

# REGION XI HANDBOOK



**Association of  
California  
School  
Administrators**

**2014-2015**



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1029 J Street, Suite 500  
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Executive Office  
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Financial Services  
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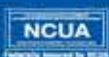
- **Elementary School** •  
*Saving Money Is Fun!*
- **Middle School** •  
*Money Doesn't Grow On Trees*
- **High School** •  
*Personal Finance*
- **College/Adult Education** •  
*Budgeting/Credit/Identity Theft*

To schedule a presentation and/or workshop, contact:  
Jeff Williams, Member Education Director

Email: [jeffw@myeecu.org](mailto:jeffw@myeecu.org)  
Phone: 559-437-7796



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Employees**  
CREDIT UNION



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# Region XI President's Message

**Blanca G. Cavazos**

Region XI President 2014-2015



This is an exciting time to be an educator. The educational focus has changed from students being expected to learn the “who”, “what”, “when” and “where” to thoroughly understanding and being able to explain the “why” and “how” of their subject matter. Additionally, through the constant evolution of technology, our classroom walls have been virtually removed so that geography and time do not determine instruction or learning. As administrators, our biggest challenge is to stay abreast of these changes in education and model the beliefs, strategies and tools that we expect to be implemented in our classrooms. Region XI is up to the challenge and will be constantly working to be the model of this transformation. Welcome to our new learning community!

Blanca G. Cavazos, Ed.D.  
President



## Region XI President's Goals for 2014-2015

- **Region XI will build and maintain vibrant, purposeful networks of educational communities**
  - By better communicating the role of the organization and the responsibilities of the Board members to our members and others outside the organization
  - By establishing partnerships and communicating with other educational agencies that promote education
  - By creating opportunities for job-alike activities that promote professional growth
- **Region XI will cultivate transformational technologies in all aspects of our work**
  - By valuing the work sufficiently that we allocate time to plan and work together during our meetings
  - By learning about social media and using it effectively to communicate with each other, with our membership and with our communities
  - By focusing on active engagement with the media
  - By creating an electronic repository of our collective work
- **Region XI will dedicate our budget, resources and assets to the accomplishment of our mission and objectives**
  - By aligning our resources with our goals
  - By routinely evaluating the alignment of our budget and goals

# ACSA Region XI Officers and Directors 2014-2015



## **PRESIDENT**

### **Dr. Blanca Cavazos, Superintendent**

Taft Union High School District  
701 Wildcat Way, Taft, CA 93268  
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bcavazos@taft.k12.ca.us

## **PRESIDENT-ELECT**

### **Valerie Brown, Principal**

Maple School  
Tulare City School District  
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C (559) 799-8641  
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## **VICE PRESIDENT**

### **Jana Freeman, Principal**

Royal Oaks Elementary School  
Visalia Unified School District  
1323 South Clover Drive  
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## **VICE PRESIDENT: LEGISLATIVE ACTION PAST-PRESIDENT, REGION XI**

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**TREASURER**

**Kirsti Smith, Principal**

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**STATE DIRECTOR (AT LARGE)**

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**PAST -STATE DIRECTOR**

**Dr. John Snavely, Superintendent**

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jsnavely@portervilleschools.org



**STATE SUPERINTENDENCY COUNCIL (2017)**

**Dr. Sarah Koligian, Superintendent**

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**DIRECTOR (2015)**  
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**Heiko Sweeney, Principal**  
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 Lemoore, CA 93245  
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 hsweeney@central.k12.ca.us

**DIRECTOR (2015)**  
**Tulare County Charter**  
**Steve Tsuboi, Superintendent/Principal**  
 Sunnyside Union ESD  
 21644 Ave. 196  
 Strathmore, CA 93267  
 W (559) 568-1741 X207 F (559) 568-0291  
 C (559) 301-1792  
 stsuboi@sunnyside.k12.ca.us



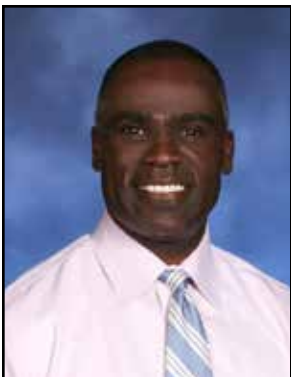
**DIRECTOR (2015)**  
**Tulare County Charter**  
**Lora Haston, Superintendent**  
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 lhaston@alta-vista.k12.ca.us



**DIRECTOR (2015)**  
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 rposadas-gonzalez@richland.k12.ca.us



**DIRECTOR (2015)**  
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 H (661) 201-0917 C (661) 201-0917  
 dakelly@fruitvale.k12.ca.us

**DIRECTOR (2016)**  
**West Kern Charter**

**Matt Torres, Assistant Superintendent/CBO**  
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 matorres@fruitvale.k12.ca.us



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 Kern County Superintendent of Schools  
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**EAST KERN CHARTER PRESIDENT**

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**INYO/MONO CHARTER PRESIDENT**

**Don Clark, Superintendent**

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**TULARE COUNTY CHARTER PRESIDENT**

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**WEST KERN CHARTER PRESIDENT**

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**REGION XI Membership Recruiter**

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Visalia Unified School District

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2000 N. Lovers Lane

Visalia, CA 93292

(559) 679-8520

mhernandez@acsa.org



## **Association of California School Administrators**

### **Mission Statement**

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;
- inspiration networks of discovery and sharing of knowledge;
- mutual commitment to excellence; and
- universal accessibility to learning.



