

#acsa



Region XI

2017-2018

# Handbook

- President's Message
- Region Leadership
- Charter Leadership
- Region Calendar

... and more

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# THE MISSION OF ACSA

## VISION

We serve educational leaders in the pursuit of equity and excellence to meet the diverse needs of all California students.

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

## COMMITMENTS

We will practice collaborative decision-making throughout the organization.

Our focus will be public education.

We will offer services and products that are extraordinary.

We will lead with the highest personal professional ethics.

## OBJECTIVES

Local educational agencies have the resources and the freedom to meet the unique needs of their learning communities.

Every educational community is led by exemplary, inspirational educators who are compelled to create innovative, rich and accessible learning environments.

We are the consummate authority and prevailing influence on education policy.

## BELIEFS: *We believe that:*

- an educated citizenry is essential to democracy
- dreams inspire potential
- every person deserves respect
- personal divinity 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



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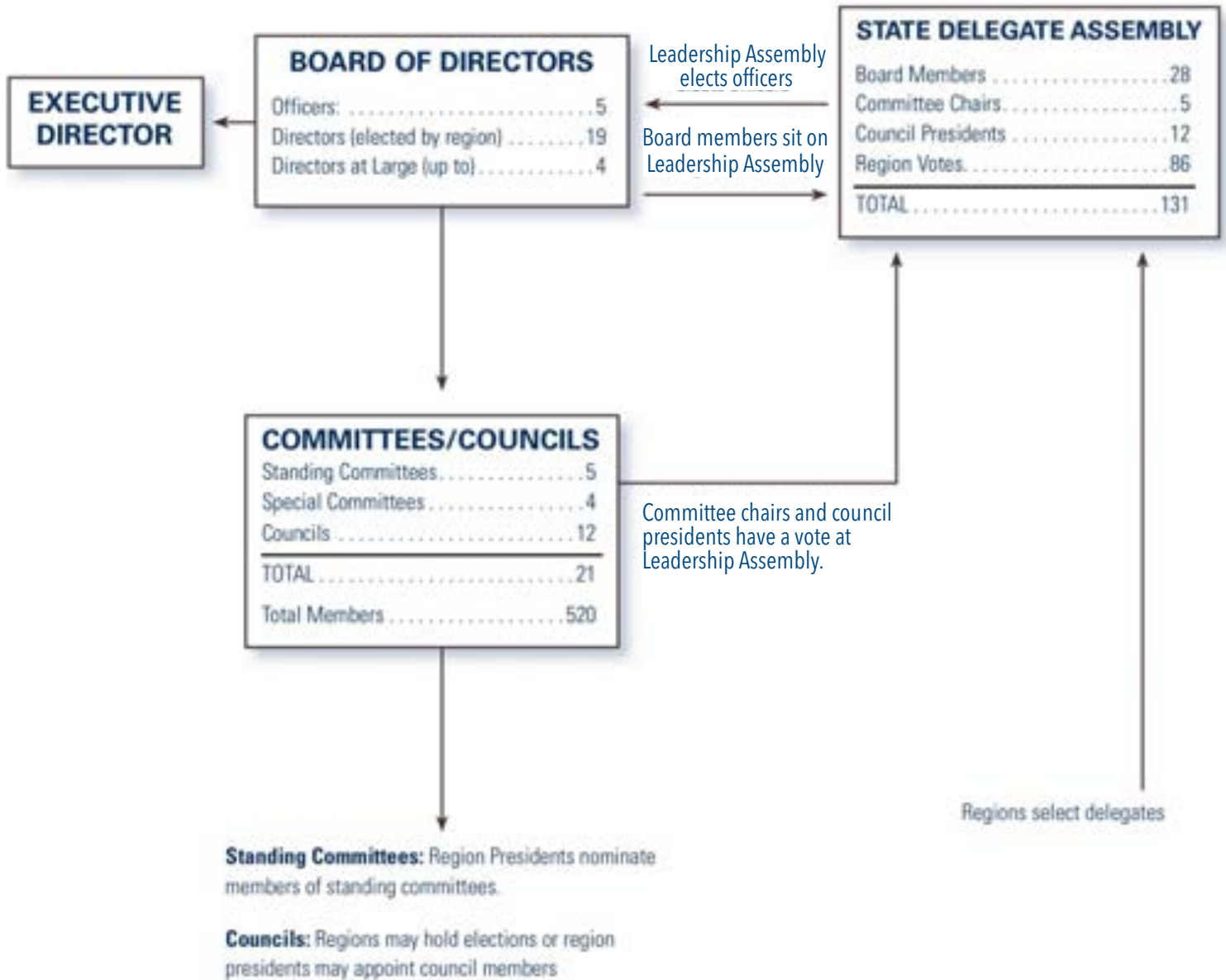
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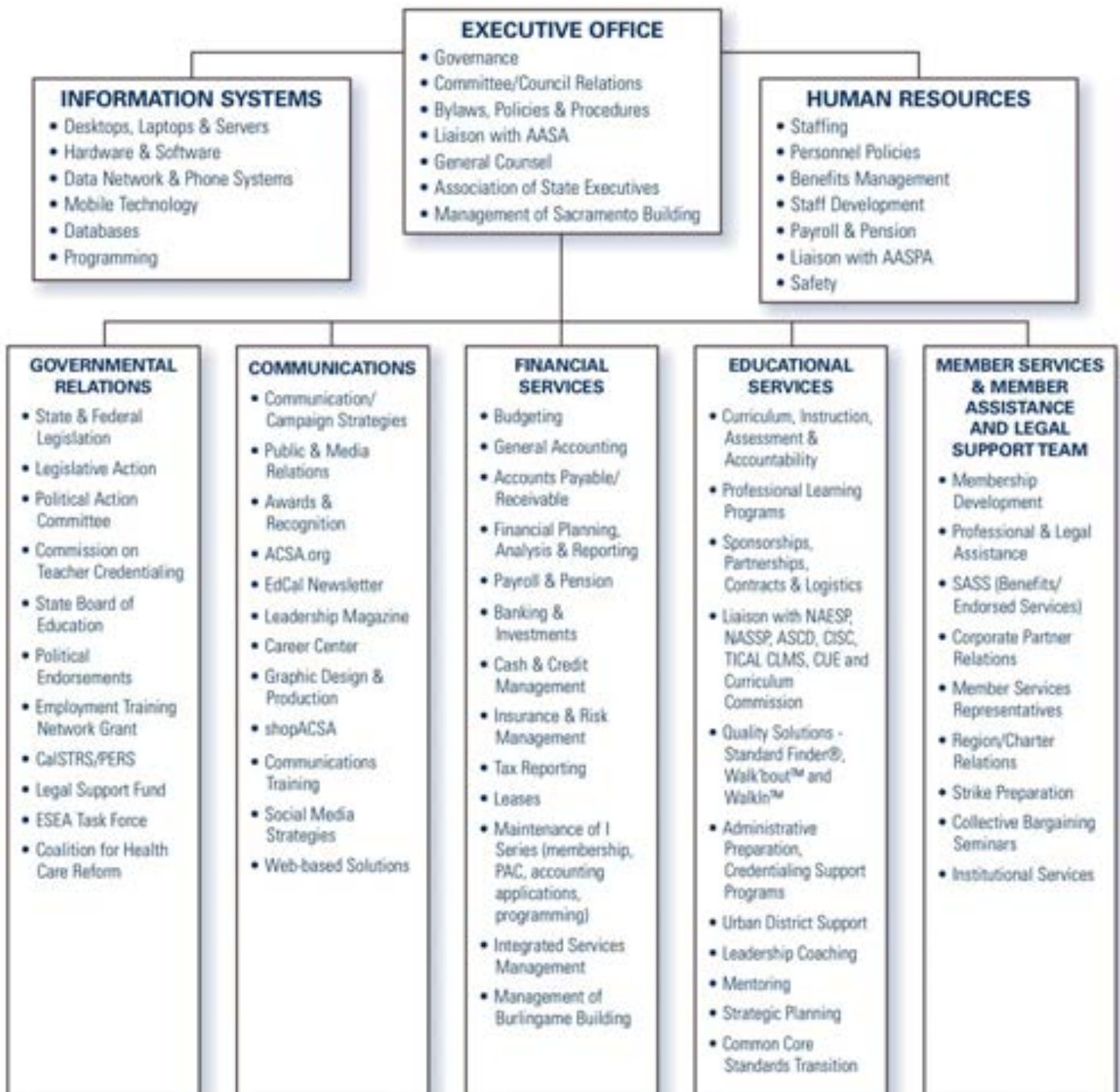


