

Region 4

Lake / Marin / Mendocino / Napa / Solano / Sonoma / Vallejo

ASSOCIATION OF CALIFORNIA SCHOOL ADMINISTRATORS

2017-2018 LEADERSHIP MANUAL



#ACSALeaders

*Region and Charter
Information*

Calendars

*Region 4
By-Laws &
Procedural Manual*

*Councils/
Committees*

*ACSA Governance &
Awards*

**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 Vice President Member Outreach	Region Executive Board Charter Presidents or designee Region Council/Committee Chairpersons Region Council/Committee Reps All
Authority	Serves as governing body of the Region. Establishes and monitors policies. Approves and monitors the Region budget. Approves state committee /council nominations. Employs and evaluates Region staff. Recommends political candidates for endorsement. Provides general organizational direction. Recommends bylaw changes to the Region Delegate Assembly. Serves as liaison to Charters and Councils/Committees.	Elects Region officers and State Director. Approves bylaw changes. Receives reports from Charters and Councils/Committees. Reviews the ACSA Legislative Platform. Reviews State Delegate Assembly agendas and advises the State Director and State Delegates on issues and action items. Advises the Executive Board on actions and decisions effecting charters, councils/committees, regions, and State ACSA.

ACSA Region 4 2017/2018 Officers and Staff

Director – Region 4*

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

President – Region Board *

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

President Elect – Region Board *

Lisette Estrella -Henderson
Superintendent of Schools Solano County
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Region Vice President *

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Principal
Schaefer Charter School
Piner-Olivet Union School District
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Vice President for Legislative Action *

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Vice President Fiscal Services

Bobbi Horack
Emeritus
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Vice President Member Engagement

Gethsemane Moss
Senior Director of Community Engagement
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Immediate Past President

Diane Ferrucci
Emeritus
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*** - Delegate to ACSA Leadership Assembly**

Middle Grades
Council Chair

Kelley Birch
Principal
Willis Jepson middle School
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Region 4 Consultant

Rob Phillips
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ACSA REGION 4
2017/2018 Charter Presidents

Lake

Tarin Benson
Principal
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Marin
Co- President

Patty Elliot
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Neil Cummins Elementary School
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Marin
Co- President

Leo Kostelink
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Edna Maguire Elementary School
Mill Valley School District
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MENDOCINO

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Napa

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Solano

Justine Turner
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Sonoma

Mary Reynolds
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Olivet Elementary Charter School
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Vallejo City

Kim Mitchell-Lewis
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association of california school administrators

2017-2018 Governance Calendar

Approved by the ACSA Board of Directors October 21, 2016

Board Meetings	ACSA Holidays	Legislative Action Day
October 13, 2017 February 19, 2018 May 11, 2018	July 4, 2017 September 4, 2017 November 10, 2017 (observed) November 23, 2017 November 24, 2017 December 29/28, 2017 January 1, 2018 January 15, 2018 February 12, 2018 February 19, 2018 March 30, 2018 April 2, 2018 May 29, 2018	April 19-19, 2018 October 12, 2017 February 15, 2018 May 10, 2018 November 2-4, 2017 July 23-24, 2017
Executive Committee	Independence Day Labor Day Veteran's Day Thanksgiving Day Day after Thanksgiving Winter Break New Year's Day Martin Luther King Jr. Day Lincoln's Birthday Washington's Birthday Good Friday (1/2 Day) Cesar Chavez Day Memorial Day	Sacramento LAX Shetland TBD Sacramento San Jose TBD
July 26, 2017 October 12, 2017 November 2, 2017 December 14, 2017 February 15, 2018 April 16, 2018 May 10, 2018	LAX Shetland TBD Sacramento Conference Call (6 weeks) TBD Legislative Action Day, Sacramento Sacramento	Leadership Assembly Leadership Summit Board Retreat
**All-Staff Retreat (Summer/Winter)	TBD TBD TBD TBD TBD TBD	TBD TBD TBD TBD TBD TBD

