



2013-2017 leadership manual

association of california school administrators





officers

president David A. Gomez, Ph.D. **president-elect** Marc Ecker, Ph.D. **vice president** Randall V. Delling, Ed.D.

vice president for legislative action Lisa Gonzales, Ed.D. **past president** Alice Petrossian **interim executive director** Bob Noyes

May 8, 2013

Dear ACSA Leader:

This Leadership Manual is designed to assist you as a leader in the Association of California School Administrators. As you know, effective association leadership requires purposeful planning as well as the resources to transform that planning into programs and services.

State ACSA is available to assist you in your leadership efforts. In fact, we believe it is our responsibility to help train region leaders so that they may, in turn, train their committee, council and charter leaders. We also believe communication among state ACSA, committees, councils, regions and charters is a top priority.

As you know, ACSA is unique among professional associations. Its mission, goals and structure are member-driven. For that reason, ACSA should be the association of choice among school leaders at the region and charter level. ACSA's strength depends on our combined ability to *inform* education leaders about:

- The services ACSA offers and how to access them
- How to become active in ACSA
- The state, region and charter structure of ACSA

We hope, as an ACSA leader, you will assist in our efforts to communicate ACSA's strengths at the region, committee and charter level. We expect that you will also share your committee, council, region and charter concerns and needs with state ACSA.

Thank you for your participation as an ACSA leader. Your contributions of time and talent are unmatched.

Sincerely,

Bob Noyes
Interim Executive Director

BN:mm

office locations

sacramento

1029 J Street, Suite 500, Sacramento, CA 95814
Tel 916.444.3216 • 800.608.2272
Fax 916.444.3739

burlingame

1575 Bayshore Highway, Burlingame, CA 94010
Tel 650.692.4300 • 800.608.2272
Executive Office Fax: 650.692.1508
Educational Services Fax: 650.692.6858
Financial Services Fax: 650.259.1029
Member Services Fax: 650.692.7297

ontario

3602 Inland Empire Blvd., Suite A-230, Ontario, CA 91764
Tel 909.484.7503 • 800.608.2272
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web site
www.acsa.org



2013 LEADERSHIP MANUAL

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I. ORGANIZATION



the vision of the
**ASSOCIATION OF CALIFORNIA
SCHOOL ADMINISTRATORS**

Mission of ACSA

- ◆ **Support California's educational leaders;**
- ◆ **Ensure all students have the essential skills and knowledge needed to excel; and**
- ◆ **Champion public education.**

Core Values

- ◆ **PUBLIC EDUCATION** - Strengthening of democracy through public education
- ◆ **LEADERSHIP** - Belief in the importance of leadership and integrity
- ◆ **SERVICE** - Commitment to supporting administrators and serving students
- ◆ **UNITY AND DIVERSITY** - Belief in inclusiveness and a unified purpose
- ◆ **CONTINUOUS IMPROVEMENT** - Always striving to be better and causing positive change
- ◆ **ENJOYMENT** - Enjoyment in working together and celebrating the profession

Core Purpose

To preserve and improve the quality of life through public education.

Our Huge Goal

**TO BE THE MOST INFLUENTIAL, RESPECTED, STUDENT-FOCUSED AND
SERVICE-ORIENTED EDUCATIONAL ASSOCIATION IN EXISTENCE.**

Vivid Description

ACSA will be well known for being the most dominant influence on public education in California and throughout the nation. Advancement of the interests, needs and well-being of California students will be the hallmark of ACSA action. ACSA will advocate for California schools to be once again the best in the nation, and the envy of schools worldwide.

ACSA will seek positive alliances with all major educational associations and serve as a catalyst, unifying all interested persons in our educational systems. ACSA will drive the implementation of a comprehensive master plan and appropriate funding for public education. ACSA will be a primary and most trusted resource to California's Governor and Legislature concerning educational matters through a united voice.

Ninety percent of all school administrators will belong to ACSA, and its membership will be regarded as virtually indispensable. ACSA will cultivate and mentor California's administrative leaders, and be the primary provider of their professional development and networking opportunities. ACSA will utilize state of the art technology. Benefits and resources will be available to members any time, and in a variety of formats. ACSA communication networks will provide instantaneous dissemination of reliable, in-depth information. ACSA member services and benefits will be consistently outstanding.