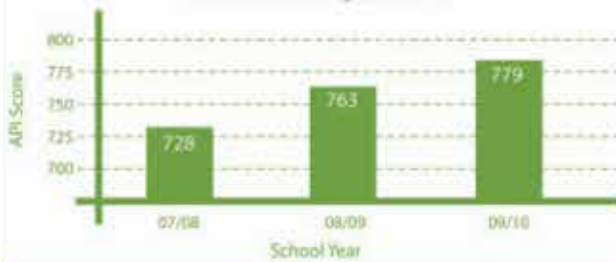
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# REGION XI BUDGET 2014-2015

INCOME	ESTIMATED
1. Conference .....	0.00
2. Dues Rebates .....	74,100.00
3. Interest .....	280.00
4. Miscellaneous .....	4,485.00
5. Newsletter/Handbook .....	3,000.00
<b>TOTAL .....</b>	<b>81,865.00</b>

EXPENDITURES	ADOPTED ( )
1. Awards Luncheon .....	3,000.00
2. Board of Directors .....	800.00
3. Clerical and Supplies .....	750.00
4. Every Student Succeeding .....	1,500.00
5. Executive Director Expenses .....	4,284.00
6. Legislative Action .....	10,000.00
7. Newsletter/Handbook .....	2,300.00
8. Newsletter Editor Expenses .....	2,500.00
9. Newsletter Editor Salary .....	5,780.00
10. Membership .....	1,000.00
11. Mentor Program .....	2,275.00
12. Phone .....	600.00
13. President .....	1,500.00
14. Professional Development .....	6,585.00
15. Public Relations/Awards .....	3,000.00
16. Rebates to Charters .....	15,990.00
17. Region Conference .....	1,000.00
18. Region Deledgate Assembly .....	2,500.00
19. Region Retreat .....	10,000.00
20. Scholarships .....	5,000.00
21. State Delegate Assembly .....	1,300.00
22. Website .....	0.00
23. Reserves .....	0.00
<b>TOTAL .....</b>	<b>81,664.00</b>

## ROSTER OF REGION XI PRESIDENTS

1971-72 John Prueitt	1986-87 David Itzenhauser	2001-02 Sally Mailand
1972-73 Sherlo Shively	1987-88 Bill Black	2002-03 Brian Mark
1973-74 J. Sam Wallace	1988-89 Al Sandrini	2003-04 Steve Tietjen
1974-75 DeWeese Stevens	1989-90 Nancy Cook	2004-05 Christine Frazier
1975-76 Richard Ehrgett	1990-91 James A. Forrest	2005-06 Craig Wheaton
1976-77 Betty Jane Tiffany	1991-92 Tom Bates	2006-07 Joanna Rummer
1977-78 Herb Neufeld	1992-93 Lillian Tafoya	2007-08 Christine Andrada
1978-79 Gene Billingsley	1993-94 Don Erwin	2008-10 Terri Rufert
1979-80 Albert Roberts	1994-95 John M. Hamlin	2010-11 Rebecca Mestaz
1980-81 James Fillbrandt	1995-96 John Bogie	2011-12 Jose Morales
1981-82 Richard Schlagel	1996-97 Walt L. Hanline	2012-2013 Kirsti Smith
1982-83 Anaheed Solakian	1997-98 Carolyn Kehrl	2013-2014 Tom Addington
1983-84 Ed Baldwin	1998-99 Milt Woolsey	2014-15 Blanca Cavazos
1984-85 Bill Williams	1999-00 Guadalupe Solis	
1985-86 Anne Scott	2000-01 Mollie Graham	



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# Region XI Executive Director's Message

**David Tonini**



Greetings Region 11 A.C.S.A. Members,

It is a pleasure to serve as your Executive Director. Region 11 covers five counties and it is my responsibility to support you. I look forward to doing that again this year. I continue to be impressed with school leaders in our Region as I travel to meetings in Inyo, Mono, Kern, Kings and Tulare counties.

As you start the school year, I want to congratulate you on being a member of the Association of California School Administrators. You recognize that A.C.S.A. membership:

- Provides you access to the expertise of an extensive network of educational leaders

- Provides professional support and liability insurance in times of fiscal instability

- Gives you valuable news, research and information as well as discounted registration rates for professional development

- Gives you a strong political voice for the rights of school administrators

Your President Blanca Cavazos and your other Region Leaders have been developing plans and implementing the following strategies:

- To Make Region 11 school leaders the ones sought out by legislators when they are writing bills related to education

- To be the premier provider of professional development opportunities

- To provide a variety of opportunities for school leaders to network with each other

Important information is included in this handbook, put together by your Newsletter/Handbook Editor Dick Schlagel, such as the names and contact information for your Region Officers and Region Representatives to State Committees and Councils, meeting dates, and professional development opportunities. Take time to survey the handbook's content and use it as a resource throughout the year.

I would like to encourage you to attend a Charter or Region Meeting, They are open to all A.C.S.A. members. We would like to hear your voice on critical issues. In addition, I would recommend that you join the online A.C.S.A. Community for support from school leaders statewide and to provide support for all of them.

If can be of any assistance in your role as an educational leader, please call me at 559 280 6228 or email me at davidto02@comcast.net. I look forward to supporting all of you again this year.

David Tonini  
Executive Director  
Region 11 A.C.S.A.

# Council Representatives for Region XI

## 2014 - 2015

### Adult Education

2017



#### **Terri Nuckols Ed. D., Principal**

Delano JUHSD  
1811 Princeton Street  
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tnuckols@djuhsd.org

### Business Services

2015



#### **Robert Groeber, Assistant Superintendent**

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### Career Technical

2017



#### **Dr. John Snavely, Superintendent**

Porterville Unified School District  
600 West Grand Avenue  
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W (559) 793-2455 F (559) 793-1088  
C (559) 359-8574  
jsnavely@portervilleschools.org

### Classified Educational Leaders

2017



#### **Jeanette McDonald, Human Resources Analyst**

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### Curriculum, Instruction & Accountability

2017



#### **Dr. Jeremy Powell, Superintendent, Principal**

Sequoia Union Elementary School District  
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Lemon Cove, CA 93244  
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C (559) 741-3830 H (559) 592-5619  
jpowell@sequoiaunion.org

### Educational Options

2016



#### **Dr. Dean McGee, Asstant Superintendent, ED Services**

Kern High School District  
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Bakersfield, CA 93309  
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dmcgee@khsd.k12.ca.us