## HOW STATE ACSA WORKS





# STATE ORGANIZATION CHART



Note: All departments have committee/council liaison responsibilities.

HR 3/13



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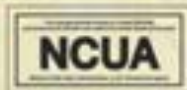
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## REGION XI PRESIDENT'S MESSAGE



It is my honor to serve as President of Region XI during the 2017-2018 term. I am very excited about the great year of opportunities ahead for our region. We have committed and dynamic leaders from Tulare, Kings, East Kern, West Kern, and Inyo/Mono counties who strive to inspire educators and students throughout our vast region every day. It is together that we are legislative advocates and a loud voice at the state level to meet the diverse needs of all California students.

In alignment with ACSA's strategic plan, Region XI will focus our work on three critical areas: we will be authoritative advocates for all matters pertaining to education and its leaders, we will build and maintain vibrant, purposeful networks of educational communities, and we will cultivate transformational technologies in all aspects of our work. Our region planning retreat was highly productive in developing our annual organizational goals and ensuring that local charters use these goals to guide their work throughout the year.

Region XI is committed to achieving the goals and objectives set forth by our executive board, state representatives, charter presidents, directors, and committee and council representatives. We will increase our visibility and involvement with both local and state legislation. It is our goal to continue to increase membership and provide meaningful opportunities for collegial collaboration through local academies and high-quality professional development. By prioritizing accessibility of information and visibility of our ACSA brand, we will utilize Web Ex to connect with members throughout the region and expand our social media presence using a variety of digital resources.

Under the leadership of State ACSA President, Dr. Lisa Gonzales, our region is also committed to ensuring our priorities are aligned by using technology to work smarter rather than harder, providing mentorship opportunities, and increasing family involvement and awareness in ACSA's mission. Our region is comprised of leaders who are highly focused and constantly dealing with high stress demands. Together we often use humor and fun to make our region one of enjoyment and excitement! I am confident that our voice will be heard as we have a well thought out plan and direction to achieve great success this year.

**Dr. Donya Wheeler**  
*President, ACSA Region XI*  
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## REGION XI EXECUTIVE DIRECTOR'S MESSAGE



Greetings Region XI ACSA Members,

It is a pleasure to serve as your Executive Director. Region XI 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 ACSA 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, Donya Wheeler, and your other region leaders have been developing plans and implementing the following strategies:

- We will build and maintain vibrant, purposeful networks of educational communities
- We will be authoritative advocates
- We will cultivate transformational technology in all aspects of work

Important information is included in this handbook, put together by your Director of Communications, Kathy Forsythe, such as the names and contact information for your region officers, charter 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 ACSA members. We would like to hear your voice on critical issues. In addition, I would recommend that you join the online ACSA community for support from school leaders statewide and to provide support for all of them.

If I 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](mailto:davidto02@comcast.net). I look forward to supporting all of you again this year.

**David Tonini**  
*Executive Director, ACSA Region XI*  
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### **Curriculum, Instruction & Accountability Council**

**(2020)**

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McFarland Unified School District  
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Work: (661) 792-3081 ext. 120  
Fax: (661) 792-2447  
Cell: (661) 487-3967  
[vpark@mcfarland.k12.ca.us](mailto:vpark@mcfarland.k12.ca.us)



### **Student Services / Special Ed. Council**

**(2019)**

#### **Lisa Horne**

Program Director Special Education  
Kings County Office of Education  
1144 W. Lacey Blvd., Hanford, CA 93239  
Work: (559) 589-7092  
Cell: (559) 362-3485  
[lisa.horne@kingsco.org](mailto:lisa.horne@kingsco.org)



### **Elementary Education Council**

**(2020)**

#### **Melissa Christman**

Principal, Fallen Elementary School  
Sierra Sands Unified School District  
1500 West Upjohn St., Ridgecrest, CA 93555  
Work: (760) 499-1690  
Fax: (760) 499-1695  
Cell: (760) 608-2180  
[mchristman@ssusd.org](mailto:mchristman@ssusd.org)



### **Superintendency Council**

**(2020)**

#### **Tom Addington**

Superintendent  
Central Union School District  
15783 18th Ave, Lemoore, CA 93245  
Work: (559) 925-2619  
Fax: (559) 924-1153  
Cell: (559) 381-3662  
[darthhr@me.com](mailto:darthhr@me.com)



### **Human Resources Council**

**(2018)**

#### **Philip Pierschbacher**

Assistant Superintendent, Personnel  
Tulare City School District  
600 N. Cherry, Tulare, CA 93274  
Work: (559) 685-7219  
Fax: (559) 685-7287  
Cell: (559) 805-9370  
Home: (559) 687-9521  
[ppierschbacher@tcsdk8.org](mailto:ppierschbacher@tcsdk8.org)





