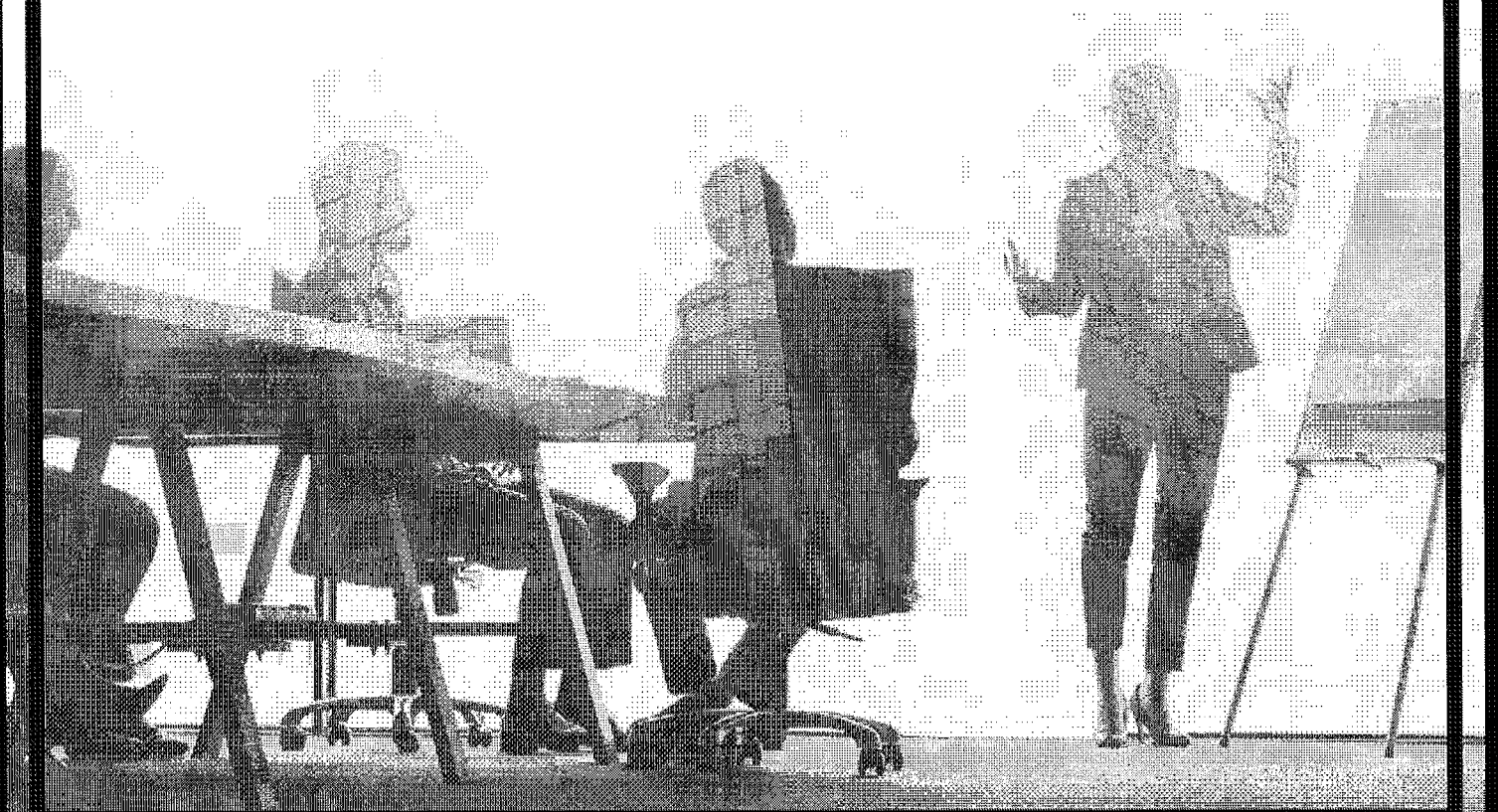
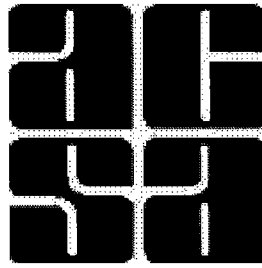


IV. Committees & Councils





**ACSA STATE COMMITTEE/COUNCIL
MEETING DATES 2018/19**

Committee and Council dates are subject to change. Prior to making any travel arrangements always check with your chair/council president to confirm the date.