### Elementary Education

2017



#### **Dr. Julie Boesch, Superintendent, Principal**

Maple School District  
29161 Fresno Ave  
Shafter, CA 93263  
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**Human Resources**  
2015



**John Rodriguez, Director, HR**  
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**Middle Grades  
Education**  
2017



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Porterville Unified School District  
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**Secondary Education**  
2017



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**Student Services and  
Special Education**  
2016



**Scott Chennault, Coordinator of Central USD**  
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**Superintendency  
Council**  
2017



**Dr. Sarah Koligian, Superintendent**  
Tulare Joint Union High School District  
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Tulare, CA 93274  
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C (559) 688-2021  
sarah.koligian@tulare.k12.ca.us

**Tech Alliance  
State Appointed**



**Dr. Kevin Silberberg, Superintendent**  
Panama Buena Vista School District  
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# Committee Representatives for Region XI

## 2014 - 2015

### Co-Administration 2016



**Courtney Kirchman, Assistant Principal**  
Central UESD - Akers Elementary School  
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### Equity Achievement & Diversity 2016



**Frank Silveira, Director of ELD/Special Projects**  
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C (559) 280-0725  
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### Legislative Policy 2016



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# 2014 - 2015 Calendar

## Region XI, The Charters, State Activities / Events

### September 2014

12	Tulare Charter Board, Apple Annies, Tulare	7:00 am
4	West Kern Charter Board... Hodels, Bakersfield	7:00 am
4	Regional XI Board Meeting, Hodels, Bakersfield	8:30 am
5	Kings Charter Board Meeting, Brandman University, Hanford	7:00 am
18	Kings Charter Annual Fall Conference, Pioneer School District, Hanford, Corner Fling & Country	4:00 pm

### October 2014

2	West Kern Charter Board, Hodels, Bakersfield	7:00 am
2	Region XI Delegate Assembly, Hodels, Bakersfield	8:30 am
3	Kings County Charter Board Meeting, Brandman University, Hanford	7:00 am
6	East Kern Charter Meeting, Tehachapi, TBD	5:30 pm
10	Tulare Charter, Apple Annies, Tulare	7:00 am
16, 17	State Delegate Assembly, Los Angeles	7:00 am
14	Inyo/Mono Charter Board Bishop	5:30 pm
21	Tulare County Charter Retiree's Breakfast, Apple Annies, Tulare	8:30 am
28	Kings County Charter Retirees Breakfast, Vinyard Inn, Lemoore	8:30 am

### November 2014

5-8	State ASCA Leadership Summit, Hilton Bayfront, San Diego	
7	Kings County Charter Board Meeting, Brandman University, Hanford	7:00 am
13	Region XI Board Meeting, Hodels, Bakersfield	8:00 am
14	Tulare Charter, Apple Annies, Tulare	7:00 am

## December 2014

4	West Kern Charter Board, KCSOS	7:30 am
4	Region XI Board Meeting, Video Conference, Charter Sites TBD	8:00 am
5	Kings County Charter Board Meeting, Brandman University, Hanford	7:00 am
8	East Kern Charter Meeting, Ridgecrest, TBD	5:30 pm

## January 2015

8	West Kern Charter Board, Hodels, Bakersfield	7:00 am
8	Region XI Delegate Assembly, Hodels, Bakersfield	8:30 am
8	Administrators of the Year Selection Committee, Hodels, Bakersfield	11:00 am
9	Tulare Charter, Apple Annies, Tulare	7:00 am

## February 2015

5	West Kern Charter Board Meeting, Hodels, Bakersfield	7:00 am
5	Region XI Board Meeting, Hodels, Bakersfield	8:30 am
6	Kings County Charter Board Meeting, Brandman University, Hanford	12:00 pm
9	East Kern Charter Meeting, Tehachapi	5:30 pm
12-13	State Delegate Assembly, Location TBD	
13	Tulare Charter, Apple Annies, Tulare	7:00 am
TBD	Tulare County Charter Annual Spring Conference	4:30 pm
TBD	West Kern Charter Annual Golf Tournament, Location TBD	TBD

## March 2015

14	Tulare Charter, Apple Annies, Tulare	7:00 am
5	West Kern Charter Board Meeting, Hodels, Bakersfield	7:00 am
5	Region XI Board Meeting, Hodels, Bakersfield	8:30 am
6	Kings County Board Meeting, Brandman, Hanford	7:00 am
15-16	Legislative Action Day, Sacramento	TBD

## April 2015

9	Region XI Board Meeting, Student Scholarship Selection, Hodles, Bakersfield	11:00 am
10	Tulare Charter, Apple Annies, Tulare	7:00 am
10	Kings County Charter Board Meeting, Brandman University, Hanford	7:00 am
22	West Kern Administrative Assistant's Luncheon, Stars Theater, Bakersfield	11:30 am
27	East Kern Charter Meeting, Ridgecrest, TBD	5:30 am
TBD	Tulare County Charter ESS Breakfast	7:00 am
TBD	Kings County Administrative Assistant's Luncheon	TBD
TBD	Tulare County Charter Golf Tournament	TBD
TBD	Tulare County Charter ESS Breakfast	TBD
TBD	Tulare County Charter Retiree's Breakfast, Apple Annie's, Tulare	TBD

## May 2015

7	West Kern Charter Board Meeting, Hodels, Bakersfield	7:00 am
7	Region XI Delegate Assembly, Hodels, Bakersfield	8:30 am
7	Region XI Annual Awards Luncheon, Hodels, Bakersfield	12:00 am
14-15	State Delegate Assembly, Scaramento	
22	Tulare Charter, Apple Annies, Tulare	7:00 am
TBD	Kings County Charter Election, End of Year Social and Awards	4:00 pm
TBD	Tulare County Charter Annual Recognition/Retirement Dinner	TBD