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JUNE 2018

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rev. 11/17/16 to

ACSA REGION 4 GOVERNANCE CALENDAR 2017/2018

July 23 - 26	State Board of Directors Retreat	TBD
Sept. 21 9:00 AM	Region 4 Leadership Forum	Solano Charter
Oct. 11 &12 Oct. 13	State Delegate Assembly State Board of Directors	LAX Sheraton LAX Sheraton
Oct 19	Region 4 Leadership Forum	Vallejo City Charter
Nov. 2 - 4	ACSA Leadership Summit	San Jose
Jan.18	Region 4 Leadership Forum	Lake County Charter
Feb. 14-15 Feb. 16	State Delegate Assembly State Board of Directors	Anaheim Anaheim
Mar. 22 9:00 AM	Region 4 Leadership Forum	Sonoma Charter
April 16	Legislative Action Day	Sacramento
Apr. 26-29	North State Spring Conference	Peppermill Reno
April 28	3:30 PM Peppermill Reno	Region 4 Leadership Forum
May 9 May 10 May 11	State Leadership Training Workshop State Delegate Assembly State Board of Directors	Sacramento Sacramento Sacramento
June 14-15	Region 4 Leadership Workshop	Napa Embassy Suites
June 15	Region 4 Leadership Forum	Napa Embassy Suites / Napa Charter

Region 4 Leadership Forum Open to all ACSA members. - Region Officers, Charter Presidents, and Council/Committee Reps should attend.
State Delegate Assembly Meetings Region Director, Region President, President Elect, VP Leg Action, Vice President, Member Services Chair, EADS Chair, Consultant attend

**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 Vice President Member Engagement
7. Region Immediate Past President
8. 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

ACSA

REGION 4

PROCEDURAL

MANUAL

ACSA REGION 4 PROCEDURAL MANUAL TABLE OF CONTENTS

ACSA LEADERSHIP SUMMIT

ADMINISTRATOR OF THE YEAR

CHARTER PROFESSIONAL DEVELOPMENT GRANTS

CHARTER REBATES

COMMITTEE/COUNCIL REPRESENTATION

ELECTION OF REGION OFFICERS

EVERY STUDENT SUCCEEDING

FISCAL ADVISORY COMMITTEE

LEGISLATIVE ACTION DAY

PROFESSIONAL DEVELOPMENT SCHOLARSHIPS

REGION 4 CREDIT CARD

REGION 4 STUDENT SCHOLARSHIPS

REGIONAL LEADERSHIP RETREAT

REGIONS 1,2,3,4 NORTH STATE CONFERENCE

REIMBURSEMENT POLICY

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 \$2,000.00 per year. The itemized budget accompanying the application must specify which items the Region is being asked to fund. (Revised 8/017)

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 Plan for the upcoming year and the list of Charter Officers as well as the Charter Report for the preceding year. Charters will also submit the name of the Financial Institution with which they work as well as a list of Signatories for their account (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 are 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.
 - 16-17 Mendocino Honored at Leadership Summit 2017
 - 17-18 Napa Honored at Leadership Summit 2018
 - 18-19 Solano Honored at Leadership Summit 2019
 - 19-20 Sonoma Honored at Leadership Summit 2020
 - 20-21 Vallejo Honored at Leadership Summit 2021
 - 21-22 Marin Honored at Leadership Summit 2022

- 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 of and action by the Board of Directors prior to the first fall Leadership Forum. The budget will be presented to attendees at the first Leadership Forum. All attendees will have a vote on Budget approval meeting. (Revised 08/17)

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.
 - 16-17 Mendocino
 - 17-18 Napa
 - 18-19 Solano
 - 19-20 Sonoma
 - 20-21 Vallejo
 - 21-22 Marin
- 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 2017 will be given to Mendocino. However they will not receive the money until fall 2017. They may wish to use that money for a scholarship for a student in the 2017-2018-graduating 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.

