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TAB 1
REGION AND CHARTER INFORMATION
the mission of acsa

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

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

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

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

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

www.acsa.org ■ 800.608.ACSA
ACSA Organization Chart

Executive Office
- Governance
- Committee/Council Relations
- Bylaws, Policies & Procedures
- Liaison with AASA
- General Counsel
- Association of State Executives
- Management of Sacramento building

Human Resources
- Staffing
- Personnel Policies
- Benefits Management
- Staff Development
- Retirement Benefits
- Liaison with AASPA
- Safety

Communications
- Communication/Campaign Strategies
- Public & Media Relations
- Awards & Recognition
- ACSA.org
- EsCol Newsletter
- Leadership Magazine
- Career Center
- Graphic Design & Production
- shopACSA
- Communications Training
- Social Media Strategies
- Web-based Solutions

Marketing
- Corporate Partner Relations

Financial Services
- Budgeting
- General Accounting
- Accounts Payable/Receivable
- Financial Planning, Analysis & Reporting
- Payroll & Pension
- Banking & Investments
- Cash & Credit Management
- Insurance & Risk Management
- Tax Reporting
- Leases
- Integrated Services Management
- Management of Burlingame Building

Information Technology
- Desktops, Laptops & Servers
- Hardware & Software
- Data Network & Phone Systems
- Mobile Technology
- Databases
- Programming
- Website Technology
- Maintenance of IT Series (membership, PAC, accounting applications, programming)

Educational Services
- Curriculum, Instruction, Assessment & Accountability
- Professional Learning Programs
- Sponsorships, Partnerships, Contracts & Logistics
- Liaison with NAESP, NASP, ASCD, CISC, TICAL CLMS, CUE and Curriculum Commission
- Quality Solutions - Standard Finder®, Walkbout™ and Walkin™
- Administrative Preparation, Credentialing Support Programs
- Urban District Support
- Leadership Coaching
- Mentoring
- Strategic Planning
- Common Core Standards Transition

Governmental Relations
- State & Federal Legislation
- Legislative Action
- Political Action Committee
- Commission on Teacher Credentialing
- State Board of Education
- Political Endorsements
- Education Legal Support Fund (ELSF)
- CaSTRS/PERS
- Legal Support Fund
- ESEA Task Force
- Coalition for Health Care Reform

Member Services & Member Assistance and Legal Support Team
- Membership Development
- Professional & Legal Assistance
- SASS (Benefits/Endorsed Services)
- Member Services Representatives
- Region/Charter Relations
- Strike Preparation, MOU Assistance
- Collective Bargaining Seminars
- Institutional Services

Note: All departments have committee/council liaison responsibilities.
<table>
<thead>
<tr>
<th>Composition</th>
<th>Region Executive Board of Directors</th>
<th>Region Leadership Forum</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Authority</strong></td>
<td>Serves as governing body of the Region.</td>
<td>Elects Region officers and the State Director.</td>
</tr>
<tr>
<td></td>
<td>Establishes and monitors policies.</td>
<td>Approves bylaw changes.</td>
</tr>
<tr>
<td></td>
<td>Approves and monitors the Region budget.</td>
<td>Receives reports from charters and Councils/Committees.</td>
</tr>
<tr>
<td></td>
<td>Approves state committee/council nominations.</td>
<td>Reviews the ACSA Legislative Platform.</td>
</tr>
<tr>
<td></td>
<td>Employs and evaluates Region staff.</td>
<td>Reviews State Delegate Assembly agendas and advises the State Director and State Delegates on issues and action items.</td>
</tr>
<tr>
<td></td>
<td>Recommends political candidates for endorsement.</td>
<td>Advises the Executive Board on actions and decisions effecting charters, councils/committees, regions, and State ACSA.</td>
</tr>
<tr>
<td></td>
<td>Provides general organizational direction.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Recommends bylaw changes to the Region Delegate Assembly.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Serves as liaison to charters and councils/committees.</td>
<td></td>
</tr>
</tbody>
</table>
## ACSA REGION 4
**2015 – 2016 EXECUTIVE BOARD & STAFF**

<table>
<thead>
<tr>
<th>Role</th>
<th>Name</th>
<th>Address</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>President</td>
<td>Diane Ferrucci, Emeritus</td>
<td>737 Barton Way, Benicia, CA 94510</td>
<td>707-853-1611</td>
<td><a href="mailto:dbferrucci@sbcglobal.net">dbferrucci@sbcglobal.net</a></td>
</tr>
<tr>
<td>(State Delegate)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>President Elect</td>
<td>Bill Ewing</td>
<td>Administrator of Learning Support, Vacaville Unified School District, 129 Elm Street, Vacaville, CA 95688</td>
<td>707-453-2188</td>
<td><a href="mailto:Bille@vacavilleusd.org">Bille@vacavilleusd.org</a></td>
</tr>
<tr>
<td>(State Delegate)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Vice President</td>
<td>Lisette Estrella-Henderson</td>
<td>Associate Superintendent Solano County Office of Education, 5100 Business Center Drive, Fairfield CA 94534</td>
<td>707-399-4406</td>
<td><a href="mailto:lehenderson@solanocoe.net">lehenderson@solanocoe.net</a></td>
</tr>
<tr>
<td>(State Delegate)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Vice President</td>
<td>Gigi Patrick</td>
<td>Director HR Vallejo City USD, 665 Walnut Ave, Vallejo, CA 94592</td>
<td>707-556-8500</td>
<td>gprickvallejo.k12.ca.us</td>
</tr>
<tr>
<td>Legislative Action</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(State Delegate)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>VP Finance</td>
<td>Bobbi Horack</td>
<td>Emeritus, 5643 Mt. Hood Court, Martinez CA</td>
<td>925-437-4927</td>
<td><a href="mailto:horackb@comcast.net">horackb@comcast.net</a></td>
</tr>
<tr>
<td></td>
<td></td>
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</tr>
</tbody>
</table>
Past President
Cheryl Lynn de Werff, Ed.D.
Superintendent Howell Mountain Elementary School District.
525 White Cottage Road North
Angwin, CA 94508
707-965-2423
Cdewerff@hmesd.k12.ca.us