## June 2015

TBD	West Kern Charter Annual Awards Dinner, Rio Bravo, Bakersfield	TBD
15	Region XI Planning Retreat, Central Union School District, Lemoore (Executive Board)	TBD
16	Region XI Planning Retreat, Central Union School District, Lemoore (Region Board, Council and Committee Reps)	TBD
17	Tulare Charter Board, Edison Ag-TOC, Tulare	7:00 am
17	Tulare Office of Education/ACSA Annual Summer Institute, Edison Ag-TOC, Tulare	8:00 am
30	Region XI 2015-2016 Handbook Information Due	



## Region XI Newsletter. Handbook Deadlines

Issue	News Deadline	Email/ Website
Fall 2014	September 30, 2014	October 30, 2014
Winter 2014-15	December 15, 2014	January 30, 2015
Spring 2015	March 1, 2015	April 1, 2015
Summer 2015	May 30, 2015	June 30, 2015
Handbook 2015-2016	June 30, 2015	September 30, 2015

## Charter Planning Meetings for 2015-2016 (TBD)

<b>Charter</b>	<b>Date</b>	<b>Time</b>	<b>Location</b>
1. East Kern			
2. West Kern			
3. Kings			
4. Tulare			
5. Inyo/Mono			



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**Member:** **Susan Andreas-Bervel**,  
Assist. Superintendent  
Wasco Elementary  
639 Broadway Ave., Wasco, CA 93280  
W (661) 758-7100 C (661) 978-1188  
sandreas@wuesd.org

**Member:** **Regina M. Green**, Principal  
Wasco Union Elementary  
Thomas Jefferson  
5718 Stacey St., Bakersfield, CA 93313 (home)  
W (661) 978-1283 C (661) 213-7291  
rgreen@wuesd.org

**Member:** **Brad Maberry**, Principal  
Wasco Elementary  
639 Broadway Ave., Wasco, CA 93280  
W (661) 758-7130  
brmaberry@wuesd.org

**Urban: Education** **Diane Cox**, Assistant Superintendent HR  
Bakersfield City School District  
1300 Bakers Street, Bakersfield, CA 93305  
W (661) 631-4856  
coxd@bcsd.com

**Member:** **Steffanie Penuberton**, AP/LD  
Wasco Union Elementary  
10171 Palm Avenue, Wasco, CA 93280  
W (661) 758-7130 C (661) 321-6250  
H (661) 82-5631  
stpenuberton@wuesd.org

## Region XI

**Educational Options:** **Dr. Dean McGee**, Assistant Superintendent  
KHSD , Educational Services and  
Innovative Programs  
5801 Sundale Ave.  
Bakersfield, CA 93308  
W (661) 827-3300

## Region XI

**President:** **Dr. Blanca Cavazos**, Superintendent  
Taft Union Highschool District  
Wildcat Way, Taft, CA 93268  
W (661) 763-2300 H (661) 873-8534  
C (661) 330-3300  
bcavazos@taft.k12.ca.us

## Region XI

### Representative

### Legislative Policy:

**Jose Morales**, Director of Migrant  
Education  
Kern County Office of Education  
1300 17th Street  
Bakersfield, CA 93301  
W (661) 636-4779 Fax (661) 636-4781  
H (661) 665-2774 C (661) 706-4647  
jomorales@kern.org

## Region XI

### Board Director:

**Danyel Kelly**, Principal  
Fruitvale School District  
Discovery Elementary  
7500 Vaquero Ave, Bakersfield, CA 93308  
W (661) 589-7336 F (661) 587-9413  
H (661) 201-0917 C (661) 201-0917  
dakelly@fruitvale.net

### Member:

**Terry Wolfe**, Retired  
H (661) 565-2773  
bernardwolfe@aol.com

### Tech: Alliances

**Dr. Kevin Silberberg**, Superintendent  
Panama Buena Vista School District  
4200 Ashe Road, Bakersfield, CA 93313  
W (661) 831-8331 x6104  
ksilberberg@pbvusd.net





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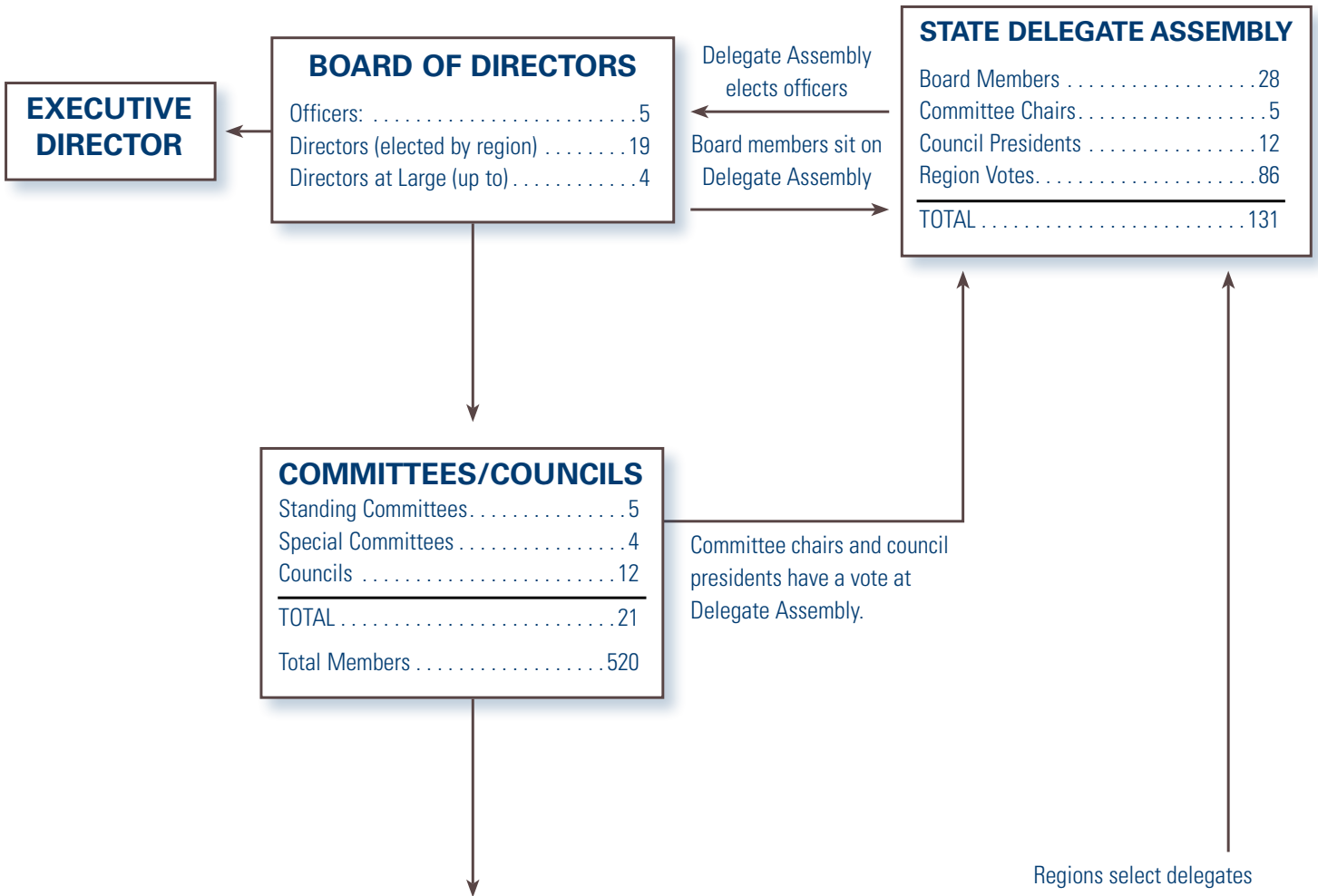
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# how state acsa works