ACSA Services and Staff Contact

Interim Executive Director	Bob Noyes, Sacramento
Board of Directors	Milly Martinez, Sacramento
Delegate Assembly	Lori Allred, Sacramento
Committees/Councils	Sue Periera, Sacramento
Communications Department.....	Julie White, Sacramento
Conference Registration	Michael Dawson, Burlingame
<i>EdCal</i>	London Roberts, Sacramento
Financial Services	David Gasser, Burlingame
Foundation for Educational Administration.....	George Manthey, Burlingame
Governmental Relations.....	Sherry Skelly Griffith, Sacramento
Information Technology.....	Rick Chee, Sacramento
Job Board.....	Tracy Olmedo, Sacramento
Legislative Action/Candidate Endorsements.....	Sherry Skelly Griffith, Sacramento
Member Assistance and Legal Support Team	Joseph Jones, Sacramento
Membership Promotion	Joseph Jones, Sacramento
Professional Learning Programs	George Manthey, Burlingame
Publications.....	Emily Senecal, Sacramento
Public Information	Julie White, Sacramento
School Administrators Special Services.....	Carlota Cabrera, Burlingame
Discounts and Savings.....	Joanne Godfrey, Ontario
<i>Leadership</i> (ACSA Magazine).....	Susan Davis, Sacramento
ACSA's Web Site (www.acsa.org)	Robert Huynh, Sacramento

Sacramento Office

1029 J Street, Suite 500
Sacramento, CA 95814
Phone: 916-444-3216

Toll Free in California: 800-608-ACSA (2272)
FAX Number: 916-444-3739

Burlingame Office

1575 Bayshore Highway
Burlingame, CA 94010
Phone: 650-692-4300

Toll Free in California: 800-608-ACSA (2272)
FAX Numbers:

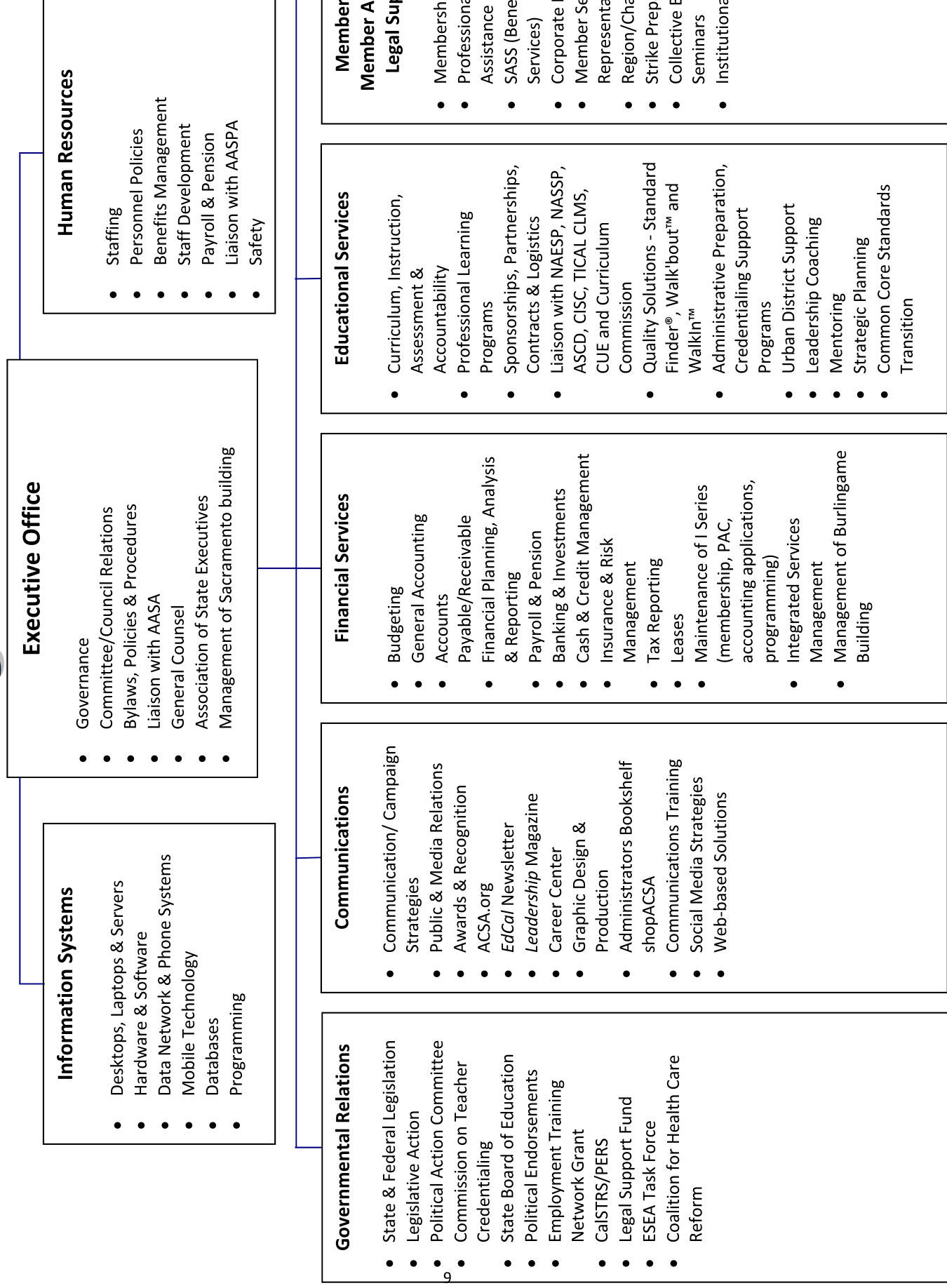
650-259-1029 (Financial Services)
650-692-6858 (Educational Services)
650-692-1508 (Human Resources)
650-692-7297 (Member Services)