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

Classified Educational Leaders Council Chair
Monica Ross
Executive Assistant
Solano County Office of Education
5100 Business Center Drive
Fairfield, CA 95434
707-399-4403
mross@solanocoe.net

Middle Grades Council Chair
Kelley Birch
Principal
Willis Jepson middle School
580 Elder Street
Vacaville, CA 95688
707-453-6280
kelleyb@vusd.org

Region 4 Consultant
Rob Phillips
1507 Grand Pheasant Lane
Lincoln CA
Robphillipsacsa4@gmail.com
707-330-7734
ACSA REGION 4
2015 – 2016 CHARTER PRESIDENTS

Lake

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

Marin

Bob Marcucci
Principal
Davidson Middle School
280 Woodland Ave
San Rafael, CA 94901
415-485-2400

Mendocino

Paul Joens-Poulton
Associate Superintendent Educational Services
Mendocino County Office of Education
2240 Old River Road
Ukiah, CA 95482
707-467-5102
pjp@mcoe.us

Napa

Kris Cosca
Director, Human Resources
Napa Valley USD
2425 Jefferson St.
Napa, CA 94558
707-253-3885
kciscanvusd.org
Solano

Jodie Phan
Director PD & Consultation Services
Solano County SELPA
5100 Business Center Dr.
Fairfield, CA 94532
707-399-4468
jphan@solanocoe.net

Sonoma

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

Vallejo City

Edison Kelly
Coordinator School Management and Support
665 Walnut Avenue
Vallejo, CA 94590
707-556-8921 ext 50279
ekelly@vallejo.k12.ca.us
REIMBURSEMENT POLICY

See Procedure Manual

CHARTER PROFESSIONAL DEVELOPMENT GRANTS POLICY

See Procedural Manual
ACS A REGION 4

CHARTER PROFESSIONAL DEVELOPMENT GRANTS

APPLICATION

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

Requested by

________________________________________________________________________

Charter _______________________ Phone____________________

Brief Description of Activity

________________________________________________________________________

________________________________________________________________________

Number of ACSA members anticipated as participants ________________

Date(s) of activity_____________________ Location_____________________

Method of Publicizing_______________________________________________

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

________________________________________________________________________

Proposed Financing:

Participant Fees ______________ Charter Contribution____________________

Region Contribution ______________ Total Budget_______________________

________________________________________________________________________

Approved ____________________ Not Approved _______________________

________________________________________________________________________

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

Charter Name _____________________

**Charter Officers**

President

Work Site and Title

Email address

President Elect or Vice President

Work Site and Title

Email address

Treasurer

Work Site and Title

Email address

Other Officers

Work Site and Title

Email address
Financial Institution

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

NAME _________________________________

Address ____________________________________________

Type of Accounts ________________________________________

Account # (s) __________________________________________

Signatories _____________________________________________

Balance as of July 1, 2015 _________________________________

Street Address where we send Rebate Checks


_______________________ ____________________________
Approved Not Approved

_________________________
Region President Date
TAB 2

Calendars
# ACSA Region 4 Governance Calendar 2015/2016

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>July 27-29</td>
<td>State Board of Directors Retreat</td>
<td>Squaw Valley</td>
</tr>
<tr>
<td><strong>Sept. 24 9:00 AM</strong></td>
<td>Region 4 Leadership Forum</td>
<td>TBD</td>
</tr>
<tr>
<td>Oct. 14 or 15</td>
<td>State Delegate Assembly</td>
<td>Los Angeles</td>
</tr>
<tr>
<td><strong>Oct. 14-15</strong></td>
<td>Region 4 Exec Board</td>
<td>Los Angeles</td>
</tr>
<tr>
<td>Oct. 16</td>
<td>State Board of Directors</td>
<td>Los Angeles</td>
</tr>
<tr>
<td><strong>Oct. 22</strong></td>
<td>Region 4 Leadership Forum</td>
<td>TBD</td>
</tr>
<tr>
<td><strong>Nov. 4 - 7</strong></td>
<td>ACSA Leadership Summit</td>
<td>Sacramento</td>
</tr>
<tr>
<td><strong>Jan. 21</strong></td>
<td>Region 4 Leadership Forum</td>
<td>TBD</td>
</tr>
<tr>
<td>Feb. 17-18</td>
<td>State Delegate Assembly</td>
<td>TBD</td>
</tr>
<tr>
<td><strong>Feb. 17 or 18</strong></td>
<td>Region 4 Exec Board</td>
<td>TBD</td>
</tr>
<tr>
<td>Feb. 18</td>
<td>State Board of Directors</td>
<td>TBD</td>
</tr>
<tr>
<td><strong>Mar. 31 9:00 AM</strong></td>
<td>Region 4 Leadership Forum</td>
<td>TBD</td>
</tr>
<tr>
<td>April 3-4</td>
<td>Legislative Action Day</td>
<td>Sacramento</td>
</tr>
<tr>
<td>Apr. 28- May 1</td>
<td>North State Spring Conference</td>
<td>Nugget Reno</td>
</tr>
<tr>
<td><strong>April 30 3:30 PM</strong></td>
<td>Region 4 Leadership Forum</td>
<td>Nugget</td>
</tr>
<tr>
<td>May 4</td>
<td>State Leadership Training Workshop</td>
<td>Sacramento</td>
</tr>
<tr>
<td><strong>May 4 or 5</strong></td>
<td>Region 4 Exec Board</td>
<td>Sacramento</td>
</tr>
<tr>
<td>May 5</td>
<td>State Delegate Assembly</td>
<td>Sacramento</td>
</tr>
<tr>
<td>May 6</td>
<td>State Board of Directors</td>
<td>Sacramento</td>
</tr>
<tr>
<td><strong>June 16-17</strong></td>
<td>Region Leadership Workshop</td>
<td>TBD</td>
</tr>
<tr>
<td><strong>June 17 9:00 AM</strong></td>
<td>Region 4 Leadership Forum</td>
<td>TBD</td>
</tr>
</tbody>
</table>