**Standing Committees:** Region Presidents nominate members of standing committees.

**Councils:** Regions may hold elections or region presidents may appoint council members



# organization chart



Note: All departments have committee/council liaison responsibilities.

HR 3/13

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# 10 tips

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**1 Strengthen your skills.** Check the professional learning center and calendar of events to see the upcoming programs ACSA offers and find quick links to registration materials.  
**[www.acsa.org/professionallearning](http://www.acsa.org/professionallearning)**

**2 Promote your career.** Use the Career Center job search and career development section to post a resume, view job openings and find useful career resources.  
**[careers.acsa.org](http://careers.acsa.org)**

**3 Advocate for your schools** with Action Alerts, a quick and easy way to access the most current information on ongoing legislation and budget updates, and learn how to contact your legislator.  
**[www.acsa.org/advocacy](http://www.acsa.org/advocacy)**

**4 Protect your rights.** Connect with ACSA's Member Assistance & Legal Support Team, which has a proven record of resolving work-related concerns before the issues become a lawsuit. The team's extensive expertise is available only to ACSA members.  
**[www.acsa.org/legalassistance](http://www.acsa.org/legalassistance)**

**5 Connect with colleagues.** Become a part of the ACSA members-only online community to communicate directly with your colleagues, join discussions, ask questions and make valuable contacts locally and statewide.  
**[community.acsa.org](http://community.acsa.org)**

**6 Build your networks.** Quickly link to your region website to find local contacts, events and networking opportunities, and find best practices for your job-alike by connecting with ACSA's committees, councils and groups.  
**[www.acsa.org/regions](http://www.acsa.org/regions) ■ [www.acsa.org/about](http://www.acsa.org/about)**

**7 Find a mentor.** ACSA's mentoring and coaching programs offer a one-on-one approach to professional development. A mentor can help define your role as an educational leader, provide ongoing support and help build your network.  
**[www.acsa.org/mentoring](http://www.acsa.org/mentoring)**

**8 Personalize your experience** with My ACSA. When you log in to the ACSA homepage, you can access members-only online versions of EdCal, Leadership Magazine and the Leadership Directory, as well as other members-only information and helpful FAQs.  
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BYLAWS  
ASSOCIATION OF CALIFORNIA SCHOOL ADMINISTRATORS  
REGION 11

ARTICLE 1  
Name Principal Office, Purposes and Restrictions

- 1.01 Name. The name of the Region is Association of California School Administrators, Region 11 (ACSA Region 11), a geographical division of the Association of California School Administrators (“State ACSA”) embracing the following California counties: Kern, Kings, Mono and Tulare.
- 1.02 Purpose. The purpose of Region 11 is to promote within the region the purposes of State ACSA as stated in the ACSA bylaws, with programs and activities similar to and consistent with those of ACSA.
- 1.03 Restrictions. All policies and activities of the region shall be consistent with:
- a. State ACSA bylaws, policies and standing rules;
  - b. Applicable federal, state, local, trust and trade regulation laws;
  - c. Application tax-exemption requirement; and
  - d. All other legal requirements including the California Non-profit Corporation Law under which State ACSA is incorporated and to which the regions are subject.

ARTICLE 2  
Members

- 2.01 Membership Qualifications. Membership in ACSA Region 11 shall be limited to persons who are members of the State ACSA in good standing (active administrator, manager or retiree) and who are employed or live within the geographical boundaries of the region.
- 2.02 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.
- 2.03 Active membership in Region 11 is a requirement to hold any office within the region or receive awards or scholarships.

ARTICLE 3  
DUES

- 3.01 Dues. Regional dues may be established by the Board of Directors with the approval of the membership.