## REGION XI COMMITTEE REPRESENTATIVES



### **CAPEA Committee**

(2020)

**Dr. Fernie Marroquin**, Superintendent  
Oak Valley Union Elem. School District  
24500 Rd. 68, Tulare, CA 93274  
Work: (559) 688-2908  
Fax: (559) 688-8023  
Cell: (559) 827-7145  
Home: (559) 687-1760

[f.marroquin@oakvalleyschool.org](mailto:f.marroquin@oakvalleyschool.org)



### **Co-Administration Committee**

(2019)

**Leiann Scott**

Vice Principal, Sequoia Middle School  
Bakersfield City School District  
900 Belle Terrace, Bakersfield, CA 93304  
Work: (661) 631-5840  
Fax: (661) 397-3010  
Cell: (661) 203-3477  
Home: (661) 432-7002

[scottle@bcsd.com](mailto:scottle@bcsd.com)



### **Education Options Committee**

(2019)

**Anjelica Zermeño**

Administrator/Principal, La Sierra Charter High  
Tulare County Office of Education  
1735 E. Houston Ave., Visalia, CA 93291  
Work: (559) 733-6963  
Fax: (559) 733-6845  
Cell: (559) 334-7999

[azermeno@see.tcoe.org](mailto:azermeno@see.tcoe.org)



### **Equity, Achievement & Diversity Committee**

(2019)

**Regina Green**

Chief Administrator  
Instructional Services & Technology  
Tehachapi United District Office  
300 S. Snyder St., Tehachapi, CA 93561  
Work: (661) 822-2119  
Fax: (661) 822-2159  
Cell: (661) 213-7291  
Home: (661) 699-3713

[rgreen@teh.k12.ca.us](mailto:rgreen@teh.k12.ca.us)



### **Leadership Development Committee**

(2020)

**David Bowling**

Assistant Superintendent, Instruction  
Wasco Union Elementary School District  
1102 5th Street, Wasco, CA 93280  
Work: (661) 758-7100  
Fax: (661) 758-7110  
Cell: (661) 444-1287  
Home: (661) 792-1004

[dabowling@wuesd.org](mailto:dabowling@wuesd.org)



### **Legislative Policy Committee**

(2019)

**Jose Morales**

Director, Migrant Education  
Kern County Superintendent of Schools  
1300 17th Street, Bakersfield, CA 93301  
Work: (661) 636-4779  
Fax: (661) 636-4781  
Cell: (661) 706-4647

[jomorales@kern.org](mailto:jomorales@kern.org)



### **Member Services Committee**

(2018)

**Dr. Guadalupe Solis**

Deputy Supt. Of Instructional Services  
Tulare County Office of Education  
6200 S. Mooney Blvd., Visalia, CA 93278  
Work: (559) 733-6328  
Fax: (559) 739-0310  
Cell: (559) 288-9703

[gsolis@tcoe.org](mailto:gsolis@tcoe.org)



### **Retirement Committee**

(2018)

**David Francis, Retired**

2740 E. Laura Court  
Visalia, CA 93292  
Fax: (559) 734-8037  
Cell: (559) 679-6576  
Home: (559) 734-8037

[dave.francis44@gmail.com](mailto:dave.francis44@gmail.com)



### **Small School District Committee**

(2019)

**Steve Tsuboi**

Superintendent/Principal  
Sunnyside Elementary  
Sunnyside Union School District  
21644 Ave. 196, Strathmore, CA 93257  
Work: (559) 568-1741, ext. 208  
Fax: (559) 568-0291  
Cell: (559) 301-1792

[stsuboi@sunnyside.k12.ca.us](mailto:stsuboi@sunnyside.k12.ca.us)



### **Urban Education Committee**

(2020)

**Diane Cox**

Assistant Superintendent HR  
Bakersfield City Elementary School District  
8702 Sandpines Dr.  
Bakersfield, CA 93312  
Work: (661) 631-4856  
Fax: (661) 324-3274  
Cell: (661) 979-8544

[coxd@bcsd.com](mailto:coxd@bcsd.com)



## REGION XI CHARTER PRESIDENTS



### **East Kern Charter President**

#### **Dr. Bonny Porter**

Principal  
James Monroe Middle School  
Sierra Sands School District  
340 W. Church Ave., Ridgecrest, CA 93555  
Work: (760) 449-1831  
Fax: (760) 375-8781  
Cell: (760) 793-7652  
[bporter@ssusd.org](mailto:bporter@ssusd.org)



### **Tulare Charter President**

#### **Yolanda Valdez**

Superintendent  
Cutler-Orosi Joint Union School District  
12623 Ave. 416, Orosi, CA 93647  
Work: (559) 528-4763  
Cell: (559) 351-4641  
Home: (559) 351-4641  
[yvaldez@cojusd.org](mailto:yvaldez@cojusd.org)



### **Inyo/Mono Charter President**

#### **Dr. Don Clark**

Superintendent  
Eastern Sierra Unified School District  
P.O. Box 575, Bridgeport, CA 93517  
Work: (760) 932-7443  
Fax: (760) 932-7140  
Cell: (707) 396-6646  
Home: (530) 495-2562  
[dclark@esusd.org](mailto:dclark@esusd.org)



### **Tulare/Kings Student/Associate Charter President**

#### **Rory Collinwood**

Biology Teacher & Boys Water Polo Coach  
El Diamante High School  
Visalia Unified School District  
5100 W. Whitendale, Visalia, CA 93277  
Work: (559) 735-3501  
Cell: (559) 827-8533  
[rcollinwood@vusd.org](mailto:rcollinwood@vusd.org)



### **Kings Charter President**

#### **Rodney Brumit**

Principal  
Lemoore Union High School  
Lemoore Union High School District  
101 E. Bush St., Hanford, CA 93245  
Work: (559) 924-6600, ext. 214  
Cell: (559) 805-9694  
[rbrumit@luhsd.k12.ca.us](mailto:rbrumit@luhsd.k12.ca.us) or  
[rodneymbrumit@gmail.com](mailto:rodneymbrumit@gmail.com)



### **West Kern Charter President**

#### **Rocio Muñoz**

Assistant Superintendent, Educational Services  
Richland Union School District  
331 Shafter Ave., Shafter, CA 93263  
Work: (661) 746-8606  
Fax: (661) 746-8614  
Cell: (661) 205-4244  
Home: (661) 397-4870  
[rmunoz@rsdshafter.org](mailto:rmunoz@rsdshafter.org) or  
[munoz.rocio@gmail.com](mailto:munoz.rocio@gmail.com)