Locations for Region 4 Leadership Forum are tied to the Charter leading the Book Study for 2015-2016

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

State ACSA Delegate Assembly Meetings Region Director, Region President, President Elect, VP Leg Action, Vice President, Member Services Chair, Council/Committee Chair(s) and Consultant attend
# ACSA REGION 4 Leadership Forums

<table>
<thead>
<tr>
<th>DATE</th>
<th>LOCATION</th>
<th>TOPIC</th>
</tr>
</thead>
</table>
| September 24, 2015 | TBD      | • Equity Focus  
• Book Study  
• Prep for October State Delegate Assembly  
• ACSA Administrator of the Year Timelines and ESS Timelines |
| October 22, 2015  | TBD      | • Equity Focus  
• Book Study  
• ACSA Strategic Plan Review |
| January 21, 2016  | TBD      | • Selection of ACSA Administrator of the Year Region,  
• Prep for State Delegate Assembly |
| March 31, 2016    | TBD      | • Prep for Leg Action Day  
• Voting for Officers for the Region  
• ACSA Strategic Plan Implementation |
| May 1, 2016       | Nugget   | ACSA Regions 1,2,3,4  
North State Conference |
| June 16-17, 2016  | TBD      | • Leadership Training and  
• Swearing in on Regional officers |
TAB 3

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

Section 2 – BYLAWS
The region bylaws shall be consistent with ACSA bylaws.

Section 3 – GOVERNANCE
The region shall have an Executive Board composed of elected region officers and other members as may be provided by region bylaws.
Section 4 – FUNCTIONS
The functions of the region shall be to provide within the region the purposes of ACSA as stated in ACSA bylaws with programs and activities similar to and consistent with those of ACSA. Additional responsibilities may be adopted by the region board and recorded in the policies and procedures.

Section 5 – ELECTIONS OF STATE DIRECTOR
Each region shall have the responsibility for conducting an appropriate election by the spring delegate assembly for one member of the State Board of Directors at times and in manner consistent with ACSA bylaws and the policies and procedures of ACSA.

Section 6 – CHARTER GROUPS
Charter groups are small units of ACSA within the region. Charters shall be issued by the ACSA board in accordance with standards in the policies and procedures of ACSA and shall function accordingly.

ARTICLE III – MEMBERSHIP

Section 1 – MEMBERSHIP QUALIFICATIONS
Membership in ACSA Region 4 shall be limited to persons who are members of State ACSA and who are employed or living within the geographical boundaries of the region.

Section 2 – MEMBER OBLIGATION TO FOLLOW ASSOCIATION RULES
Each member of this region agrees to be bound by these bylaws and any amendments thereto, and by the lawful actions of the Board or voting members of the region.

Section 3 – MEMBERSHIP PRIVILEGES
Each member of this region shall having voting privileges and is eligible to serve as officers, directors, committee or council members at state, region and charter levels. Other privileges shall be set forth in region policies and procedures. Privileges of all other classes of members other than regular members shall be set forth by region policies or procedures.

Section 4 – EXTENSION OF MEMBERSHIP
ACSA Region 4 shall honor the following memberships as outlined by State ACSA:
- Retired Membership
- Honorary Life Membership
- Associate Membership
• Student Membership
• Organizational Membership
• Professors of Educational Administration Membership
• Department of Education Membership
• Commission on Teacher Credentialing Membership
• Consolidated Membership
• Corporate Membership

Section 5 – DISCIPLINE
A membership may be discipline (public or private) based on the good faith membership by the Board, or a committee or person authorized by the board to make such a determination, that the member has failed in a material or serious degree to observe the association rules of conduct, or is engaged in conduct materially or seriously prejudicial to the purposes and interests of the association.

ARTICLE IV – OFFICERS
Section 1 – QUALIFICATIONS
All persons elected or appointed as officers shall be active ACSA members in good standing.

Section 2 – COMPOSITION
The Executive Board of Region 4 shall be President, President-Elect, Vice President, Vice President-Legislative Action, Vice President Finance, Immediate Past President and State Board Director.

Section 3 – TERMS
All officers except State Board Director and Vice President-Finance shall serve a term of two years, beginning July 1, unless otherwise designated by the Board of Directors. State Board Director and Vice President Finance shall serve a term of three years

Section 4 – ELECTIONS
1. A Nominating Committee of not more than ten (10) members, including at least one member from each Charter Group shall be appointed by the President and approved by the Regional Executive Board at a fall meeting. The Immediate Past President shall serve as one of the members and as Chairperson of the committee.
2. The report of the Nominating Committee shall be published before the Spring Leadership Forum.
3. Nominations may be made from the floor at the Spring Leadership Forum, provided prior consent has been obtained from the nominee.
4. Elections shall be held at the spring meeting of the Region 4 Leadership Forum.
Section 5 – DUTIES
1. The President shall preside over all meetings of the Regional Leadership Forums and the Regional Executive Board. (S)He shall nominate all committee chairpersons, subject to the approval of the Regional Board of Directors, and shall perform all other duties that customarily pertain to the office of President.
2. The President-Elect shall serve as an aide to the President and shall be responsible for activities relating to professional growth, Standing Committee development and activities and handle other assignments as requested by the President. The President-Elect shall succeed to the Presidency at the end of his/her term. In the absence of the President, the President-Elect shall assume the duties of the President.
3. The Vice President shall be responsible for facilitating the planning, development, and implementation of the meetings of the membership of the Region.
4. The Vice President-Legislative Action shall be responsible for chairing the Regional Legislative Action Committee and for recommending political candidate endorsements to the Region Board of Directors.
5. The Vice President Finance shall receive all funds, disburse moneys for organizational expense upon proper authorization, and be responsible for keeping accurate financial records and preparing financial reports for the Board of Directors. (S)He shall serve as chairperson of the Budget Advisory Committee.
6. The Immediate Past President shall serve as the chairperson of the Nominating Committee.
7. The State Assembly Delegates shall be the Region President, President-Elect, Vice President, and Vice President-Legislative Action and shall represent the region at the State Delegate Assembly. An Alternate Delegate shall be selected to serve in place of any region delegate unable to attend State Delegate Assembly.

