017 nomination form and more information about the award will be available this fall.

Contact [Margaret Arthofer](#) in ACSA Educational Services with any questions about the Ray Curry Award and Negotiator of the Year.

Contact Us

ACSA Awards Program

[Emily Senecal, Program Coordinator](#)

1029 J Street, Suite 500 | Sacramento, CA 95814

[\(916\) 329-3833](#) | fax (916) 596-9556

TAB 6

Region 4
Procedural
Manual

ACSA REGION 4 PROCEDURAL MANUAL

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ACSA REGION 4 PROCEDURAL MANUAL

ACSA LEADERSHIP SUMMIT

Annually, sufficient money shall be budgeted to allow the President to attend the ACSA State Conference. In the event that the President cannot attend the ACSA State Conference, the President Elect shall attend as an alternate.

ADMINISTRATOR OF THE YEAR

The Regional President-elect shall be responsible for the annual Administrators of the Year Program including but not limited to

- Setting the timelines
- Gathering and reviewing applications
- Convening a committee of Charter Presidents to review applications if necessary
- Submitting to the Executive Board for approval
- Submitting applications to state ACSA

Charter Presidents are encouraged to submit nominations and applications in each of the categories. It is essential that all timelines be met.

CHARTER PROFESSIONAL DEVELOPMENT GRANTS

The Region Board of Directors shall budget funds for Charter Professional-Development Grants.

1. Grant funds will be used for professional development activities that benefit the majority of the members in the Charter.
2. Grant funds should address the unique professional development needs of the Charter membership. Charters will be responsible for planning and development of professional development activities prior to seeking approval of grant funding.
3. Grant funds requested by a Charter may be matched with other Charters to share professional development activities that mutually benefit each Charter. Charters may make a joint request for a combined grant.
4. Charter Presidents may apply for up to \$1,500.00 per year. The itemized budget accompanying the application must specify which items the Region is being asked to fund. (Revised 9/04)

5. Complete applications must be sent to the Region President by August 1 for activities scheduled between October and February, and by November 1 for events scheduled between March and June. The Region President may grant deviations in these time lines, if it seems appropriate to do so.
6. Approval of grant requests shall be determined on a first come, first served basis by a majority vote of the Region 4 Board of Directors. Depending on the availability of funds, grant applications meeting the Criteria may not be funded at the full amount requested. At the next Regional Leadership Forum the Charter President shall send the Region President an accounting of how Region funds were used and a check, payable to the Region, for any unused funds, along with an evaluation of the event. The Region Vice President shall be responsible for monitoring this portion of the process.

CHARTER REBATES

10% of the Region dues rebate shall be allocated to the charters for program support. The distribution formula shall be based on the January 1 membership report. (a) 50% of the prior year allocation will be distributed after July 1 upon receipt of the Charter Year End Report and the Charter Plan for the upcoming year. (b) The final allocation will be distributed after September 1. The charter contribution to the North State Spring Conference for the Charter Presidents Reception and the room and lodging cost for Charter members reserving a place but not attending the Region Leadership Workshop will be deducted from this allocation. If a Charter fails to submit a Charter Activity Calendar and other requested information Charter Rebates will not be distributed. (Revised 5/20/15)

COMMITTEE/COUNCIL REPRESENTATION

Regions have a responsibility to send representatives to state ACSA Committee/Council meetings. These are job-alike assignments therefore the regional representative needs to be currently working in a position that performs the duties associated with the Committee/Council. Assignments are for three-year terms, determined by state ACSA. Each February a list of vacancies for the following year are posted. It is the responsibility of the Region Executive Board to fill these positions. Charter Presidents will be asked to recruit volunteers for openings. The goal is to have new volunteers to serve each term. However, if someone fills only a partial term they may be appointed to serve a full term on a council/committee. A person may serve more than one term if other parties are not interested.

It is the responsibility of the representative to attend all state council/committee meetings and to attend Regional Leadership Forums. Council Regional Reps are not only representing their "Job-A Likes" they are also assuming a role in Regional Leadership and their participation is valuable to the entire Region. The Vice-president of the region shall be

responsible to coordinate the collection and dissemination of this information.
(Revised May 2015)

ELECTION OF REGION OFFICERS

All officers except State Board Director, VP Leg Action and Vice President-Finance shall serve a term of two years. Terms of office will begin when officers are sworn in at the Region 4 Leadership Workshop, unless otherwise designated by the Board of Directors. State Board Director, VP Leg. Action and Vice President Finance shall serve a term of three years.