## REGION XI RETIRED ADMINISTRATORS

### **Tulare County**

#### **Bob Line**

(559) 734-3338  
[bline4011@sbcglobal.net](mailto:bline4011@sbcglobal.net)

#### **Ned Kehrli**

(559) 759-5684  
[nedfk@yahoo.com](mailto:nedfk@yahoo.com)

#### **Wade Crawford**

(559) 349-0239  
[wadecrawford@att.net](mailto:wadecrawford@att.net)

#### **Dave Tonini**

(559) 280-6228  
[davidto02@comcast.net](mailto:davidto02@comcast.net)

#### **Dave Francis**

(559) 679-6576  
[dave.francis44@gmail.com](mailto:dave.francis44@gmail.com)

#### **Francis Holdbrooks**

(559) 804-7723  
[fholdbrooks7723@gmail.com](mailto:fholdbrooks7723@gmail.com)

#### **Richard (Dick) Schlagel**

(559) 784-1270  
[raschlagel1927@yahoo.com](mailto:raschlagel1927@yahoo.com)

#### **Janet Kliegl**

[janetkliegl@gmail.com](mailto:janetkliegl@gmail.com)

### **Kings County**

#### **Bill Black**

(559) 318-0260  
[lemoore.black@gmail.com](mailto:lemoore.black@gmail.com)



## REGION XI GOALS FOR 2017-2018

**Region XI will be authoritative advocates for all matters pertaining to education and its leaders to increase Region XI involvement with state and local legislation.**

- By designating a Legislative Action Coordinator for each charter and establishing a Region XI Legislative Action Committee
  - Set calendar of Region Legislative Action activities
  - Establish Region Legislative Action communication network
- By holding a Region Legislative Action Day with all local state legislators
- By coordinating and implementing a series of school visits by local state legislators
  - Establish a target calendar
  - Establish a common theme — purpose of visits — for Region XI
  - Involve all charters in this activity
- By developing and implementing a communication/publicity plan for all Region XI Legislative Action activities that includes social and traditional media (Twitter, Facebook, TV and Newspaper)

**Region XI will build and maintain vibrant, purposeful networks of educational communities by increasing support from top administrators to build meaningful involvement for members and districts.**

- By targeting superintendents to share relevance of ACSA through venues such as county superintendents meetings, Superintendents Symposium, etc.
- By conducting a “Did You Know?” campaign involving social media
- By increasing committee and council opportunities to gather with members (job-alike)
- By encouraging local access to academies and presenters
- By encouraging each member to recruit out to a non-member with the goal of equity in mind — “Each One, Reach One”

**Region XI will cultivate transformational technologies in all aspects of our work to increase accessibility of information and visibility of ACSA brand to all members.**

- By utilizing WebEx and connecting links of meetings to website to archive
- By interacting with the ACSA App at each meeting
- By expanding social media presence



## REGION XI LEADERSHIP ASSEMBLY DELEGATES

Region XI Leadership Assemblies will be held at 8:00 a.m. on  
October 5, February 1, and May 3 at Hodel's Country Dining in Bakersfield

### EAST KERN CHARTER

1. JoAnne McClelland
2. Regina Green
3. Kirsti Smith
4. Melissa Christman
5. Bonny Porter
6. Dr. Dave Ostash (2)  
Michael Yancey (1)
7. Bev Ewbanks (2)
- 8.
- 9.

### KINGS CHARTER

1. Darin Parson
2. Rodney Brumit
3. Tom Addington
4. Bobby Peters
5. Cheryl Hunt
6. Tim Bowers
7. Lisa Horne
8. Kathi Felder
9. Loretta Black
10. Brooke Warkentin

### TULARE CHARTER

1. Val Brown
  2. Dr. Donya Wheeler
  3. Guadalupe Solis
  4. Steve Tsuboi
  5. Mimi Bonds
  6. Robert Gröeber
  7. Lucy Van Scyoc
  8. Dr. Craig Wheaton
  9. Terri Rufert
  10. Tony Rodriguez
  11. Michele Borges
  12. Dr. Jeremy Powell
  13. Larriann Torrez
  14. Mike Tsuboi
  15. Jeanette McDonald
  16. Tom Rooney
  17. Heather Elick
  18. Donna Glassman-Sommer
  19. Carli Hawkins
  20. Vicki Porter
  21. Tamara Ravalin
  22. Nathan Hernandez
  23. Cindi Alonzo
  24. Melanie Stringer
  25. Loretta Bryant
- Alternate: Victoria Guzman

### WEST KERN CHARTER

1. Mark Luque
  2. Diane Cox
  3. Jose Morales
  4. Michelle McLean
  5. Kathie Kouklis
  6. Valerie Park
  7. Rebecca Rocha
  8. Brad Maberry
  9. David Bowling
  10. Julie Boesch
  11. Stuart Packard
  12. Becky MacQuarrie
  13. Terry Wolfe
  14. Ty Bryson
  15. Rocio Muñoz
  16. Jason Hodgson
  17. Heather Richter
  18. Danny Arellano
  19. Richard Morosa
- Brad Grumbles  
Lisa Gilbert

### INYO/MONO CHARTER

1. Don Clark
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.

## REGION XI DELEGATES TO STATE LEADERSHIP ASSEMBLIES

Oct. 11 & 12 - Los Angeles • Feb. 14 & 15 - Anaheim/Garden Grove • May 9 & 10 - Sacramento

**Dr. Donya Wheeler (President) • Lisa Horne (President-Elect) • Matt Diggle (Vice President)**  
**Michele Borges (Secretary) • Dr. Craig Wheaton (Vice President for Legislative Action)**



## PAST REGION XI PRESIDENTS

**1971-72:** John Prueitt

**1972-73:** Sherlock Shively

**1973-74:** J. Sam Wallace

**1974-75:** DeWeese Stevens

**1975-76:** Richard Ehrgott

**1976-77:** Betty Jane Tiffany

**1977-78:** Herb Neufeld

**1978-79:** Gene Billingsley

**1979-80:** Albert Roberts

**1980-81:** James Fillbrandt

**1981-82:** Richard Schlagel

**1982-83:** Anaheed Solokian

**1983-84:** Ed Baldwin

**1984-85:** Bill Williams

**1985-86:** Anne Scott

**1986-87:** David Itzenhauser

**1987-88:** Bill Black

**1988-89:** Al Sandrini

**1989-90:** Nancy Cook

**1990-91:** James A. Forrest

**1991-92:** Tom Bates

**1992-93:** Lillian Tafoya

**1993-94:** Don Erwin

**1994-95:** John M. Hamlin

**1995-96:** John Bogie

**1996-97:** Walt L. Haline

**1997-98:** Carolyn Kehrli

**1998-99:** Milt Woolsey

**1999-00:** Guadalupe Solis

**2000-01:** Mollie Graham

**2001-02:** Sally Mailand

**2002-03:** Brian Mark

**2003-04:** Steve Tietjen

**2004-05:** Christine Frazier

**2005-06:** Craig Wheaton

**2006-07:** Joanna Rummer

**2007-08:** Christine Andrada

**2008-10:** Terri Rufert

**2010-11:** Rebecca Mestaz

**2011-12:** Jose Morales

**2012-13:** Kirsti Smith

**2013-14:** Tom Addington

**2014-15:** Blanca Cavazos

**2015-16:** Valerie Brown

**2016-17:** David Bowling

SAVE THE DATE

# 3rd Annual Mid-State Conference

A conference for school administrators of all job-alikes, experience and interests.