ARTICLE V – REGIONAL Executive Board

Section 1 – COMPOSITION
The Regional Executive Board shall consist of:
1. Region President
2. Region President Elect
3. Region Vice President
4. Region Vice President Legislative Action
5. Region Vice President Finance
6. Region Immediate Past President
7. Region Director

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

Section 3 – QUORUM
A majority of the Regional Executive Board shall constitute a quorum which shall have power to act.

ARTICLE VI – REGION Leadership Forum

Section 1 – PURPOSE
The Leadership Forum of Region 4 shall have as its responsibility translating the purposes of the organization into dynamic programs for professional growth and development leading to the enhancement of the capability and performance of its members.

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

Section 3 – ELECTIONS
Election of charter representatives shall be in accordance with charter bylaws.

Section 4 – VACANCIES
Vacancies of charter representatives shall be filled in accordance with charter bylaws.

Section 5 – MEETINGS
1. Regular meetings of the Regional Leadership Forum shall be held at least two times per year and the Regional Executive Board may call special meetings.
2. The spring meeting shall be designated as the annual business meeting.
3. Regional Executive Board Meetings will be held as needed.

Section 6 – PARTICIPATION
Representatives of other organizations may be invited by the Regional Executive Board to participate in discussion and deliberations of the Regional Leadership Forum in an ex-officio capacity.

Section 7 – PRESIDENT OFFICER
The presiding officer of the Regional Leadership Forum shall be the President of Region 4.

Section 8 – POWER, DUTIES AND FUNCTION OF THE REGIONAL LEADERSHIP FORUM
The Regional Delegate Assembly shall:
1. Approve Region bylaws changes.
2. Hear the report of the nominating committee at its spring meeting.
3. Elect the Officers and State Board Director at its spring meeting.
4. Consider and act upon proposals from the Region charter groups, the President may appoint an alternate.

Section 9 – QUORUM
Representatives from two-thirds of the charter groups and a majority of the total membership in attendance at the Leadership Forum shall constitute a quorum of the Leadership Forum.

ARTICLE VII – COUNCILS/COMMITTEES

Section 1 – STANDING COMMITTEES
Regional standing committees may be authorized by the Regional Executive Board and may, where appropriate, be the counterparts of State Councils/Committees; one being the Membership Committee and one being the Legislative Action Committee.
Section 2 – Budget Advisory Committee
The Budget Advisory Committee shall be composed of the President, the Vice President of Finance, the State Director and two Charter Presidents as well as the Regional Consultant. The Budget Advisory Committee will meet as needed. This Budget Advisory Committee will report out at Regional Leadership Forums.

Section 3 – MEMBERSHIP
Upon recommendation from the Charter Presidents, the Region President shall accept Council/Committee recommendations. Standing committee members shall be members of State ACSA. Membership shall be for a term of three years. Legislative Action Committee shall be for a period of two years.

Section 4 – DUTIES
The duties Council/Committee Representatives shall be prescribed by the Regional Executive Board in general terms, allowing committee initiatives and innovation as appropriate.

Section 5 – STATE COMMITTEES
Regional Representatives to Council/Committees are expected to attend all meetings of their committees and all Regional Leadership Forum meetings each year.

ARTICLE VIII – LOCAL CHARTERS

Section 1 – ELIGIBILITY
A local group of potential and active ACSA members is eligible to apply for a Charter Affiliation in Region 4. Membership in the Charter shall be open to all potential and active ACSA members employed within geographical boundaries of the charter association.

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

Section 3 – MEMBERSHIP
1. All members of State ACSA need not be members of a charter.
2. All charter members shall be strongly encouraged to be members of State ACSA.
3. Charters may extend membership to other employees provided in charter bylaws.

Section 4 – PROCEDURES FOR CHARTER APPLICATION

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

Section 5 – PRESENTATION OF CHARTER
Region 4 shall, upon receipt of the Charter from ACSA, make appropriate presentation to the newly affiliated organization and shall seat its qualifying representatives at the following Board meeting.

Section 6 – DUES
The charter association must assess and collect its own dues to support its program.

ARTICLE IX – FISCAL YEAR AND PROCEDURES

Section 1 – FISCAL YEAR
The fiscal year shall coincide with that of the State organization.

Section 2 – FISCAL RESPONSIBILITY
The Regional Executive Board shall be responsible for the preparation, adoption and maintenance of an annual operating budget employing proper accounting procedures. The Board shall present a financial report at each regular and delegate assembly meeting.

Section 3 – GENERAL RESERVE
The annual budget of the Region shall include a general reserve.

Section 4 – INCOME – REBATE
The Regional Executive Board shall receive annual rebates from ACSA in two payments based on the organization’s set formula.

Section 5 – OTHER INCOME
Other sources of funds may be solicited and accepted by the Board.

Section 6 – FISCAL COMMITTEE
The Region President, Vice President Finance and the Regional Consultant shall be charged with the responsibility of preparing an annual budget for the Region and for formulating and reviewing standing rules regarding fiscal procedures and policies.

ARTICLE 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.

TAB 4

Councils and Committees
STATE COMMITTEES

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.