ARTICLE 4

## BOARD OF DIRECTORS

- 4.01 Board of Directors. The board is the governing body of the region and has authority and is responsible for the supervision, control and direction of the region.
- 4.02 Composition. The board consists of regular members in good standing of the region as follows: directors, officers, state director, immediate past state director, charter presidents and others designated by the region (Member Services Rep, Superintendency, State Committee Chairpersons).
- 4.03 Election and Term of Office. The region delegate assembly shall elect new directors at their annual meeting. The term of officers and directors commences on July 1, following the date of their election.
- 4.04 Meetings. The board shall meet no less than four times per year.
- 4.05 Time and Place. The board shall be responsible for setting dates, planning programs and providing facilities for the board meetings and region delegate assemblies.
- 4.06 Board Members. Shall be composed of representatives from the five charters based on each full increment of 100 regular charter members. Any charter not attaining the minimum increment shall be guaranteed one directorship. Increases or decreases in number of directors will be adjusted annually by April 1. Charters shall make recommendations to the nominating committee for their director nominees.
- 4.07 Responsibilities. The Board of Directors shall have as its responsibility direction of the continuing operation of the association programs within the policies and goals established by the Region Delegate Assembly. The board shall be responsible for implementing the recommendations of the Region Delegate Assembly. It shall also serve as an advisory and consulting body to the president.
- 4.08 Length of Term. Directors shall be elected for three year terms.
- 4.09 Election. An election shall be held at the annual business meeting of the Region Delegate Assembly each year. Directors and officers shall be nominated by a committee, consisting of the president of each charter and the region past president, with the committee report to be announced at a board meeting and the annual region delegate assembly. Nominations from the floor may be made provided consent has been obtained from the nominees.
- 4.10 Appointments. The board shall define the responsibilities of all committees and approved all appointments of personnel thereto unless otherwise provided by these bylaws. Appointees who fail or are unable to carry out their assigned responsibilities may be replaced by the board of directors.

- 4.11 Records. The board shall maintain records of all proceedings of meetings of the board of directors and region delegate assembly. The Region Executive Director will serve as Region Historian.
- 4.12 Quorum. A quorum of the board shall be a majority of the board of directors authorized in these bylaws.
- 4.13 Board Action. Every act or decision done or made by a majority of the board of directors at a meeting duly held.

## ARTICLE 5

- 5.01 Officers. The officers of the region shall be: president, president-elect, vice president for legislative action, secretary, treasurer and immediate past president.
- 5.02 Qualifications. Officers must be regular members of State ACSA.
- 5.03 Term of Office. Officers with the exception of the vice-president for legislative action, shall be elected for a one year term by the region delegate assembly.
- 5.04 Vice President for Legislative Action. Shall be elected for a three year term and may be reelected by the region delegate assembly.
- 5.05 Duties. The officers perform those duties that are usual to their positions and that are assigned to them by the board, including those duties that are set forth in the position descriptions for each officer as adopted by the board from time to time. The president, president-elect and vice-president for legislative action shall also serve as the region's delegates to the ACSA delegate assembly. Each officer may designate another member to serve in his or her place at a meeting of the ACSA delegate assembly.
- 5.06 Vacancies.
  - 5.06.1 Office of President. In case a vacancy occurs in the office of president, the president-elect shall succeed to the office of president and serve the remainder of the term.
  - 5.06.2 Office of President-Elect. In case a vacancy occurs in the office of president-elect, the vice president shall succeed to the office of president-elect and serve the remainder of the term.
  - 5.06.3 Office of Vice President and Vice President for Legislative Action. In the event a vacancy occurs in the office of vice president or vice president for legislative action, the vacancy may be filled temporarily by the region president with the approval of the board, until the next regular or special meeting of the region delegate assembly, at which time the vacancy will be filled through the normal election process.

5.06.4 Officers or Directors Terms. Each officer with the exception of the vice president for legislative action, shall serve a one year term or until the officer's successor (president elect to president; vice president to president-elect, secretary to vice president and treasurer to secretary) shall have been qualified. Said term to be exclusive of any service by that officer in the same office caused by the necessity of filling a vacancy as required by these bylaws. In case of a vacancy, the board and officers involved will mutually determine the subsequent year of service to the office in question.

5.06.5 Officers or Directors Retire. An officer or director who retires during the year, may with the concurrence of the region delegate assembly, serve out the remainder of the fiscal year, provided the retiree pays full dues for that period.

5.07 Removal. An officer may be removed for adequate reason as determined by the board.

## ARTICLE 6 SELECTION OF STATE ACSA DIRECTOR

6.01 State ACSA Director. Pursuant to state bylaws 5.03 the region shall select a State ACSA director in the manner provided by these bylaws, a regular member in good standing of the region.

6.02 Election and Term of Office. The State ACSA director shall be elected for a three year term by the region delegate assembly at their annual meeting, provided the term shall terminate whenever a director ceases to be a regular member of the region.

6.03 Duties. The State ACSA director shall perform those duties as are prescribed by the ACSA bylaws, standing rules and policies, as amended from time to time. The State ACSA director shall communicate with the region respecting all significant ACSA members which are relevant to the region.

6.04 Vacancy. In the event of a vacancy in the office of State ACSA director, the board may fill the vacancy for the remainder of that term.

6.05 Term on Region Board. The past state ACSA director shall serve a three year term.

## ARTICLE 7 STATE DELEGATE ASSEMBLY

7.01 Representation. Representatives to the state delegate assembly shall be as provided in Article 4 of the State Bylaws.

7.02 Composition. The state delegate assembly representatives from Region XI will be composed of the following: president, president-elect, and vice-president for legislative



action or a designee, Region 11 state director and state committee chairs. If membership justifies additional delegates to the State Delegate Assembly the fourth delegate would be the past president; the fifth delegate would be the vice president and the sixth would be the secretary.

## ARTICLE 8 REGION DELEGATE ASSEMBLY

- 8.01 Responsibility. The regional delegate assembly shall have as its responsibility translating the purpose of the state organization into programs of professional growth and development leading to an enhancement of the capabilities of its members.
- 8.02 Representation. Each charter council shall be entitled to give representatives. One additional representative shall be allowed for each increment. An increment of membership shall be 25 members or fraction thereof. Vacancies of representative shall be filled by charter council bylaws. Based on previous membership report of the month of the Delegate Assembly.
- 8.03 Meetings. The regional delegate assembly shall meet on a scheduled basis each year, as determined by the region board of directors. Special meetings may be called by the president or the board of directors.
- 8.04 Purpose. Regional delegate assembly meetings shall be held for the purpose of serving the professional needs of the members. The delegate assembly will hold not less than two meetings per year in the fall and in the spring. The last regular meeting shall be designated as the annual meeting.
- 8.05 Member Responsibility. Each member of the regional delegate assembly has the responsibility to report regularly to the member's charter council on the deliberations and actions of the regional delegate assembly.
- 8.06 Quorum. A quorum on the region delegate assembly shall be a majority of the number of delegates as authorized in the bylaws.
- 8.07 Official Delegates. Members of the Region XI Board of Directors, charter delegate and state committee representatives shall be entitled to vote at the region delegate assembly.