**ACSA REGION 4
2017 – 2018
COUNCIL / COMMITTEE REPRESENTATIVES**

Adult Education
Council (2018)

Nancy Emanuele
Assistant Principal
Petaluma JUHSD
Petaluma Adult School
200 Douglas St
Petaluma, CA 94952
707-778-4633
nemanuele@petk12.org

ACSA/CAPEA

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)

TBD
TBD
TBD
TBD
TBD
TBD

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 TBD TBD TBD TBD TBD TBD
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)	Dr. Edison Kelly Director of Alternative Education 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 deannab@vacavilleusd.org
Equity (2018)	Tara Bianchi Elem Principal & Napa County Homeless Liaison 6554 Yount St Yountville, CA 94599 707-253-3485 tbianchi@nvusd.org

Human Resources Council (2019)	Nicole Glentzer Assistant Superintendent HR Ukiah UUSD 511 South Orchard Ave. Ukiah, CA 95482 707-472-5000 nglentzer@uusd.net
Leadership Development Committee	Dr. Gigi Patrick Chief Human Resource Officer Vallejo City USD 665 Walnut Ave. Vallejo, CA 94592 mailto:gpatrick@vallejo.k12.ca.us
Leadership Summit Rep	Krystal Points Principal Glen Cove Elementary 501 Glen Cove Parkway Vallejo, CA 94591 707-556-8491 kpoints@vallejo.k12.ca.us
Legislative Policy Committee (2020)	Dr. Carolyn Patton Director Special Education Benicia USD 350 East K Street Benicia, CA 94510 707-748-2659 cpatton@beniciaunified.org
Member Services	Michelle Jordan-Faucett Principal Franklin Middle School 501 Starr St. Vallejo, CA 94590 707-556-8420 MJordnFaucett@vallejo.k12.ca.us
Middle Grades Education Council (2017)	Shayla Bowman Principal Solano Middle School 1025 Corcoran St Vallejo, CA 94589 707-731-3053 sbowman@vallejo.k12.ca.us

Retirement Committee	Cheryl Lynn de Werff 407 Country Club Lane Napa, CA 94558 707-330-5261 cdewerff92@gmail.com
Secondary Education Council (2017)	Chris Morris Assistant Director Secondary Education Fairfield-Suisun USD 2490 Hilborn Rd Fairfield, CA 94534 707-399-1230 christophermo@fsusd.org
Student Services and Special Education	Jodie Phan Principal Crescent Elementary School 5100 Business Center Drive Fairfield, CA 94535 707 580-0852 jodiep@fsusd.org
Superintendency Council (2020)	Deb Kubin Superintendent Ukiah USD 925 North State St. Ukiah, CA 95482 707-463-5211 dkubin@uusd.net

COUNCIL/COMMITTEE SUMMARY 2017-2018

Council/Committee	Region 4 Representative	Term Expires
Adult Education	Nancy Emanuele	2018
Business Services	Tim Rahill	2018
Career Tech Education	Alicia Henderson	2018
Classified Educational Leaders	Jennifer Taylor	2018
Curriculum, Instruction and Accountability	Laura Hendrickson	2019
Co-Administrator	Rebecca Dinwiddie	2019
Educational Options	Edison Kelly	2018
Elementary Education	Deanna Brownlee	2019
EADS	Tara Bianchi	2018
Human Resources	Nicole Glentzer	2019
Human Resources Neg. Symposium	TBD	
Leg Action	Tim Gill	2020
Leg Policy	Carolyn Patton	2020
Member Services	Michelle Jordan-Faucett	2018
Middle Grades	Shayla Bowman	2020
Retirement Committee	Cheryl Lynn de Werff	2018
Secondary Education	Chris Morris	2017
Student Services & Sp. Ed	Jodie Phan	2018
Superintendency	Deb Kubin	2020
STATE APPOINTED		
Urban Education Committee	TBD	2018
Small School Districts	TBD	2018
Chair Middle Grades Council	Kelley Birch	2017
Regional Rep to Annual Conf. Planning	Krystal Points	

2017-18 COUNCIL PURPOSES

Board Subcommittees

The Audit Committee, Awards Committee, the Executive Committee and the Finance Committee convene as subcommittees of the state Board of Directors. Four current directors will serve on the Audit Committee, chaired by the past president. Four current or past directors will serve on the subcommittee on awards chaired by the past president. Minimum of four directors, with the Vice President acting as chair, will serve on the Finance Committee. The five Board Officers with two members elected from the Board of Directors will serve on the Executive Committee. These subcommittees will meet as needed.

Special Committees

From time to time, the Board of Directors has created special committees. The main distinction between special committees and regular ACSA standing committees is that special committees may serve a limited term and members are not selected on a one per region basis.