2013/14
COMMITTEE PURPOSES

- 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 — To assist co-administrators (vice-principals, assistant principals, deans, coordinators, etc.) in their role as instructional leaders within their schools and communities. To promote networking and increase communication among co-administrators. To provide access to professional development and mentoring experiences. To increase awareness of the co-administrator’s role and the importance of that role.
<table>
<thead>
<tr>
<th>Category</th>
<th>Name</th>
<th>Title</th>
<th>Organization</th>
<th>Address</th>
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<tbody>
<tr>
<td>Adult Education Council</td>
<td>Pam Garramone</td>
<td>Assistant Principal</td>
<td>Napa Valley Adult Education</td>
<td>1600 Lincoln Ave. Napa, CA 94558</td>
<td>707-253-3594</td>
<td><a href="mailto:pgarramone@nvusd.org">pgarramone@nvusd.org</a></td>
</tr>
<tr>
<td>Business Services Council</td>
<td>Tim Rahill</td>
<td>CBO</td>
<td>Benicia Unified School District</td>
<td>350 East K Street Benicia, CA 94510</td>
<td>707-747-8300 Ext 1022</td>
<td><a href="mailto:trahill@beniciaunified.org">trahill@beniciaunified.org</a></td>
</tr>
<tr>
<td>Career Technical Education Council</td>
<td>Marie Morgan</td>
<td></td>
<td>Benicia Unified School District</td>
<td>350 East K Street Benicia, CA 94510</td>
<td>707-748-2681</td>
<td><a href="mailto:mmorgan@beniciaunified.org">mmorgan@beniciaunified.org</a></td>
</tr>
<tr>
<td>Classified Educational Leaders Council</td>
<td>Jennifer Taylor</td>
<td>Assistant Director Human Resources</td>
<td>Fairfield Suisun Unified School District</td>
<td>2490 Hilborn Rd Fairfield, CA 95434</td>
<td>707-399-5083</td>
<td><a href="mailto:JenniferTa@fsusd.org">JenniferTa@fsusd.org</a></td>
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<tr>
<td>Co-Administrators Committee</td>
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<tr>
<td>Curriculum, Instruction &amp; Accountability Council</td>
<td>Gethsemane Patton</td>
<td></td>
<td>Solano County Office of Education</td>
<td>5100 Business Center Drive Fairfield, CA 94534</td>
<td>707-399-4429</td>
<td><a href="mailto:gpatton@solanocoe.net">gpatton@solanocoe.net</a></td>
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</table>
Educational Options Council

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

Elementary Education Council

TBD

Equity, Achievement And Diversity for Success Committee

Elem Principal & Napa County Homeless Liaison
6554 Yount St
Yountville, CA 94599
707-253-3485

Human Resources Council

Deputy Superintendent
Benicia Unified School District
350 East K Street
Benicia, CA 94520
707-747-8300
mgardner@beniciaunified.org

Legislative Action

Director Human Resources
Vallejo City USD
665 Walnut Ave.
Vallejo, CA 94592
gpatrick@vallejo.k12.ca.us

Legislative Policy Committee

Principal – Franklin Middle School
Vallejo City Unified School District
501 Starr Ave. Vallejo, CA 94590
707-556-8470 ext. 52602
mjordanfaucett@vallejo.k12.ca.us
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<tr>
<td>Member Services Council</td>
<td>Tim Gill</td>
<td>Senior Director Ed Services</td>
<td>Lake County Office of Education 1152 South main Street Lakeport, CA 95433</td>
<td>707-262-4152</td>
<td><a href="mailto:tgill@lakecoe.org">tgill@lakecoe.org</a></td>
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<tr>
<td>Middle Grades Education Council</td>
<td>Krystal Points</td>
<td>Vice Principal Franklin Middle School</td>
<td>501 Starr Ave Vallejo, CA 94592</td>
<td><a href="mailto:KPoints@vallejo.k12.ca.us">KPoints@vallejo.k12.ca.us</a></td>
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<tr>
<td>Retirement Committee</td>
<td>Mary Hopewell</td>
<td>Emeritus</td>
<td>1336 Oak Street, Napa, CA 94559</td>
<td>510-501-6447</td>
<td><a href="mailto:hpmarbru@aol.com">hpmarbru@aol.com</a></td>
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<tr>
<td>Secondary Education Council</td>
<td>Marie Williams</td>
<td>Principal – Rodriguez High School</td>
<td>2490 Hilborn Rd, Fairfield, CA 94534</td>
<td>707-863-7950</td>
<td><a href="mailto:mariew@fsusd.org">mariew@fsusd.org</a></td>
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<tr>
<td>Student Services and Special Education</td>
<td>Jodie Phan</td>
<td>SELPA Director</td>
<td>Solano County Office of Education 5100 Business Center Drive Fairfield, CA 94535</td>
<td>707 580-0852</td>
<td><a href="mailto:jphan@solanocoe.net">jphan@solanocoe.net</a></td>
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**STATE APPOINTED**

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<tr>
<td>Chair Classified Educational Leaders</td>
<td>Monica Ross</td>
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<td>Urban Education Committee</td>
<td>Roxane Liu</td>
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<td>Small School Districts</td>
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<td>Chair Middle Grades Council</td>
<td>Kelley Birch</td>
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TAB 5

ACSA Governance and Awards
DESCRIPTION OF ACSA STRUCTURE

Delegate Assembly

The Delegate Assembly elect officers, approve bylaw changes, approve the association goals and objectives, receive and review information from task forces, ratify ACSA’s legislative platform, make recommendations to state Board members relating to issues brought before the Delegate Assembly, advise state board members concerning major policy issues, statewide ballot measures, and on statewide candidate endorsements, and serve as liaisons to regions.

Each region’s delegates are the president, president-elect, and vice president for legislative action. An additional delegate will be added to the base number of three for each additional 200 regular/consolidated members in the region. Selection of additional delegates is determined by the region. In addition, votes are derived from committee chairs, council presidents and the Board of Directors.

Board of Directors

The Board of Directors consists of five officers and 19 directors. Annually, up to four directors-at-large may be appointed by the President, with the approval of the Board, to achieve a more balanced representation in the best interests of the Association.