Breakout Sessions • Vendors & Exhibitors

Friday Night: Hosted Social & General Session

Saturday: General Session Keynote

Sunday Morning: Hosted Breakfast & General Session

**March 16-18, 2018**  
**Embassy Suites**  
**San Luis Obispo**

**Information:**

**Randy Bangs**

[randall.bangs@salinasuhdsd.org](mailto:randall.bangs@salinasuhdsd.org)

**Presented by**  
**Regions**  
**9, 10, 11 & 13**





## REGION XI CALENDAR

### SEPTEMBER 2017

- 7** 7:00 AM  
**West Kern Charter Board Meeting**  
*Hodel's Country Dining, Bakersfield*
- 7** 8:00 AM  
**Region XI Board Meeting**  
*Hodel's Country Dining, Bakersfield*
- 8** 7:00 AM  
**Kings Charter Board Meeting**  
*Brandman University, Hanford*
- 8** 7:00 AM  
**Tulare Charter Board Meeting**  
*Apple Annie's, Tulare*
- 25** 5:30 PM  
**East Kern Charter Meeting/Dinner**  
*New Murray Middle School, Ridgecrest*

### OCTOBER 2017

- 2** 5:00 PM  
**Inyo/Mono Charter Board Meeting**  
*Bishop*
- 5** 7:00 AM  
**West Kern Charter Board Meeting**  
*Hodel's Country Dining, Bakersfield*
- 5** 8:00 AM  
**Region XI Leadership Assembly**  
*Hodel's Country Dining, Bakersfield*
- 6** 7:00 AM  
**Kings Charter Board Meeting**  
*Brandman University, Hanford*
- 6** 7:00 AM  
**Tulare Charter Board Meeting**  
*Apple Annie's, Tulare*
- 11 and 12** 2-DAY EVENT  
**State Leadership Assembly**  
*LAX Sheraton Hotel*
- 15** 10:30 AM  
**Tulare Charter 5th Annual Scholarship Golf Tournament**  
*Valley Oaks Golf Course, Visalia*
- 18** 4:00 PM  
**Kings Charter Fall Conference**  
*Liberty Middle School, Lemoore*

### NOVEMBER 2017

- 2** 3-DAY EVENT  
**Leadership Summit**  
*San Jose McEnery Convention Center*
- 9** 8:00 AM  
**Region XI Board Meeting**  
*Hodel's Country Dining, Bakersfield*
- 14** 5:00 PM  
**Tulare Charter Winter Conference**  
*Visalia Marriott at the Convention Center*
- 17** 7:00 AM  
**Kings Charter Board Meeting**  
*Brandman University, Hanford*
- 17** 7:00 AM  
**Tulare Charter Board Meeting**  
*Apple Annie's, Tulare*
- 27** 5:30 PM  
**East Kern Charter Meeting/Dinner**  
*Mojave*

### DECEMBER 2017

- 7** 7:00 AM  
**West Kern Charter Board Meeting**  
*Hodel's Country Dining, Bakersfield*
- 7** 8:00 AM  
**Region XI Board Meeting**  
*Hodel's Country Dining, Bakersfield*
- 8** 7:00 AM  
**Kings Charter Board Meeting**  
*Brandman University, Hanford*
- 11** 5:00 PM  
**Inyo/Mono Charter Board Meeting**  
*Mammoth Lakes*

### JANUARY 2018

- 11** 7:00 AM  
**West Kern Charter Board Meeting**  
*Hodel's Country Dining, Bakersfield*
- 12** 7:00 AM  
**Tulare Charter Board Meeting**  
*Apple Annie's, Tulare*
- 22** 5:30 PM  
**East Kern Charter Meeting/Dinner**  
*Tehachapi*

### FEBRUARY 2018

- 1** 7:00 AM  
**West Kern Charter Board Meeting**  
*Hodel's Country Dining, Bakersfield*
- 1** 8:00 AM  
**Region 11 Leadership Assembly**  
*Hodel's Country Dining, Bakersfield*
- 2** 7:00 AM  
**Kings Charter Board Meeting**  
*Brandman University, Hanford*
- 14 and 15** 2-DAY EVENT  
**State Leadership Assembly**  
*DoubleTree Hotel, Oxnard*
- 15** 4:00 PM  
**West Kern Social/Mixer**  
*La Cabana Restaurant, Bakersfield*
- 16** 7:00 AM  
**Tulare Charter Board Meeting**  
*Apple Annie's, Tulare*

### MARCH 2018

- 1** 7:00 AM  
**West Kern Charter Board Meeting**  
*Hodel's Country Dining, Bakersfield*
- 1** 8:00 AM  
**Region XI Board Meeting**  
*Hodel's Country Dining, Bakersfield*
- 2** 7:00 AM  
**Kings Charter Board Meeting**  
*Brandman University, Hanford*
- 9** 7:00 AM  
**Tulare Charter Board Meeting**  
*Apple Annie's, Tulare*
- 16** 3-DAY EVENT  
**Mid-State Conference**  
*San Luis Obispo*

Continued



## REGION XI CALENDAR

### APRIL 2018

- 5 7:00 AM**  
**West Kern Charter Board Meeting**  
*Hodel's Country Dining, Bakersfield*
- 5 8:00 AM**  
**Region XI Leadership Assembly**  
*Hodel's Country Dining, Bakersfield*
- 13 7:00 AM**  
**Tulare Charter Board Meeting**  
*Apple Annie's, Tulare*
- 15 and 16 2-DAY EVENT**  
**Legislative Action Day**  
*Sacramento*
- 20 7:00 AM**  
**Kings Charter Board Meeting**  
*Brandman University, Hanford*
- 21 11:30 AM**  
**West Kern Golf Tournament**  
*Sundale Country Club, Bakersfield*
- 23 5:30 PM**  
**East Kern Charter Board Meeting**  
*TBD*
- 25 11:30 AM**  
**West Kern Secretary's Day Luncheon**  
*Stars Restaurant and Theater, Bakersfield*
- 25 12:00 PM**  
**Kings Charter Administrative Assistant Luncheon**  
*The Palace*
- 30 5:00 PM**  
**Inyo/Mono Charter Board Meeting**  
*Bishop*