ACSA/CAPEA — The following purposes of the ACSA/CAPEA Committee will advance the interests, needs and well-being of California students so that our schools will once again be the best in the nation and the envy of education worldwide: To identify and study issues in the areas of higher education, administrator preparation and licensing, professional development providers, and legislation for the purpose of building collaboration and informing policy. To work collaboratively to identify issues and concerns of higher education and K-12 public education, professional preparation and development, and partnerships among school districts, institutions of higher education, and professional development providers. To influence and contribute to the education research agenda. To identify issues and make recommendations regarding increasing diversity and membership in the ranks of education administrators and professors of educational administration. ACSA members will be practicing administrators, appointed by ACSA's president. CAPEA members will be professors of education, appointed by CAPEA.

Co-Administrators — This group assists co-administrators (vice-principals, assistant principals, deans, coordinators, etc.) in their role as instructional leaders within their schools and communities. It promotes networking and increase communication among co-administrators. It provides access to professional development and mentoring experiences. It also increases awareness of the co-administrator's role and the importance of that role.

The Equity Committee — To build capacity in cultural proficiency of all leaders within the association and throughout the state of California in order to effectively eliminate the educational gaps that reflect large numbers of underserved African American and Latino(a) students.

In order to accomplish this purpose we will:

- Identify and research issues related to equity and diversity to ensure equal access and equitable outcomes for all members and students we serve.
- Develop strong recruitment and retention policies and practices to grow membership through relevant services, products, and resources that address the needs of underserved stakeholders.
- Recommend policies, practices, and resources which lead to quality instructional/educational programs and services to ensure that all students are college and career ready

- Assist in the development of programs, resources, and materials to help leaders effectively respond to issues that arise from religious affiliation as well as cultural, ethnic, racial, linguistic, gender, sexual orientation, and economic differences among students and communities.
- Establish partnerships and communication links with national and state administrator, teacher, parent and other educational organizations.
- Assist the board in implementing aspects of the association strategic plan goals in regards to equity and diversity issues that impact students and leaders.

Leadership Development Committee - The Leadership Development Committee, with a representation from each region, 2 board members and chaired by the ACSA State Past President, was formed as an advisory committee to the ACSA State Board to look at the governance of the organization and provide clarity, consistency and alignment of the bylaws of state ACSA, the regions, committees and councils. In addition to this work, the state board has asked the LDC to provide recommendations to the board on how they can help with the board's responsibility to provide leadership development and best practices for the committees and councils each year.

Define association leadership needs, set criteria and requirements, and then build programs, training and orientation strategies, mentoring/coaching opportunities, and other tasks that effectively develop leadership at the region, council/committee and board levels.

Leadership Summit — To organize, plan, and implement the program content of the annual Leadership Summit.

Legislative Policy — To identify and study areas of needed legislation affecting ACSA members and public education. To solicit sponsorship requests from ACSA members, and to sponsor bills that improve conditions in California schools. To study proposed legislation and, based upon ACSA's Legislative Platform and additional input from the Board of Directors, establish ACSA's position on state and federal legislation. To assist in the establishment of the ACSA Legislative Platform.

Member Services — To recruit, retain and recognize members. To identify trends and issues with membership categories that may require changes or adjustments. To support and help grow ACSA's Partner4Purpose program in order to further meet the needs of members. To monitor and ensure that region and charter bylaws align with state ACSA bylaws and that region and charters are in compliance with these regulations.

Retirement — This group provides leadership, direction, clarification, and understanding of the California State Teachers' and California Public Employees' Retirement Systems to all ACSA members. To actively work with other members of the retirement coalition to protect and enhance the benefits of the California State Teachers' Retirement System and the California Public Employees' Retirement System. To investigate and to promote legislation that positively impacts or affects members of both systems. To encourage the continued participation, involvement, and service of retired ACSA members in the cause of improving the benefits of the California State Teachers' Retirement System and the California Public Employees' Retirement System..

Small School District — To advocate small school district issues within ACSA. To provide the Legislative Policy Committee information on legislation that would affect small school districts in conformance with ACSA's legislative platform and positions. To provide training and information to support small school district administrators. To facilitate networking between CSBA's Small School District Council and the Small School Districts Association Executive Committee.