The Board of Directors is the governing body of the Association. The Board establishes and monitors policies, develops, approves and monitors the budget, approves committee and council appointments, employs and evaluates the Executive Director, gives final approval to political candidate endorsements, approves recommendations from issue-based task forces, monitors the strategic plan, provides general organizational direction, approves Leadership Summit conference fee, recommends bylaw changes to Delegate Assembly and approves annual dues.

Regions

ACSA is currently divided into nineteen regions within California. New regions may be created and changes in region boundaries may be recommended by the Board and approved by the Delegate Assembly.

Each region shall have a governing board composed of elected region officers and other members as may be provided in the region’s bylaws.

The functions of each region shall be to promote within the region the purposes of ACSA with programs and activities similar to and consistent with those of ACSA. Additional responsibilities may be adopted by the Board.
DESCRIPTION OF ACSA STRUCTURE

Charters

A charter is a smaller unit of ACSA within a region of ACSA and shall be under the jurisdiction of the region. Charters vary in size and complexity. Charters are created for the purpose of implementing the state program at the local level, for the involvement of members, for the utilization of leadership potential and for effective communications between all levels of governance of ACSA.

Committees

There shall be such standing and special committees as the Board may authorize. The purpose and suggested activities of any committee shall be determined by the Board and the Board shall review annually the achievements of all committees. The ACSA President appoints committee chairs and regions select members for committees.

Committees have the responsibility to develop a close working relationship with their regional counterparts.

Councils

Effective July 1, 2004 the Delegate Assembly created twelve councils to obtain the best of two worlds – a united administrator association and unique representation for job-alikes.

Councils create their own bylaws, mission statements, operating rules, procedures, subcommittees, meeting practices, and related rules that will be consistent with ACSA bylaws, rules, and policies. These are subject to ratification by the ACSA Board of Directors. Councils elect their president and regions may elect or select members for councils.

Councils have the responsibility to develop a close working relationship with their regional counterparts.
Welcome ACSA Members!
We are your Member Services Staff. We look forward to serving you.

Margarita Cuizon
Director of Member Services, Member Assistance & Legal Support Team
mcuizon@acsa.org ■ 650.259.3425

Sal Villaseñor
Latino Outreach & Member Recruiter
svillaseenor@acsa.org
916.329.3816

Nicole Anderson
Diversity & Equal Access Executive
nanderson@acsa.org
650.328.3810

Simon Wong
Letters A-G
Member Relations Specialist
swong@acsa.org
650.259.3436

Cynthia Peralta-Melendez
Letters H-O
Member Relations Specialist
cperaltaamelendez@acsa.org
650.259.3424

Janis Marie Rawlins
Membership Exhibits Coordinator
jrawlins@acsa.org
916.329.3817

Carlota Cabrera
Member Relations Team Supervisor
ccabrera@acsa.org
650.259.3442

Joanne Godfrey
Legal Support Team and Ontario Office Manager
jgodfrey@acsa.org
800.608.ACSA

800.608.ACSA ■ wWw.acsa.org
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 17 of 25 years and have had winners for the last 15 years in a row. (See Chart Below)

<table>
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<tr>
<th>YEAR</th>
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<td>1992</td>
<td>Noreen Hanna</td>
<td>Napa</td>
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<td>Barbara Jan Hannigan</td>
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<td>2001</td>
<td>Dr. Virginia Dare Hardee</td>
<td>Napa</td>
<td>Central Office</td>
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<td>2002</td>
<td>Rhonda Harris Sloan</td>
<td>Napa</td>
<td>Adult Education</td>
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<td>2003</td>
<td>Marian Hopwood</td>
<td>Vallejo</td>
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<td>2004</td>
<td>Rosemary Ingram</td>
<td>Solano</td>
<td>Personnel/Human Resources</td>
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<tr>
<td>2005</td>
<td>Kimberly Dennis</td>
<td>Solano</td>
<td>Business Services</td>
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<td>2006</td>
<td>Nola Lionberger</td>
<td>Solano</td>
<td>Classified</td>
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<td>2007</td>
<td>Kaiser Permanente Community</td>
<td>Solano</td>
<td>Partners in Education</td>
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<tr>
<td>2008</td>
<td>Robert Phillips</td>
<td>Solano</td>
<td>Central Office</td>
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<tr>
<td>2009</td>
<td>Vickie Good</td>
<td>Solano</td>
<td>Adult Education</td>
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<tr>
<td>2010</td>
<td>John Niederkorn</td>
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<td>Business Services</td>
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<td>2011</td>
<td>Lisette Estrella Henderson</td>
<td>Solano</td>
<td>Curriculum &amp; Instruction</td>
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<td>2012</td>
<td>Rob Martinez</td>
<td>Solano</td>
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<tr>
<td>2013</td>
<td>Barbara Franco</td>
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<td>2014</td>
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<td>Kaiser Permanente</td>
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<td>Community Partners</td>
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ACSA Awards Overview

2016 award program information and nomination forms will be available by September 1, 2015.
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 the 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 recognized through the Partners in Educational Excellence Award.
ACSA also recognizes the extraordinary achievements of the students in each year's Every Student Succeeding Program.

Ferd Kiesel Distinguished Service Award

Purpose. The Ferd. Kiesel Memorial Distinguished Service Award is the highest honor ACSA can present to an individual. The award is made in the memory of Ferd. Kiesel, ACSA’s founding president.
Eligibility. The recipient can be anyone who has made a significant contribution to public education, including an administrator, teacher, legislator or community member. Current ACSA employees and ACSA board members are not eligible to receive this award.
Criteria for granting the award include: 1) the contribution has had significant impact on public education over a wide geographical area; and 2) the contribution has had impact on significant segments of public education. Although it may not be as important as the contribution itself, the time a person has been involved with education also is considered.
Nomination Process. ACSA’s state Awards Committee seeks nominees through announcements in EdCal, region leaders and committee and council chairs. Nominations can be made by any member of ACSA, charter groups, committees or regions. The Awards Committee reviews and considers all nominations and makes recommendations to the Board of Directors which makes the final selection. The award is presented at ACSA’s Leadership Summit in November.
Deadline. The deadline for 2016 nominations will be available September 1.