Committee	Date	Location	Time
<u>Elementary Education</u>	11/7/2018	Leadership Summit, San Diego	10:00 am-3:00 pm
	1/24/2019	School Visit	10:00 am-3:00 pm
	4/7/2019	ACSA Sacramento	10:00 am-3:00 pm
<u>Human Resources</u>	10/2/2018	Double Tree Berkeley Marina in conjunction with Personnel Institute	10:00 am-4:00 pm
	1/22/2019	Westin Hotel San Diego in conjunction with Negotiators Symposium	10:00 am-4:00 pm
	TBD	ACSA Sacramento	10:00 am-4:00 pm
<u>Middle Grades</u>	10/4/2018	Webinar	1:00 pm-2:30 pm
	11/7/2018	Leadership Summit, San Diego	10:00 am-3:00 pm
	1/17/2019	ACSA Sacramento, WebEx	9:30 am-2:00 pm
	3/7/2019	ACSA Sacramento	10:00 am-3:00 pm
<u>Secondary Education</u>	10/8/2018	Webinar	3:30 pm-4:30 pm
	11/7/2018	Leadership Summit, San Diego	10:00 am-3:00 pm
	1/10/2019	ACSA Sacramento, WebEx	12:30 pm-4:00 pm
	3/21/2019	ACSA Sacramento	10:00 am-3:00 pm
<u>Student Services & Special Education</u>	9/14/2018	ACSA Sacramento	10:00 am-3:00 pm
	2/12/2019	Anaheim Marriott in conjunction with ECC Symposium	12:00 pm-3:00 pm
	4/12/2019	ACSA Sacramento	10:00 am-3:00 pm
<u>Superintendency</u>			
(* meetings are reimbursable)			

*Meetings are reimbursable

**ACSA COMMITTEES/COUNCILS
2018-19**

Sub-Committees of the ACSA Board of Directors:

- Audit
- Awards
- Executive Committee
- Finance

Special Committees:

- ACSA/CAPEA
- Leadership Summit
- Small School District
- Urban Education

Note: Appointments to special committees are not made on a one per region basis, but are made by the state president after consultation with appropriate resource persons. The following criteria is considered:

- Expertise in the area specified by the committee's purpose and responsibilities
- Job alike representation and balance

Regular (Standing) Committees:

- Co-Administrators
- Equity
- Leadership Development Committee
- Legislative Policy
- Member Services
- Retirement

Councils:

- ACSA Council of Curriculum, Instruction and Accountability Leaders
- Adult Education
- Business Services
- Career Technical Education
- Classified Educational Leaders
- Educational Options
- Elementary Education
- Human Resources
- Middle Grades Education
- Secondary Education
- Student Services and Special Education
- Superintendency

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.

2018-19 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 educate and empower co-administrators and aspiring 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 administrators and aspiring 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.

2018-19 COMMITTEE PURPOSES

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

In order to accomplish this purpose we will:

- Identify and research issues related to equity and diversity to ensure equal access and equitable outcomes for all members and students we serve.
- Develop strong recruitment and retention policies and practices to grow membership through relevant services, products, and resources that address the needs of underserved stakeholders.
- Recommend policies, practices, and resources which lead to quality instructional/educational programs and services to ensure that all students are college and career ready
- Assist in the development of programs, resources, and materials to help leaders effectively respond to issues that arise from religious affiliation as well as cultural, ethnic, racial, linguistic, gender, sexual orientation, and economic differences among students and communities.
- Establish partnerships and communication links with national and state administrator, teacher, parent and other educational organizations.
- Assist the board in implementing aspects of the association strategic plan goals in regards to equity and diversity issues that impact students and leaders.

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

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

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

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

Directors, establish ACSA's position on state and federal legislation. To assist in the establishment of the ACSA Legislative Platform.

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

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

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

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

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

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

2018-19 COUNCIL PURPOSES

ACSA Council of Curriculum, Instruction and Accountability Leaders —

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

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

Business Services — To identify, study and address issues related to business services and school funding. To recommend associated state budget positions and serve as a quick response team on state budget issues that impact public education. To enhance and promote business services' role within the education community. To build skills of business officials through workshops and conferences. To enhance communications with other ACSA committees, affiliated organizations, and state agencies in support of ACSA's overarching priorities.

Career Technical Education — The purpose of the ACSA Career Technical Education Council is to support administration and ensure relevant high quality CTE programs that prepare PreK-adult students for successful transition to careers and post-secondary education through: core integrated curriculum, legislation, advocacy, professional development, communication and collaboration.

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

2018-19 COUNCIL PURPOSES

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

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

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

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

2018-19 COUNCIL PURPOSES

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

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

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

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

COMMITTEE/COUNCIL AGENDAS/ISSUES

Agendas for Action

Each committee/council determines at the beginning of each year what its agenda for the year will be. Some committees/councils adopt multi-year plans which are carried forward with periodic review.