Committee Representation: Since there are significant size differences among districts, representation should include superintendents from very small districts as well as districts up to 2,500. To facilitate networking, representation should include a member from CSBA's Small School District Council and a member from the Small School Districts Association Executive Committee.

Urban Education — To identify and study issues relating to urban education. To emphasize the need to improve educational opportunity for children in urban school districts. To identify and articulate the unique concerns of administrators in urban school districts. To recommend solutions and/or courses of action to deal with problems and needs of urban schools. To identify and study issues and make recommendations on practices, policies, and positions to ACSA's leadership and staff and to state agencies/legislators related to Urban Education.

Committee Representation: Nominations will be solicited from superintendents of districts self-identified as urban with size/enrollment of **20,000** students or more.

ACSA Council of Curriculum, Instruction and Accountability Leaders —

- To identify and study issues and make recommendations on practices, policies, and positions to ACSA's leadership and staff and to state agencies related to curriculum, instruction, assessment, and accountability;
- To identify and disseminate best practices for administrators who work in the areas of curriculum, instruction, and accountability, to ensure student centered instruction and services, which prepare all students to compete in an international society;
- To plan, develop, and coordinate professional learning programs, electronic media, and publications related to council business;
- To maintain liaison with the Western Association of Schools and Colleges (WASC), including nominating WASC commissioners;
- To review all non-ACSA requests to conduct research using ACSA records.
- To review all non-ACSA requests to conduct research using ACSA records.
- To maintain liaison with state agencies and other organizations which impact curriculum, instruction, accountability, interventions, assessment and evaluation;
- To assist in ACSA membership recruitment

Adult Education — To identify and study issues relating to adult education. To recommend legislative positions to ACSA and advocate for legislation that advances public adult education statewide. To actively enhance and promote adult education's role with professional organizations, government officials, state agencies, school districts, business, industry, and the community at large. To plan and coordinate professional growth opportunities for administrators of adult education programs.

Business Services — To identify and study issues relating to administrators who work in the area of business services. To promote membership in ACSA by school business officials by enhancing the position and skills of business officials through workshops and conferences. To maintain liaison with other ACSA committees, affiliated organizations, the State Department of Education, and other educational agencies. To serve as a quick response team.

Career Technical Education — The purpose of the ACSA Career Technical Education Council is to support administration and ensure relevant high quality CTE programs that prepare PreK-adult students

for successful transition to careers and post-secondary education through: core integrated curriculum, legislation, advocacy, professional development, communication and collaboration.

Classified Educational Leaders — To build and maintain a vibrant network of classified educational leaders, who share a mutual commitment to excellence in the service and support of our students, and are valued members of their leadership team. To develop and enhance professional growth opportunities for classified educational leaders, promote ACSA membership, and encourage participation in all levels of ACSA.

Educational Options Council — To explore, promote, support, and influence solutions to financial, program, accountability, and legislative issues facing alternative education in the state agencies which impact curriculum, instruction, accountability, interventions, assessment, and evaluation. To assist in ACSA membership recruitment.

Elementary Education — To identify and study issues related to elementary and pre-school administrators. To recommend best practices and policies and to serve as advocates for high quality programs for all elementary and pre-school children. To serve as a forum in which elementary and pre-school administrators may resolve issues related to their professional efforts. To serve as a representative of elementary and pre-school administrators in meeting the goals and priorities of ACSA. To provide representation and leadership from ACSA to NAESP. To assist in the recruitment of elementary and pre-school administrators as ACSA members. To plan and coordinate professional growth opportunities for elementary and pre-school administrators.

Human Resources — To identify and study issues relating to professionals responsible for personnel, employer/employee relations and other human resources programs. To provide leadership, direction, clarification, and understanding in such areas as personnel practices, employer-employee relationships, fair and equal employment practices, contract management, negotiations, retirement, legislation, credentials, management team concept, individual rights, and staff-related issues. To plan, provide, and encourage in-service training for administrators in this area, and to maintain liaison between ACSA and the American Association of School Personnel Administrators. To assist in the recruitment of personnel, employer/employee relations and other human resources administrators as ACSA members. To assist with addressing shortages in education and work with CTC to address the staffing challenges and opportunities. To promote the training and recruitment of individuals of diverse backgrounds as human resource administrators. To promote the highest standard of ethical conduct, assist local school administrators, and to assure due process to all members of ACSA.