Marcus Foster Memorial Award

Purpose. This award recognizes outstanding leadership and significant contributions to education by a school administrator. It was established to honor
the memory of Marcus Foster, former superintendent of the Oakland Unified School District.

**Eligibility.** The recipient should be an ACSA member who personifies the ideals of Marcus Foster and be an administrator who is a skilled manager of change; has a management style that involves many sectors of the community and includes broad professional involvement; is willing to take risks to improve educational opportunities; is creative, willing to try new ideas and reaches out to children; speaks out in his or her community on issues that have an impact on children; respects all people, especially children, as human beings; and protects the rights of all people to have full citizenship. Current ACSA employees and ACSA board members are not eligible to receive this award.

**Nomination Process.** ACSA’s state Awards Committee seeks nominees through announcements in EdCal, region leaders and committee and council chairs. Nominations can be made by any member of ACSA, charter groups, committees, councils or regions. The Awards Committee reviews and considers all nominations and makes recommendations to the Board of Directors, which makes the final selection. The award is presented at ACSA’s Leadership Summit in November.

**Deadline.** The deadline for 2016 nominations will be available September 1.

---

**Robert E. Kelly Award**

*Sponsored by Bank of America*

**Purpose.** This award is made in memory of Robert E. Kelly, former superintendent of Los Angeles Unified School District. Robert Kelly was instrumental in establishing the Los Angeles City Schools Bank of America Achievement Awards program in 1948. Since that time, the Bank of America Achievement Awards program has been replicated across the state. The recipient of this award should be an individual who, upon retirement, contributes significantly to public education or educational leadership by volunteer work in his or her community.

**Eligibility.** The recipient must 1) be an ACSA retired member; 2) have made significant contributions to the community on a volunteer basis for at least three years; and 3) directly or indirectly helped advance the high quality of public education or educational leadership in California. Current ACSA employees and ACSA board members are not eligible to receive this award.

**Nomination Process.** Nominations for the Robert E. Kelly Award must be made through the nominee’s region. Each region convenes an awards committee to review all nominations. The region president forwards the region’s nominee to the state Awards Committee for consideration. After reviewing all nominations, the state Awards Committee recommends a single recipient to the state Board of Directors, which makes the final selection. Recipients are honored at ACSA’s Leadership Summit in November.

**Deadline.** Contact your region leadership for the region deadline. The state deadline for 2016 recipients will be available September 1.
Administrator of the Year Awards

Purpose. These awards recognize outstanding performance and achievement by individual administrators, classified managers or confidential employees in the following categories:

- Superintendent
- Secondary Principal
- Middle Grades Principal
- Elementary Principal
- Central Office Administrator (District/County)
- Elementary Co-Administrator
- Secondary Co-Administrator
- Classified Leader
- Confidential Employee
- Personnel/Human Resources Administrator
- Adult Education Administrator
- Career Technical Education Administrator
- Special Education Administrator
- Superintendent/Principal
- Business Services Administrator
- Pupil Personnel Administrator
- Curriculum and Instruction Administrator
- Continuation/Educational Options Administrator
- Professor of Education
- Retired Administrator (Volunteer Service to ACSA)
- Technology Administrator of the Year

Eligibility. Recipients must be active ACSA members who show strong support for the school management team; exceptional leadership in managing school programs; commitment to educational quality and student achievement; commitment to professional growth; and creativity and innovation in dealing with issues and problems facing public education. Current ACSA employees and ACSA board members are not eligible to receive these awards.

Nomination Process. Nominations for Administrator of the Year awards must be made through the nominee’s region. Each region convenes an awards committee to review all nominations. The region president forwards the region’s nominee in each category to the state Awards Committee for consideration. After reviewing all nominations, the state Awards Committee recommends one nominee in each category to the state Board of Directors, which makes the final selection. Recipients are honored at ACSA’s Leadership Summit in November.

Deadline. Contact your region leadership for the region deadline. The state deadline for 2016 recipients will be available September 1.

Valuing Diversity Award

Purpose. This award is given to an administrator who epitomizes ACSA’s Mission Statement by his/her efforts in promoting diversity and support for all of the children, parents and staff at their school or district.
**Eligibility.** The recipient must be an active ACSA member who has exemplified outstanding leadership in developing and implementing programs that have enhanced the support and value of student diversity. The administrator who receives this award should be one who: 1) fosters positive district office and school climates that promote the awareness and celebration of diversity; 2) empowers and supports staff to take risks in developing programs for all students; 3) develops strong community partnerships to ensure success for all students; 4) models and values the maintenance of high academic standards for all students; 5) shares pertinent information regarding diversity with parent and professional organizations. Current ACSA employees and ACSA board members are not eligible to receive this award.

**Nomination Process.** Nominations for the Valuing Diversity Award must be made through the nominee’s region. Each region convenes an awards committee to review all nominations. The region president forwards the region’s nominee to the state Awards Committee for consideration. After reviewing all nominations, the state Awards Committee recommends a single recipient to the state Board of Directors, which makes the final selection. Recipients are honored at ACSA’s Leadership Summit in November.

**Deadline.** Contact your region leadership for the region deadline. The state deadline for 2016 recipients will be available September 1.

**Partners in Educational Excellence Award**

**Purpose.** The Partners in Educational Excellence Award is given annually to exemplary school-community partnership programs that promote effective educational performance, enhanced student achievement and strong community involvement in educational quality.

**Eligibility.** This award is granted to outstanding community partnership programs at region and state levels, and recognizes the individual leadership and contributions of school administrators, educators and community or business leaders involved in the program. Current ACSA employees and ACSA board members are not eligible to receive this award.