### MAY 2018

- 3 7:00 AM**  
**West Kern Charter Board Meeting**  
*Hodel's Country Dining, Bakersfield*
- 3 9:30 AM**  
**Region XI Leadership Assembly and Awards Luncheon**  
*Hodel's Country Dining, Bakersfield*
- 4 7:00 AM**  
**Kings Charter Board Meeting**  
*Brandman University, Hanford*
- 4 5:00 PM**  
**Kings Charter Social & Election**  
*Dowd's Cabana, Hanford*
- 4 6:00 PM**  
**Tulare Charter Spring Recognition Dinner**  
*TBD*
- 9 and 10 2-DAY EVENT**  
**State Leadership Assembly**  
*Sacramento*
- 10 5:00 PM**  
**West Kern Charter Spring Mixer**  
*Temblor Brewing Company, Bakersfield*
- 11 7:00 AM**  
**Tulare Charter Board Meeting**  
*Apple Annie's, Tulare*

### JUNE 2018

- 7 5:30 PM**  
**West Kern Charter 2017-2018 Awards Banquet**  
*Coconut Joe's Banquet Hall, Bakersfield*
- 11 12:00 PM**  
**Region XI Executive Board Retreat**  
*TBD*
- 12 8:30 AM**  
**Region XI Planning Retreat**  
*TBD*

## REGION XI NEWSLETTER/HANDBOOK DEADLINES

ISSUE	DEADLINE	PUBLISHED
Fall 2017	September 30, 2017	October 30, 2017
Winter 2017-2018	December 15, 2017	January 30, 2018
Spring 2018	March 1, 2018	April 1, 2018
Summer 2018	May 30, 2018	June 30, 2018
Handbook 2018-2019	June 30, 2018	September 30, 2018



## REGION XI 2017-2018 BUDGET

	<u>INCOME</u>	<u>ESTIMATED</u>	<u>ACTUAL INCOME</u>	<u>PERCENT OF ESTIMATION</u>
1	Dues Rebates	119,500.00		
2	Interest	300.00		
3	Voucher Income	12,870.00		
4	Newsletter/Handbook	5,000.00		
5	Transfer from Savings			
6	Miscellaneous			
	<b>TOTAL</b>	<b>137,670.00</b>		

	<u>Expenditures</u>	<u>ESTIMATED</u>	<u>ACTUAL EXPENDITURES</u>	<u>PERCENT OF PROPOSED</u>
1	Awards Luncheon	3,500.00		0.00%
2	Board of Directors	600.00		0.00%
3	Charter Grants/Networking*	15,000.00		0.00%
4	Clerical and Supplies	700.00		0.00%
5	Every Student Succeeding	2,000.00		0.00%
6	Executive Director Expenses	5,000.00		0.00%
7	Legislative Action/Activities	10,000.00		0.00%
8	Newsletter/Handbook*	4,000.00		0.00%
9	Director of Communication Expenses	3,600.00		0.00%
10	Director of Communication Salary	11,500.00		0.00%
11	Membership	1,500.00		0.00%
12	Phone	600.00		0.00%
13	President	2,000.00		0.00%
14	Scholarships for Member PD	5,000.00		0.00%
15	Public Relations/Awards*	10,320.00		0.00%
16	Rebates to Charters	18,000.00		0.00%
17	Region Board Meeting Travel	2,800.00		0.00%
18	Region Leadership Assembly	2,000.00		0.00%
19	Region Leadership Assembly Travel	1,680.00		0.00%
20	Inyo/Mono Travel within Charter*	2,000.00		0.00%
21	Region Planning Retreat*	9,000.00		0.00%
22	Mid State Conference Planning Committee	1,500.00		0.00%
23	Student Scholarships	5,000.00		0.00%
24	State Leadership Assembly	2,500.00		0.00%
25	Vouchers	12,870.00		0.00%
26	Campaign	5,000.00		0.00%
	<b>TOTAL EXPENDITURES</b>	<b>137,670.00</b>		<b>0.00%</b>
	<b>TOTAL INCOME</b>	<b>137,670.00</b>		<b>0.00%</b>
	<b>BALANCE</b>	<b>0.00</b>		





## EAST KERN CHARTER



### **President**

#### **Bonny Porter**

Principal  
James Monroe Middle School  
Sierra Sands School District  
340 W. Church Ave., Ridgecrest, CA 93555  
Work: (760) 449-1831  
Fax: (760) 375-8781  
Cell: (760) 793-7652  
[bporter@ssusd.org](mailto:bporter@ssusd.org)

### **Vice President**

#### **Susan Andreas-Bervel**

Superintendent  
Tehachapi Unified School District  
300 S. Robinson St., Tehachapi, CA 93561  
Work: (661) 822-2700  
Fax: (661) 822-2159  
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### **Director**

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# REGION XI BYLAWS

## 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, Inyo 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. Applicable 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. Members 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.





## REGION XI BYLAWS

### 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 representative, superintendency, state committee chairpersons).
- 4.03 Election and Term of Office. The region leadership 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 leadership 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 Leadership Assembly. The board shall be responsible for implementing the recommendations of the Region Leadership 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 Leadership 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 Leadership 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 approve 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 leadership 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 shall be duly held.



## REGION XI BYLAWS

### 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 leadership assembly.
- 5.04 Vice President for Legislative Action. Shall be elected for a three-year term and may be re-elected by the region leadership 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 leadership assembly. Each officer may designate another member to serve in his or her place at a meeting of the ACSA leadership 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 leadership 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 officer 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 leadership 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.



## REGION XI BYLAWS

### 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 leadership 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.
- 6.051 Term on Region Board. The past state ACSA director shall serve a three-year term.

### ARTICLE 7

#### State Leadership Assembly

- 7.01 Representation. Representatives to the state leadership assembly shall be as provided in Article 4 of the state bylaws.
- 7.02 Composition. The state leadership assembly representatives from Region 11 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 Leadership 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 Leadership Assembly

- 8.01 Responsibility. The regional leadership 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 representatives shall be filled by charter council bylaws. Based on previous membership report of the month of the Leadership Assembly.
- 8.03 Meetings. The regional leadership 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.