During an election year a Nominating Committee of not more than ten (10) members, including at least one member from each Charter Group shall be appointed by the President and approved by the Regional Executive Board at the fall meeting. The Immediate Past President shall serve as one of the members and as Chairperson of the committee. The report of the Nominating Committee shall be published before the Spring Delegate Assembly. Nominations may be made from the floor at the Spring Delegate Assembly, provided prior consent has been obtained from the nominee. Elections shall be held at the spring meeting of the Region 4 Leadership Forum.

Voting Members for Regional Elections are the President or Designee of each Charter and each member of the Regional Board of Directors.

ELECTIONS OF STATE DIRECTOR

Each region shall have the responsibility for conducting an appropriate election by the spring delegate assembly for one member of the Board of Directors at times and in manner consistent with ACSA bylaws and the policies and procedures of ACSA.

EVERY STUDENT SUCCEEDING

Region IV participates in ACSA's Every Student Succeeding each year. Individual Charters may conduct individual Every Student Succeeding events each year but the Region honors only one individual each year.

- The Regional honoree is selected on a rotational basis alphabetically.

- | | |
|-------------------|-----------------------------------|
| ○ 14-15 Vallejo | Honored at Leadership Summit 2015 |
| ○ 15-16 Lake | Honored at Leadership Summit 2016 |
| ○ 16-17 Marin | Honored at Leadership Summit 2017 |
| ○ 17-18 Mendocino | Honored at Leadership Summit 2018 |
| ○ 18-19 Napa | Honored at Leadership Summit 2019 |
| ○ 19-20 Solano | Honored at Leadership Summit 2020 |
| ○ 20-21 Sonoma | Honored at Leadership Summit 2021 |

- If a Charter chooses not to participate in a particular year the next Charter moves up and the current Charter will enter into the rotation alphabetically.
- The Honoree is recognized at the Annual ACSA Leadership Summit each year in November (see above)
- Annually, the Region shall budget sufficient money to allow the Every Student Succeeding winner and one chaperone to attend the Annual Leadership Summit - General Session at which the student will be honored. Attendance of additional chaperones shall be at charter discretion and expenses. (Added 4/28/2001). This normally means the cost of transportation and hotel for one night.
- Beginning in the 2014-2015 school year the Region shall make available \$500 to each Charter for use related to Charter Every Student Succeeding events. The money may be used to assist with the costs related to a Charter celebration of ESS or may be used as part of a Charter Scholarship Program for ESS students. Charters must request these funds and be prepared to report on to the Region on how the funds were expended. (Revised June 2014)

FISCAL ADVISORY COMMITTEE

The Fiscal Advisory Committee shall be composed of the following:

- President,
- President Elect,
- VP Finance,
- State Director
- Two members from the Region Board appointed by the President.

The VP Finance shall chair the committee. The Region Consultant shall serve as staff to the committee.

(Revised 5/11)

- The Region Consultant in conjunction with the Fiscal Advisory Committee shall prepare a proposed annual budget for review and action by the Board of Directors at its first fall meeting. (Revised 5/11)

LEGISLATIVE ACTION DAY

Region Officers and three members from each charter (President, President elect and vice president legislative action) shall be encouraged to attend the ACSA Legislative Action Day. The Region shall cover hotel and dinner on Sunday as well as lunch on Monday.

REGION 4 CREDIT CARD

A Region 4 Credit Card shall be issued to the President, President-elect, Vice-President, VP Legislative Action and Consultant. The credit card may be used for necessary expenses incurred while attending to the business of Region 4 as directed by the Region 4 Executive Board. Receipts for purchases shall be submitted to the VP Finance on a monthly basis.

REGION 4 STUDENT SCHOLARSHIP

Each year ACSA Region IV issues a scholarship to a student.

- Money from the ACSA REGIONS 1,2,3,4 NORTH STATE CONFERENCE GOLF TOURNAMENT funds this scholarship.
- The amount of the scholarship fluctuates depending upon the money raised from this golf tournament.
- The Region awards this money to a student from a Charter based on a rotation similar to the Every Student Succeeding program.
 - 14-15 Vallejo
 - 15-16 Lake
 - 16-17 Marin
 - 17-18 Mendocino
 - 18-19 Napa
 - 19-20 Solano
 - 20-21 Sonoma
- The two events are not tied together except for the timing. If a charter wishes to give the scholarship to the winner of the Every Student Succeeding program that is left to the discretion of the individual Charter.
- As stated the amount of money raised in the golf tournament fluctuates. The tournament takes place in the spring but the proceeds are not distributed until the following fall. This may cause a delay for funding for the Charter. Example; the money raised in the spring of 2015 will be given to Vallejo. However they will not receive the money until fall 2015. They may wish to use that money for a scholarship for a student in the 2015-2016-graduation class to assist with their cash flow.