## ARTICLE 9 REGION COMMITTEES AND BONDING

- 9.01 Special Committees. The board or the president may establish committees from time to time within the region to represent job alike or special interest areas of administrative

responsibility provided that the president or board designate in writing in reasonable detail the exact mission and authority of the committee and its duties to report to the board at reasonable intervals.

- 9.02 Region Executive Committee. The Region Executive Committee shall be composed of the President, President Elect, Vice President, Vice President of Legislative Action, Secretary, Treasurer and Past President, in addition, Mono/Inyo Charter shall have a designated Representative selected annually by that charter. This combination of membership assures representation from all charters.

The Executive Committee would have the authority to act on behalf of the Board as a “quick response team” between board meetings if necessary. Any action taken must be reported at the next board meeting.

- 9.03 Rules. The board may establish rules that are consistent with these bylaws for the policies, procedures and programs of the region.

- 9.04 Bonding. All individuals with significant financial responsibility on behalf of the Region shall be bonded within appropriate limits as determined by the board.

## ARTICLE 10 STATE ACSA COMMITTEES

- 10.01 Nominations. Region nominations for ACSA members to serve as state committee representatives will be made by the president with board approval, based on nominations submitted by the charter presidents or given directly to the president by an individual ACSA member. Nominees expressing an interest for a state committee rep position will be asked to complete a brief resume on a form provided by the region.

- 10.02 Number of Reps. Each charter is entitled to committee representation based on the number of their charter members.

- 10.03 Term. The term of service as a committee rep shall be three (3) years unless otherwise provided by State ACSA policies and standing rules. Members not completing their full term due to transfer, relocating, etc. will be replaced as described in 10.01 in order to complete the original three year term. A member completing an unfinished term may be reelected for a full three year term.

- 10.04 Superintendency Council. The Superintendency Council shall elect its own state representative who will be a member of the region board of directors. The Superintendency Council shall provide appropriate communication, election timelines and nomination procedures to the region board and superintendents.

ARTICLE 11  
REMOVAL OF REGION OFFICERS, DIRECTORS  
OR COMMITTEE REPRESENTATIVES

- 11.01 In order for efficient conduct of the business of the association, the officers, directors and committee representatives are expected to have regular attendance at all regularly scheduled meetings on their level of responsibility.
- 11.02 When the officer, director or committee representative cannot attend a meeting on their level of responsibility, they should notify the president or chairperson in advance of the meeting.
- 11.03 When an officer, director or committee representative cannot regularly attend meetings, they should consider resigning in order that someone else may replace them.
- 11.04 Officers, directors or committee representatives who miss three consecutive meetings for which they are responsible, shall automatically be removed from their positions unless this standing rule is waived by formal action of the region board.
- 11.05 When an officer, director or committee representative's attendance is irregular or they do not regularly attend the full length of scheduled meetings, the region board by two-thirds vote shall vacate the position. Appeal to this decision may be made to the region delegate assembly.

ARTICLE 12  
CHARTER COUNCILS

- 12.01 Charter councils shall be established as follows:
  - 1) East Kern Charter (East of Tehachapi)
  - 2) Inyo and Mono County Charter
  - 3) Kings County Charter
  - 4) Tulare County Charter
  - 5) W. Kern Charter (West of Tehachapi)
- 12.02 All charters within the region shall be subject to State ACSA bylaws, these bylaws and all reasonable rules and regulations of the region.

ARTICLE 13  
RULES OF ORDER

- 13.01 Robert's Rule of Order shall be used as the base for parliamentary procedure:

- 1) Amendment to these bylaws may be made by;
- 2) Presentation of a proposal for amendment may be made at any meeting of the region delegate assembly.
- 3) Action shall be taken on the proposal at a subsequent meeting of the region delegate assembly following its introduction.
- 4) A two-thirds affirmative vote of the region delegate assembly is required.

ARTICLE 14  
INTERPRETATION

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

ADOPTED: May 10, 1994  
ADOPTED: October 8, 1997  
ADOPTED: October 13, 2003  
ADOPTED: September 8, 2008



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ASSOCIATION OF CALIFORNIA SCHOOL  
ADMINISTRATORS  
REGION XI BOARD OF DIRECTORS  
RESPONSIBILITIES

PRESIDENT

1. Provide leadership to the region and perform such other duties as ordinarily pertain to the office of the President.
2. Organize and conduct Region Board Meetings, Region Delegate Assemblies, Region Executive Committee, and other Region functions.
3. Coordinate the efforts of the Region officers, Charter officers and the Region Executive Director.
4. Coordinate and guide the activities of the Region in accordance with the bylaws of Region 11 and State ACSA.
5. Serve as an ex-officio member of all committees, except the Nominations Committee.
6. Lead delegation to ACSA State Delegate Assemblies, State conferences etc.
7. Provide liaison with State officers.
8. Meet with charter groups and region committees when requested.
9. Be responsible for the annual evaluation of the Region Executive Director.
10. Submit quarterly articles for the region's newsletter.
11. Maintain communications with Region Committee/Council Reps to State and coordinate their reports with Region Board and Delegate Assembly meetings.
12. Maintain Procedure Manual to be passed on to succeeding president.