Southern California Office

Palm Brook Corporate Center
3602 Inland Empire Blvd. Suite A230
Ontario, CA 91764
Phone: 909-484-7503

Toll Free in California: 800-608-ACSA (2272)
FAX Number: 909-484-7504

ACSA Organization Chart



Note: All departments have committee/council liaison responsibilities.

ACSA Sacramento Office
1029 J Street, Suite 500
Sacramento, CA 95814
(916) 444-3216
(800) 608-ACSA (2272)

From Sacramento Airport

Use Super Shuttle for transportation from the airport. Fee: \$14 first guest, or \$11.00 if two or more are travelling together to the same destination. Super Shuttle is located near the passenger pickup areas outside of baggage claim.

By Car

Eastbound: From Interstate 80, take Interstate 5 to J Street exit. Continue on J Street to the ACSA building located on the northwest corner of 11th and J Streets.

Westbound: From Highway 50, take 16th Street exit. Follow 16th Street to L Street, turn left on L Street. Follow L Street to 10th Street, turn right. Turn right on J Street. The ACSA building is located on the northwest corner on 11th and J Streets.

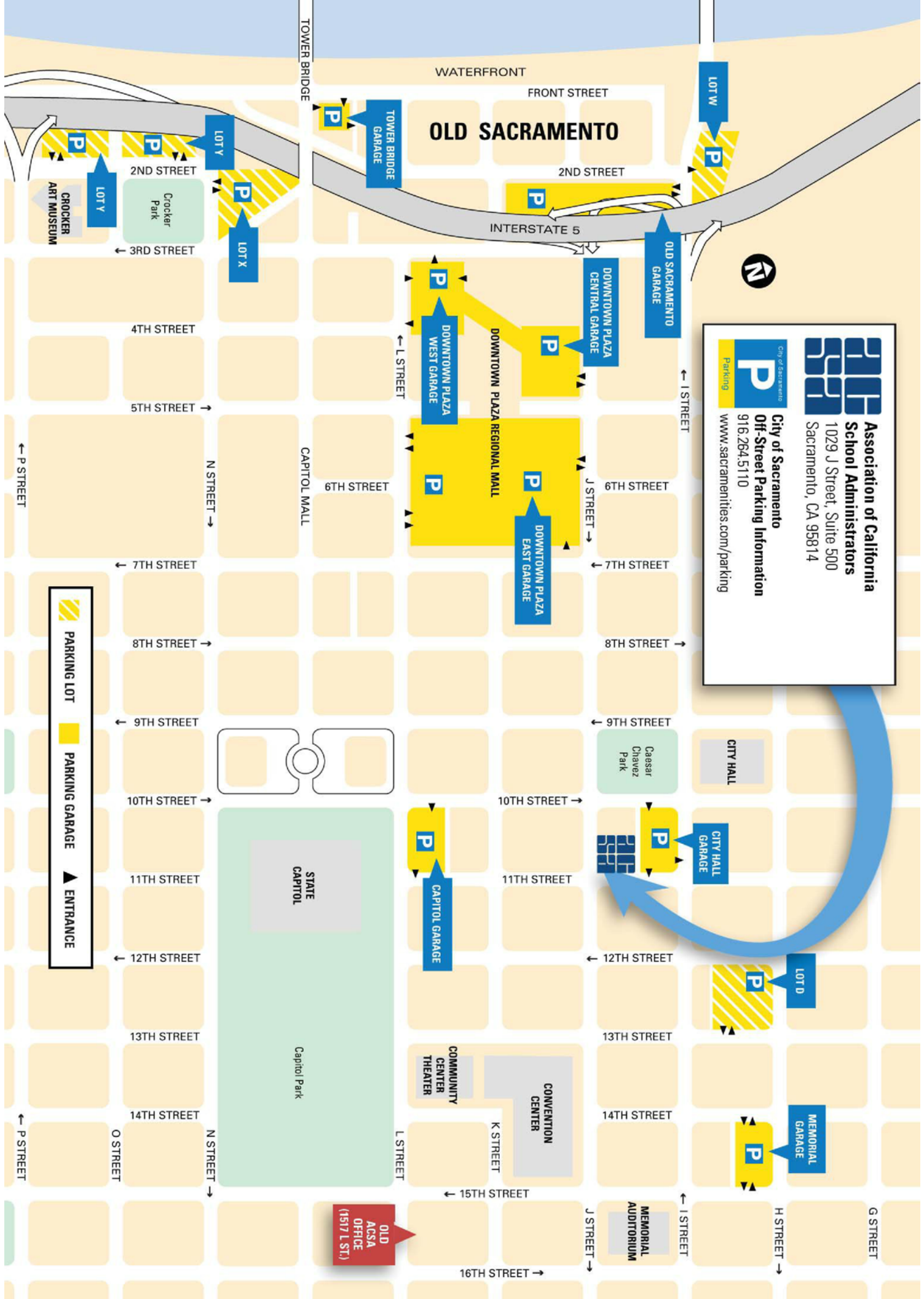
North or Southbound: Take Interstate 5 to J Street exit. Continue on J Street to ACSA building located on the northwest corner of 11th and J Streets.

Parking for the Sacramento Office

A public parking garage is located on 11th Street between J and I Streets. The cost is \$18.00 for the day.

Additional parking garages are identified on the next page, should the 11th Street City Parking lot be full.

There is meter parking available in front of the building.



**Association of California
School Administrators**
1029 J Street, Suite 500
Sacramento, CA 95814

**City of Sacramento
Off-Street Parking Information**
916.264.5110
www.sacramentites.com/parking



**OLD
ACSA
OFFICE
(1517 L ST.)**