## REGION XI BYLAWS

- 8.04 Purpose. Regional delegate leadership meetings shall be held for the purpose of serving the professional needs of the members. The leadership 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 leadership assembly has the responsibility to report regularly to the member's charter council on the deliberations and actions of the regional leadership assembly.
- 8.06 Quorum. A quorum on the region leadership assembly shall be a majority of the number of delegates as authorized in the bylaws.
- 8.07 Official Delegates. Members of the Region 11 board of directors, charter delegates and state committee representatives shall be entitled to vote at the region leadership 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 resumé on a form provided by the region.
- 10.02 Number of Reps. Each charter is entitled to committee representative based on the number of their charter members.



## REGION XI BYLAWS

- 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 re-elected 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 leadership 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) West 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.



## REGION XI BYLAWS

### 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 leadership assembly.
  - 3) Action shall be taken on the proposal at a subsequent meeting of the region leadership assembly following its introduction.
  - 4) A two-thirds affirmative vote of the region leadership 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 ACA bylaws, as they may be amended from time to time.

### ARTICLE 15 Travel Reimbursement Policy

- 15.01 Goal. Increase involvement and establish equity between charters in participation in required region and state events
- 15.02 Video Conferencing. All efforts will be made to ensure connections via video conferencing for regular region board meetings.
- 15.03 Financial Support for Travel.
- 15.03.1 In order to encourage and support participation in regional meetings and functions, the region will provide financial support to all charters that must travel more than 150 miles one way to a region or state leadership assembly or function not paid by State ACSA. (Carpools are strongly encouraged for regular region meetings and special events.)
- 15.03.2 Region leaders who travel over 50 miles one way to the Region Leadership Retreat in June will be reimbursed for travel.
- 15.03.3 The travel needs of the Inyo/Mono Charter are unique among the other charters of Region 11 and shall be considered separately.
- 15.04 Allowances. Mileage will be reimbursed at the standard IRS recommended rate for participating member(s).
- 15.05 Inyo/Mono Charter. Region 11 recognizes the vast travel distances and weather uncertainties that are required for participation in regular activities of the Inyo/Mono Charter. In addition to the travel reimbursements offered to all members as outlined above, Region 11 shall provide \$2,000 annually to the Inyo/Mono Charter as a line item in their budget for transportation costs in the charter as an incentive for participation.



## REGION XI BYLAWS

These funds shall be above and beyond the per-membership rebates and social/job-alike grants budgeted for the charter by Region 11. The local charter will have discretion as to how best to budget these funds to assist with travel and lodging when necessary for benefit charter events. Further, reimbursement for up to three (3) hotel rooms to accommodate up to six (6) members of the Inyo/Mono Charter to participate in the regular scheduled meetings and events of Region 11 shall be provided as an incentive for participation. (up to \$120 per room per night)

ADOPTED: May 10, 1994

ADOPTED: October 8, 1997

ADOPTED: October 13, 2003

ADOPTED: September 8, 2008

ADOPTED: October 5, 2017





## **REGION XI BOARD RESPONSIBILITIES**

### **ASSOCIATION OF CALIFORNIA SCHOOL ADMINISTRATORS** **REGION 11 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 the Region Board Meetings, Region Leadership 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 Leadership 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 Region Executive Director.
10. Submit quarterly articles for the Region's newsletter.
11. Maintain communications with Region Committee/Council Representatives to State and coordinate their reports with Region Board and Leadership Assembly meetings.
12. Maintain Procedures to be passed on to the succeeding President.



## REGION XI BOARD RESPONSIBILITIES

### **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 Leadership Assembly, and as a delegate to the State Leadership Assembly.
3. Serve as Chair of the Annual Region Awards Committee and the luncheon: Administrator of the Year, Every Student Succeeding, Ferd Kiesel, Marcus Foster, Partners in Education, Valuing Diversity, Robert E. Kelly, Media and Golden Apple, and Itzenhauser/Schlagel Honorarium Award.
4. Serve as Chair of Scholarship Committee.
5. Chair annual Region Planning Retreat.
6. Serve on the Region Executive Committee.
7. Maintain Procedures 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 Leadership Assemblies and other Region activities.
2. Chair Annual Mid-State Conference(s) - Secretary will assist.
3. Assist President-Elect with Scholarship Committee.
  - 3.1. Consult with Charter Awards Committee Representatives as needed.
4. Assist President-Elect with Awards Luncheon.
  - 4.1. Meet with Charters as a committee for selecting recipients.
5. Assist President-Elect, as needed, in planning the Annual Region Planning Retreat.
  - 5.1. Develop Region calendar of activities for upcoming year.
  - 5.2. Coordinate training for new and returning Region Committee/Council Representatives Officers and Directors.
6. Serve on the Region Executive Committee.
7. Maintain Procedures to be passed on to succeeding Vice President.
8. Attend State Leadership Assembly as Region's fifth Delegate (if justified by membership).
9. Complete other tasks assigned by the President.

# **REGION XI BOARD RESPONSIBILITIES**

## **VICE PRESIDENT FOR LEGISLATIVE ACTION (3-Year Term)**

1. Attend Region Board Meetings, Delegate Leadership, and other Region activities and is a Delegate to the State Leadership Assembly.
2. Provide leadership and coordination in Region 11 for all legislative activities.
3. Serve as Region 11 State Legislative Action Representative.
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/e-mail in the Region.
8. Approve expenditures involved with Legislative Action activities.
9. Make recommendations for Legislative Action Awards.
10. Maintain Procedures to be passed on to the incoming Vice President for Legislative Action.
11. Coordinate the endorsement process for local legislators to State ACSA.
12. Assist the President, as directed.

## **SECRETARY**

1. Attend Region Board Meetings, Region Leadership Assemblies, and other Region activities.
2. Keep an accurate record of the minutes of all Region meetings, e-mail 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 the Vice President with the Annual Mid-State Conference, as needed.
6. Serve as a Delegate to the State Leadership Assembly.
7. Assist the President, as directed.



## REGION XI BOARD RESPONSIBILITIES

### **TREASURER**

1. Attend Region Board Meetings, Region Leadership Assemblies, and other Region activities.
2. Review the current financial statements of the Region and Region Board Meetings and Region Leadership Assemblies.
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. Attend the Annual Region Planning Retreat.
7. Assist the President, as directed.

### **PAST PRESIDENT**

1. Attend Region Board Meetings, Region Leadership Assemblies, and other Region activities.
2. Chair committee to review and update Region Bylaws.
3. Advisor for Awards/Scholarship Luncheon and Mid-State Conference.
4. Chair Region Nominating Committee.
5. Serve as Parliamentarian at meetings.
6. Serve on Region Executive Committee.
7. If justified by membership, serve as a fourth Region Delegate to the State Leadership Assembly.
8. Serve as liaison to the Director of Communications to assist in the maintenance of the State ACSA website Region 11 pages.
9. Assist the President, as directed.