## PRESIDENT ELECT

1. Become knowledgeable of the operations of the Region and the State so that upon assuming the duties of the President he/she is well prepared.
2. Serve on the Region Board, Region Delegate Assembly, and as a delegate to the State Delegate Assembly.
3. Serve as Chair of annual Region Awards Committee and luncheon:  
Administrator of the Year, Every Student Succeeding, Ferd Kiesel, Marcus Foster, Partners in Education, Valuing Diversity, Robert E. Kelly, Media, and Golden Apple.
  - 3.1 Consult with Charter Awards Committee Reps as needed.
4. Serve as Chair of Scholarship Committee.
  - 4.1 Meet with charters as a committee for selecting recipients.
5. Chair annual Region planning retreat.
  - 5.1 Develop Region calendar of activities for upcoming year.
  - 5.1 Coordinate training for new and returning Region Committee/Council Reps, Officers and Directors
6. Serve on the Region Executive Committee.
7. Maintain Procedure Manual to be passed on to succeeding President Elect.
8. Be an aide to the President and serve in the absence of the President.
9. Complete other tasks assigned by the President.

## VICE PRESIDENT

1. Attend Region Board meetings, Region Delegate Assemblies, and other Region activities.
2. Chair Region annual conference(s) – Secretary will assist.
3. Assist President-Elect with Scholarship Committee.
4. Assist President-Elect with Awards Luncheon.
5. Assist President-Elect, as needed, in planning Region annual training retreat.
6. Serve on Region Executive Committee.
7. Maintain Procedure Manual to be passed on to succeeding Vice-President.
8. Attend State Delegate Assembly as Region's fifth delegate (if justified by membership).
9. Complete other tasks assigned by the President.

VICE PRESIDENT FOR LEGISLATIVE ACTION (2 year term)

1. Attend Region Board Meetings, Delegate Assemblies, and other Region activities and is a delegate to the State Delegate Assembly.
2. Provide leadership and coordination in Region 11 for all legislative activities.
3. Serve as Region 11 State Legislative Action Rep.
4. Serve as chairperson of Region 11 Legislative Committee composed primarily of Charter Legislative Vice-Presidents and provide liaison between State/Region/Charter.
5. Coordinate State Legislative Action Day activities in Sacramento.
6. Coordinate special Region Legislative Action activities.
7. Coordinate and maintain a Legislative Action phone tree/email in the Region.
8. Approve expenditures involved with Legislative Action activities.
9. Assist the President as directed.
10. Make recommendations for Legislative Action awards.
11. Maintain Procedure Manual to be passed on to incoming Vice President for Legislative Action.

## SECRETARY

1. Attend Region Board meetings, Region Delegate Assemblies, and other Region activities.
2. Keep an accurate record of the minutes of all Region meetings, email or mail current minutes to the President and Executive Director and maintain a file of all minutes to be passed on to the succeeding secretary.
3. Carry on necessary correspondence as directed by the President.
4. Serve on the Region Executive Committee.
5. Assist Vice President with Region annual conference as needed.
6. Assist President as directed.

## TREASURER

1. Attend all meetings of the Region Board of Directors, Region Delegate Assembly, workshops, etc.
2. Review the current financial statements of the Region at Region Board and Region Delegate meetings.
3. Complete a financial audit of the prior year's checking and savings accounts.
4. Serve on the Region Executive Committee.
5. Work with the Executive Director in developing the next fiscal year's proposed budget.
6. Assist the President as directed.



### PAST PRESIDENT

1. Attend Region Board Meetings, Delegate Assemblies and other Region activities.
2. Chair committee to review and update Region Bylaws.
3. Advisor for Awards/Scholarship Luncheon and Annual Conference.
4. Chair Region Nominating Committee.
5. Serve as Parliamentarian at meetings.
6. Serve on Region Executive Committee.
7. Assist the President as directed.
8. If justified by membership, serve as the fourth Region Delegate to State Delegate Assembly.

### REGION BOARD (3 Year Terms)

1. Attend Region Board Meetings, Region Delegate Assemblies, and other Region activities.
2. Provide ideas, experience, leadership and statesmanship.
3. Assist the President in making committee/council rep chair recommendations.
4. Approve budget, bylaws, appointments, etc.
5. Provide liaison between Region and Charter.
6. Assist the President as directed.

### MEMBERSHIP (3 Year Term)

1. Attend Region Board Meetings, Region Delegate Assemblies and other Region activities – i.e. region orientation/planning meetings.
2. Work with charter membership chairs, State Member Services Rep, Region Executive Director and State ACSA to recruit, welcome and retain ACSA members.
3. Coordinate plans for maintaining current membership lists.
4. Assist the President as directed.
5. Submit quarterly articles for the Region Newsletter.

### STATE COMMITTEE/COUNCIL REPS RESPONSIBILITIES

1. Attend all state committee meetings or, if a conflict occurs, see that arrangements are made for an alternate to represent the Region.
2. Maintain communication with Region President in determining when to prepare a written/oral report for the Region Board/Region Delegate Assemblies.
3. Submit significant committee/council actions to the Region Newsletter Editor.
4. Hold region committee/council meetings (if appropriate).
5. Maintain regular communication/networking - email, fax, letter, phone, website - with your job alike colleagues regarding activities of your State meetings.
6. Attend Region Planning Retreat and/or orientation workshop.

## REGION EXECUTIVE DIRECTOR

1. Provide part time staff assistance to Region 11.
2. Become knowledgeable concerning ACSA, its governance and policies in order to better interpret and represent the State organization to the Region, Charter, Committees, and individual members.
3. Assist Region 11 officers, charters and committees in program development, membership promotion and Region, State, Charter communication.
4. Assist individual members with special professional needs.
5. Respond to State, Region and Charter ACSA requirements.
6. Assist the Region President, Officers, and Region Board of Directors, Region Delegate Assemblies, and Charter Boards.
7. Maintain the Region's checking and savings accounts.
8. Prepare regular financial statements and maintain communication with the Region Treasurer.
9. Prepare annual financial reports as required by State ACSA.
10. Serve on the Region Executive Committee.
11. Receive and disperse all moneys accruing to the Region, keeping accurate accounts.
12. Attend State, Region, Charter, and Committee Meetings and assist with membership drives, recruitment, etc., as appropriate.
13. Serve as Region 11 Historian.
14. Assist the President as directed.

Revised – April 2003  
June 2007