In choosing their action agendas, committees/councils may engage in any activity not contrary to policy or the operating procedures listed on the next page.

Please note that while committees/councils are unable to adopt policy or positions on behalf of the association, they are encouraged to develop recommendations for the Board of Directors to adopt.

Committee/council work serves two purposes within ACSA: expertise and networking. The two functions involve responding to issues in two ways. Committees/councils respond to and develop activities and resources related to board adopted issues and ACSA's mission and vision, and they also act on issues specific to and identified by the committee/council itself.

Board Adopted Issues

The committees/councils constitute an "expert" resource for the membership and the Board of Directors. In that capacity, committees/councils may be asked by the Board to devote part of their agendas to issues or problems identified by the Board as critical to ACSA's current action agenda and to furthering ACSA's mission and vision. A specific product may be requested, such as a position paper or legislative proposal, or the Board may identify an area of concern and leave it to the committee/council to choose the product it prefers.

Committee/Council Identified Issues

Committees/Councils are also the center of ACSA-based professional networks. As such, they assist in the identification of emerging and current issues, and are encouraged to develop activities which pursue interests' specific to the makeup of each committee/council. Products related to these activities may range from being sure that ACSA has a part in the deliberations of another organization to identifying issues, resources, or information of use to the membership or Board.

EXPLANATION OF COMMITTEE/COUNCIL FORMS

ACSA State Committee/Council Meeting Attendance Sheet

This form is to be completed after each meeting and sent to ACSA's assistant to committees and council. The assistant to committees and councils will forward a copy to each region president, informing them of the attendance of their representatives at committee/council meetings.

Travel Expense Claim

Please be specific on the purpose of meeting, i.e., regular meeting or special funding. Indicate the project number which has been assigned for special funding.

Also, you might wish to review with your committee/council members the following:

Expense for committee/council attendance is reimbursed by ACSA if not paid by district or employing institution. Please remember:

1. Attach all receipts to your expense claim.
2. Every committee/council member's expense claim form must be approved by the chair/president and committee/council executive.
3. After the expense claim (with the appropriate signatures) is received by ACSA's Financial Services Office, it normally takes two weeks to process. Please allow extra days in the event of holidays, etc.

COMMITTEE/COUNCIL REPORTING

The process for reporting the goals and accomplishments of ACSA's committees and councils is Web based. If you are not updating your committee/council Web page on a regular basis, you are not communicating the impact of your group.

Your committee/council executive is ultimately responsible for placing material on the Web. However, the information must come from the committee/council. The types of information placed on the Web include:

- News updates, such as committee/council accomplishments and work in progress.
- Legislation updates.
- Articles from EdCal and other news sources.
- Best practices.
- Important dates, events, awards.
- Information on alliances with other associations.
- Resources, such as travel reimbursement documents, white papers and links to other Websites.

The Middle Grades Council page – www.acsa.org/middlegrades – may be used as an example as you achieve your Web-based goals.

Meeting minutes, summaries and reports should also be submitted to Committee/ Council Assistant Sue Periera. Additionally, a short, 350-word report will be requested for the ACSA Annual Report, which is published in August.

The work of ACSA's committees and councils should be aligned to ACSA's mission and strategic plan. Reporting out on the work of the committees and councils should be a live, ongoing process available to the entire association.

RESPONSIBILITIES OF STATE COMMITTEE/COUNCIL MEMBERS

Committee/Council members are presumed to be active and knowledgeable practitioners in their fields. They are expected to:

- Meet obligation of membership on the committee/council by attending committee/council meetings and cooperating with other committee/council members in fulfilling committee/council charges/tasks.
- Chair the region counterpart committee/council where this is consistent with region organization.
- Periodically report to the region board or leadership assembly, and when appropriate, to members via workshops or region newsletters.

STATE COMMITTEE/COUNCIL REPORTING PROCEDURES FOR BOARD AND LEADERSHIP ASSEMBLY

Committee/Council Proposals

Committee/Council proposals for new ACSA programs, new resolutions, or new or amended policies will be submitted to the Board of Directors with the committee's/council's recommendation. The board will take action on the proposal. Submit Board proposals to Suzanne Caffrey, Executive Associate, Sacramento office.

Committee/Council Reports to the Board

If a committee/council has an item of major impact that needs the attention of the Board of Directors, please contact the state president or executive director, or your committee/council board liaison for time on the agenda.

Committee chairs and council presidents are invited to address the board on the accomplishments of their committee/council at the end of their term.