REGIONAL LEADERSHIP TRAINING

Region 4 will actively support the professional growth of its members by offering a **Regional Leadership Workshop** for all incoming officers of the Region and Charters and other regional members. The Region will present timely educational issues as well as training related to ACSA at a one or two day conferences.

Region 4 officers, Council Reps, and officers from each Charter are expected to attend will receive lodging and meals at the Regional Leadership Workshop. Guests attending will pay actual cost of room and meals. Travel to and from the Workshop will not be reimbursed. (Revised May 2015)

REGIONS 1,2,3,4 NORTH STATE CONFERENCE

Region 4 is in a partnership with ACSA Regions 1,2 &3 to host an annual conference and a golf tournament. The purpose of the golf tournament is to raise funds to be used for student scholarships. The purpose of the conference is to provide high quality professional development for our members and to highlight best practices that are taking place within the four regions.

Each region contributes to the conference a flat rate of \$500 and \$100 for each Charter in the Region (\$1200 for Region 4). Each Region shall contribute a \$300 Gift to be awarded during the conference. Each Charter is responsible to contribute a \$100 gift to be awarded during the conference. If a Charter fails to do so it is the Region's responsibility to meet this obligation.

Each Charter is responsible to raise \$100 in funds for the golf tournament. Ideally this is in the form of "Hole sponsorships".

DISTRIBUTION OF FUNDS

The Conference Committee will retain the first \$4000 of proceeds as start-up funds for the next year's conference. Each region will then receive a reimbursement for their upfront costs for the conference. Once each region receives their reimbursement the remaining funds will be divided on a per-share-basis.

If for any reason the conference should loose money, each region will be equally assessed to pay off any outstanding obligations. Money raised from the golf tournament shall be divided equally among the regions. Money shall be used exclusively for student scholarships.

The Conference Committee shall consist of a minimum three participants from each region. The Region Consultant shall be a standing member of this committee. Two other members of the Region shall sit on the committee (we have nor process in place to determine this). Each region shall be responsible to

progress through North State Conference Assignments from Hospitality, to AV/Room Monitor, to Program Chair, to Chair.

REIMBURSEMENT POLICY

GENERAL: It shall be the policy of ACSA Region 4 to reimburse Officers and others individuals as approved by the Board of Directors for necessary expenses incurred while attending to the business of Region 4 as directed by the Board, exclusive of State and Region conferences

TRAVEL AND MILEAGE: Private vehicle travel for required/invited attendance at Region Delegate Assembly and Board meetings, and other meetings called by the Region President, will be reimbursed at the current IRS mileage rate. For approved travel outside of Region 4 actual travel expenses, by the most economical means, will be reimbursed.

LODGING, ETC.: Lodging, tips, parking, taxi, car rental, and plane fare will be reimbursed at actual cost. Receipts are required for.

Approved/required attendance at meetings/conferences lasting more than one day shall qualify for lodging. Lodging in other instances may be reimbursed with prior approval of the Region President. (revised 5/4/02) (Will need to revise By-Laws)

MEALS: Region 4 will reimburse for meals when the person is on official Region 4 business. Receipts are required.

OTHER REIMBURSABLE EXPENSES: Officers are eligible for reimbursement for phone calls, stationery, postage, and other minor incidental expenses incurred in the function of their particular office.

APPROVAL: The President (or his or her Designee) prior to payment shall approve Requests for reimbursement whenever possible.

REQUESTS FOR REIMBURSEMENT: All-requests for reimbursement shall be submitted to the VP Finance. These may be done either electronically or by mail. Requests for-reimbursement in each fiscal year must be submitted as soon as possible after incurring the expense but on or before June 30.

MISC.

The President shall attend all meetings of ACSA Region Presidents and the State Delegate Assembly. Expenses not reimbursed by State ACSA shall be reimbursed by Region.

Charters are encouraged to establish a local dues system, which will allow their groups to present outstanding professional development programs for their members