**Nomination Process.** Nominations for the Partners in Educational Excellence Award must be made through the nominee’s region. Each region convenes an awards committee to review all nominations. The region president forwards the region’s nominee to the state Awards Committee for consideration. After reviewing all nominations, the state Awards Committee recommends a single recipient to the state Board of Directors, which makes the final selection. Recipients are honored at ACSA’s Leadership Summit in November.

**Deadline.** Contact your region leadership for the region deadline. The state deadline for 2016 recipients will be available September 1.
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Region 4

Procedural Manual
ACSA REGION 4 PROCEDURAL MANUAL

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

ADMINISTRATOR OF THE YEAR
The Regional President-elect shall be responsible for the annual Administrators of the Year Program including but not limited to:
- Setting the timelines
- Gathering and reviewing applications
- Convening a committee of Charter Presidents to review applications if necessary
- Submitting to the Executive Board for approval
- Submitting applications to state ACSA

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

CHARTER PROFESSIONAL DEVELOPMENT GRANTS
The Region Board of Directors shall budget funds for Charter Professional-Development Grants.

1. Grant funds will be used for professional development activities that benefit the majority of the members in the Charter.

2. Grant funds should address the unique professional development needs of the Charter membership. Charters will be responsible for planning and development of professional development activities prior to seeking approval of grant funding.

3. Grant funds requested by a Charter may be matched with other Charters to share professional development activities that mutually benefit each Charter. Charters may make a joint request for a combined grant.

4. Charter Presidents may apply for up to $1,500.00 per year. The itemized budget accompanying the application must specify which items the Region is being asked to fund. (Revised 9/04)
5. Complete applications must be sent to the Region President by August 1 for activities scheduled between October and February, and by November 1 for events scheduled between March and June. The Region President may grant deviations in these time lines, if it seems appropriate to do so.

6. Approval of grant requests shall be determined on a first come, first served basis by a majority vote of the Region 4 Board of Directors. Depending on the availability of funds, grant applications meeting the Criteria may not be funded at the full amount requested. At the next Regional Leadership Forum the Charter President shall send the Region President an accounting of how Region funds were used and a check, payable to the Region, for any unused funds, along with an evaluation of the event. The Region Vice President shall be responsible for monitoring this portion of the process.

**CHARTER REBATES**

10% of the Region dues rebate shall be allocated to the charters for program support. The **distribution** formula shall be based on the January 1 membership report. (a) 50% of the prior year allocation will be distributed after July 1 upon receipt of the Charter Plan for the year and the list of Charter Officers. 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.

  - 14-15 Vallejo Honored at Leadership Summit 2015
  - 15-16 Lake Honored at Leadership Summit 2016
  - 16-17 Marin Honored at Leadership Summit 2017
  - 17-18 Mendocino Honored at Leadership Summit 2018
  - 18-19 Napa Honored at Leadership Summit 2019
  - 19-20 Solano Honored at Leadership Summit 2020
  - 20-21 Sonoma Honored at Leadership Summit 2021
• If a Charter chooses not to participate in a particular year the next Charter moves up and the current Charter will enter into the rotation alphabetically.

• The Honoree is recognized at the Annual ACSA Leadership Summit each year in November (see above)

• Annually, the Region shall budget sufficient money to allow the Every Student Succeeding winner and one chaperone to attend the Annual Leadership Summit - General Session at which the student will be honored. Attendance of additional chaperones shall be at charter discretion and expenses. (Added 4/28/2001). This normally means the cost of transportation and hotel for one night.

• Beginning in the 2014-2015 school year the Region shall make available $500 to each Charter for use related to Charter Every Student Succeeding events. The money may be used to assist with the costs related to a Charter celebration of ESS or may be used as part of a Charter Scholarship Program for ESS students. Charters must request these funds and be prepared to report on to the Region on how the funds were expended. (Revised June 2014)

**FISCAL ADVISORY COMMITTEE**
The Fiscal Advisory Committee shall be composed of the following:
- President,
- President Elect,
- VP Finance,
- State Director
- Two members from the Region Board appointed by the President.

The VP Finance shall chair the committee. The Region Consultant shall serve as staff to the committee.
(Revised 5/11)

- The Region Consultant in conjunction with the Fiscal Advisory Committee shall prepare a proposed annual budget for review and action by the Board of Directors at its first fall meeting. (Revised 5/11)
LEGISLATIVE ACTION DAY
Region Officers and three members from each charter (President, President elect and vice president legislative action) shall be encouraged to attend the ACSA Legislative Action Day. The Region shall cover hotel and dinner on Sunday as well as lunch on Monday.

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

REGION 4 STUDENT SCHOLARSHIP
Each year ACSA Region IV issues a scholarship to a student.
• Money from the ACSA REGIONS 1,2,3,4 NORTH STATE CONFERENCE GOLF TOURNAMENT funds this scholarship.

• The amount of the scholarship fluctuates depending upon the money raised from this golf tournament.

• The Region awards this money to a student from a Charter based on a rotation similar to the Every Student Succeeding program.
  o 14-15 Vallejo
  o 15-16 Lake
  o 16-17 Marin
  o 17-18 Mendocino
  o 18-19 Napa
  o 19-20 Solano
  o 20-21 Sonoma

• The two events are not tied together except for the timing. If a charter wishes to give the scholarship to the winner of the Every Student Succeeding program that is left to the discretion of the individual Charter.
• As stated the amount of money raised in the golf tournament fluctuates. The tournament takes place in the spring but the proceeds are not distributed until the following fall. This may cause a delay for funding for the Charter. Example; the money raised in the spring of 2015 will be given to Vallejo. However they will not receive the money until fall 2015. They may wish to use that money for a scholarship for a student in the 2015-2016-graduation class to assist with their cash flow.
REGIONAL LEADERSHIP TRAINING
Region 4 will actively support the professional growth of its members by offering a **Regional Leadership Workshop** for all incoming officers of the Region and Charters and other regional members. The Region will present timely educational issues as well as training related to ACSA at a one or two day conferences.

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

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

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

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

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

If for any reason the conference should lose 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.