## **REGION XI BOARD RESPONSIBILITIES**

### **REGION DIRECTOR (3-Year Term)**

1. Attend your Charter Board Meetings, as well as Region Board Meetings, Region Leadership Assemblies, and other Region activities.
2. Provide ideas, experience, leadership and statesmanship.
3. Assist the President in making Committee/Council representative 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 Leadership Assemblies, and other Region activities.
2. Work with Charter Membership Chairs, State Member Services Representative, Region Executive Director, and State ACSA to recruit, welcome, and retain ACSA members.
3. Coordinate plans for maintaining current membership lists.
4. Submit quarterly articles for the Region Newsletter.
5. Assist the President, as directed.

### **STATE COMMITTEE/COUNCIL REPRESENTATIVES**

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



## REGION XI BOARD RESPONSIBILITIES

### **DIRECTOR OF COMMUNICATIONS**

1. Produce a written and electronic quarterly newsletter (October, January, April, July) to provide relevant and timely communication to the membership of Region 11.
2. Maintain the State ACSA website with the following information:
  1. Region and charter officers
  2. Region 11 committees
  3. Region and charter event calendars
  4. Agendas and minutes of Region 11 meetings
3. Solicit advertisements from sponsors (approximately 8-10) for the newsletter, handbook and region events.
4. Attend the monthly Region 11 Board Meetings and the five Charter Board Meetings, as scheduled. (No Region 11 meetings in June, July and August.)
5. Prepare and present a report (oral) for all Region and Charter Board Meetings.
6. Attend conferences, special events/activities, etc. as scheduled by the Region and its five charters. Document all events in writing and photos. (Laptop and Camera provided.)
7. Attend the State ACSA Annual Legislative Action Day in Sacramento (March or April, 2 days) and the Annual State ACSA Leadership Summit (early November, 3 days).
8. Attend the Mid-State Conference in March.
9. Prepare various news releases for newspapers, radio stations, TV stations as requested by the Region 11 President, the Region 11 Executive Director, or Charter President.
10. Serve as the Region 11's expert on e-communication to ensure that Region 11 is utilizing the most efficient and effective means of communicating to its membership, i.e. Facebook, Twitter, Instagram, etc.
11. Serve on various committees as requested by the Region 11 President or the Region 11 Executive Director.
12. Attend the Region 11 Annual Planning Meetings (June, 2 days) and prepare and present an oral report for those days.
13. Submit semi-annual written reports for Reimbursement of Expenses, such as mileage, office supplies, postage, hotel, meals, conference registrations, fees, etc. (January and July)
14. Develop and maintain a productive relationship with State ACSA support staff to fulfill the requirements of this position.



## REGION XI BOARD RESPONSIBILITIES

### **REGION EXECUTIVE DIRECTOR**

1. Provide part-time staff assistance with to Region 11.
2. Become knowledgeable concerning ACSA, it's 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 and Charter communications.
4. Assist individual members with special professional needs.
5. Respond to State, Region, and Charter ACSA requirements.
6. Assist the Region President, Officers, Region Board of Directors, Region Leadership 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 monies 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

June 2014

June 2015

June 2016

# social media

ACSA believes in supporting open communication and encourages leaders to share the passion for their work with the world.

Following these guidelines can help you feel more comfortable as you embrace social media as a method of communication.

*(Guidelines do not apply to personal social media platforms).*

## What Constitutes Social Media?

- Blogs and Wikis
- Social networking sites like Facebook, LinkedIn, or Twitter
- Photo and video sharing sites like Flickr and YouTube
- Podcasts or Facebook Live
- Bookmarking sites like Pinterest or Reddit

## Guidelines

- 1.** When discussing ACSA online, identify yourself, your title and your leadership role at ACSA if any. If you are not an association spokesperson, you must make clear that your opinions do not reflect an official statement of ACSA. You can use a disclaimer such as *"The postings on this site are my own and do not necessarily represent the positions, strategies or opinions of ACSA."*
- 2.** Keep profiles professional. Your personal pages and professional pages should reflect the difference between your work and home life. Please keep professional interactions on topic, focused on the overall mission and projects of ACSA. Do not include personal opinions or viewpoints without a disclaimer statement posted in your "about" or profile section that thoughts and posts are your own and do not reflect the position of ACSA or its members.
- 3.** Write in the first person.
- 4.** Do not use your association email addresses to set up social media accounts that will be used for private/personal communications.
- 5.** What happens on the Internet stays on the Internet, so remember to use common sense. If you are about to publish something that makes you even the slightest bit uncomfortable, rethink the post or review it with a colleague or supervisor.
- 6.** Do not publish any ACSA material marked "For Internal Use Only" online.
- 7.** Do not comment on legal matters that impact ACSA.

read on 





- 8.** Respect student privacy. Do not post pictures of students unless you have explicit parental permission to do so in writing.
- 9.** Respect your audience. Do not use slurs, insults, obscenity, or violate privacy. In virtual space, if you are representing ACSA please post accordingly.
- 10.** Please respect copyright. If it is not yours, don't post it without proper attribution.
- 11.** ACSA will correct inaccurate posts in a timely fashion, but will not delete posts unless company policy has been violated. We reserve the right to review all posts and to delete spam or defamatory postings at our discretion.
- 12.** Keep your social media team small at first, and be sure to identify a main point of contact if setting up a regional page or member Facebook discussion group.
- 13.** Stay active. Share something with your colleagues that you think they might benefit from. Post a pin to our Pinterest board or share an inspirational quote or image from your local ACSA awards ceremony. Remember, social media is a great way to keep state ACSA informed about what is happening on the ground in each of our regions. Feel free to share with the ACSA Facebook page and Twitter feed.
- 14.** Build your audience by connecting with local officials, PTA sites, leaders and education sites.
- 15.** Abide by the rules of the platform on which you are participating. Each social media platform has its own standards of conduct. Familiarize yourself with these and abide by them.
- 16.** Correct any errors quickly. Honesty and transparency go a long way in maintaining trust.
- 17.** Always use **#ACSA** on Twitter. This will ensure we see your posts.
- 18.** Join us on LinkedIn, Pinterest, YouTube, Facebook and Twitter. Don't forget to like us, follow us, share with us, pin to our boards and tag us.
- 19.** Have fun! Social media is a great way to connect, strengthen your network and participate in the conversations that drive education leadership forward in California.

## Questions? More information?

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