Middle Grades Education — To identify and study issues relating to middle grades administrators and to recommend practices and policies, which will lead to high quality programs for young adolescents. To strengthen a network for communication among middle grade administrators. To plan, provide, and encourage professional development programs for middle grades administrators. To assist in the recruitment of middle grades administrators as ACSA members. To encourage interaction and support between ACSA, the National Association of Secondary School Principals, the California Department of Education, and other organizations and agencies promoting the interests of middle grades education.

Secondary Education — To identify and study issues and make recommendations to ACSA board of directors related to secondary education. To recommend practices and policies that will lead to high quality programs for secondary students. To recruit secondary administrators as members and to maintain a liaison between ACSA, National Association of Secondary School Principals (NAESP), California Interscholastic Federation (CIF), and other state agencies relating to secondary education. To plan and coordinate professional development programs for secondary administrators

Student Services and Special Education — The Student Services and Special Education Council supports administrators in the areas of special education, student services, and coordinated youth services by:

- Advocating best practices, policies, and legislation to ensure high quality student programs.
- Improving collaboration and communication between general education, student services, special education, and other support agencies and organizations.
- Facilitating the development and understanding of current trends and financial issues related to their impact on student programs and services.
- Planning and coordinating timely and meaningful professional development offerings for new and experienced school administrators.
- Assisting in ACSA membership recruitment.

Superintendency — To identify and study issues related to the role and responsibilities of superintendents and proactively advocate for solutions. To strengthen a network for communication among superintendents. To be proactive in representing the viewpoints and vision of superintendents on critical education issues with a view toward influencing policy and practice at the local, state, and national levels. To plan strategies and practices that will influence the quality of education for all California students. To voice the critical need for stable, sound finance for educating California’s children. To represent superintendents in ACSA's relations with the Governor's office, Legislature, and State Superintendent of Public Instruction. To plan and coordinate professional development activities for superintendents and activities to enhance professional development of administrators and all school district positions. To encourage the active participation of superintendents and all other management team members in ACSA. To maintain a liaison relationship with AASA and other state organizations and agencies

**ACSA STATE COMMITTEE / COUNCIL
MEETING DATES**

ACSA/CAPEA	11/1/2017	Leadership Summit, San Jose	10:00 am-2:00 pm
	2/7/2018	Wiseburn SD	10:00 am-2:00 pm
	4/18/2018	Wiseburn SD	10:00 am-2:00 pm
Co-Administration			
Equity,	9/8/2017	Webinar	3:00 pm-4:30 pm
	10/6/2017	Webinar	3:00 pm-4:30 pm
	11/1/2017	Leadership Summit, San Jose	9:00 am-2:00 pm
	12/8/2017	Webinar	3:00 pm-4:30 pm
	1/19/2018	Webinar	3:00 pm-4:30 pm
	2/23/2018	Webinar	3:00 pm-4:30 pm
	3/23/2018	Webinar	3:00 pm-4:30 pm
	4/20/2018	Webinar	3:00 pm-4:30 pm
	5/18/2018	Webinar	3:00 pm-4:30 pm
	6/?/2018	Cultural Proficiency Institute	
Leadership Development	11/17/2017	ACSA Sacramento	9:00 am-3:00 pm
	2/16/2018	ACSA Sacramento	9:00 am-3:00 pm
	3/16/2018	ACSA Sacramento	9:00 am-3:00 pm
	4/6/2018	ACSA Sacramento	9:00 am-3:00 pm
Legislative Policy	11/1/2017	Leadership Summit, San Jose	3:00 pm-6:30 pm
	2/23/2018	ACSA Sacramento WebEx	9:00 am-12:00 pm
	3/23/2018	ACSA Sacramento	9:30 am-3:00 pm
	4/27/2018	ACSA Sacramento	9:30 am-3:00 pm
	6/1/2018	ACSA Sacramento	9:30 am-3:00 pm
Member Services			
Retirement	11/1/2017	Leadership Summit, San Jose	9:30 am-3:00 pm
	3/21/2018	ACSA Sacramento	9:30 am-3:00 pm
	6/20/2018	ACSA Sacramento	9:30 am-3:00 pm

Small School District	9/22/2017	ACSA Sacramento	10:00 am-2:00 pm
	2/16/2018	ACSA Sacramento	10:00 am-2:00 pm
	5/4/2018	ACSA Sacramento	10:00 am-2:00 pm
Urban Education	11/1/2017	Leadership Summit, San Jose	9:30 am-3:00 pm
	2/2/2018	ACSA Ontario	9:30 am-3:00 pm
	5/11/2018	TBD	9:30 am-3:00 pm
Adult Education	11/1/2017	Leadership Summit, San Jose	10:00 pm-3:00 pm
	1/11/2018	ACSA Sacramento	10:00 am-3:00 pm
	4/25/2018	ACSA Sacramento	10:00 am-3:00 pm
Business Services	10/26/2017	ACSA Sacramento	9:30 am-3:00 pm
	1/12/2018	ACSA Sacramento Conference Call	12:00 pm-12:45 pm
	2/22/2018	ACSA Sacramento	9:30 am-3:00 pm
	5/18/2018	ACSA Sacramento Conference Call	12:00 pm-12:45 pm
	5/24/2018	ACSA Sacramento	9:30 am-3:00 pm
Career Technical Education	9/13/2017	Webinar	3:00 pm-4:30 pm
	11/1/2017	Leadership Summit, San Jose	10:00 am-12:00 pm
	1/17/2018	Webinar	3:00 pm-4:30 pm
	3/4/2018	Sacramento Conference	10:00 am-12:00 pm
Classified Ed Leaders	11/1/2017	Leadership Summit	10:00 am-2:30 pm
	2/28/2018	Redondo Beach, in conjunction with CEL Institute	12:00 pm-4:00 pm
	4/25/2018	WebEx	9:00 am-12:00 pm
Curriculum Instruction and Accountability	9/22/2017	WebEx	10:00 am-11:30 am
	11/1/2017	Leadership Summit, San Jose	11:30 am-4:00 pm
	2/2/2018	WebEx	10:00 am-11:30 am
	3/1-2/2018	ACSA Ontario	11:30 am-4:00 pm
	6/1/2018	WebEx	10:00 am-11:30 am
Educational Options	9/8/2017	ACSA Sacramento	9:30 am-2:30 pm
	11/1/2017	Leadership Summit, San Jose	9:00 am-1:00 pm
	3/30/2018	ACSA Sacramento	9:30 am-2:30 pm

Elementary Education			
Human Resources			
Middle Grades	10/5/2017	Webinar	1:00 pm-2:30 pm
	11/8/2017	Leadership Summit, San Jose	10:00 am-3:00 pm
	1/18/2018	Sacramento, Burlingame, Ontario	9:30 am-2:00 pm
	3/8/2018	ACSA Sacramento	10:00 am-3:00 pm
Secondary Education	10/2/2017	Webinar	3:30 pm-4:30 pm
	11/8/2017	Leadership Summit, San Jose	10:00 am-3:00 pm
	1/11/2018	Sacramento, Burlingame, Ontario	12:30 pm-4:00 pm
	3/15/2018	ACSA Sacramento	10:00 am-3:00 pm
Student Services & Special Education	9/22/2017	ACSA Sacramento	10:00 am-3:00 pm
	2/13/2018	Anaheim Marriott	12:00 pm-3:00 pm
	4/20/2018	ACSA Sacramento	10:00 am-3:00 pm
Superintendency	9/14/2017*	ACSA Sacramento	9:00 am-3:00 pm
(* Meetings are reimbursable)	11/1/2017	Leadership Summit, San Jose	9:00 am-3:00 pm
	12/1/2017	In Conjunction w/CSBA San Diego	9:00 am-3:00 pm
	1/24/2018	In Conjunction w/Supts. Symposium	9:00 am-3:00 pm
	3/22/2018*	ACSA Sacramento	9:00 am-3:00 pm
	4/26/2018*	ACSA Sacramento	9:00 am-3:00 pm

*Meetings are reimbursable

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

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
2017	???????		

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.**

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 in the 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

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