**ACSA Burlingame Office
1575 Bayshore Highway
Burlingame, CA 94010
(650) 692-4300
(800) 608-ACSA (2272)**

From the San Francisco Airport

Take a taxi to the ACSA office. It is about two miles south and the cost is about \$18.00.

Southbound

Take Millbrae Avenue exit off Highway 101. Go east over the freeway toward the Bay and turn right on Bayshore Highway. Go straight for 7-8 blocks. ACSA is on the right, opposite El Torito Restaurant.

Northbound

Take Highway 101 to the Broadway Avenue exit toward the bay. Make a left at the light onto Bayshore and ACSA will be on the left, opposite El Torito Restaurant.

Parking for the Burlingame Office

Parking in the ACSA lot is extremely limited. Our tenants have half of the lot, which is marked with their name. The other half is marked ACSA. If you do not find an available "ACSA" parking spot, your next option is the Marriott Hotel. When you park at the Marriott, walk one long block south to the ACSA building. There is a fee to park in the lot which is reimbursable by ACSA. Unfortunately our neighbors are towing unauthorized vehicles from their lots, so be sure not to park there.

ACSA Ontario Office
3602 Inland Empire Blvd., Suite A-230
Ontario, CA 91764
(909) 484-7503 (800) 608-ACSA (2272)

From Los Angeles, take 10 Freeway east to the Haven Avenue exit. Turn left (north) over the freeway and turn right on Inland Empire Blvd. Turn right on Porsche Way and make quick left into parking lot of Palm Brook Corporate Center. ACSA is located on the second floor in suite A-230.

From San Diego, take 15 Freeway north to 10 Freeway west. Exit Haven Avenue and turn right (north). Turn right on Inland Empire Blvd. Turn right on Porsche Way and make quick left into the parking lot of Palm Brook Corporate Center. ACSA is located on the second floor in suite A-230.

Shuttle Service

La Quinta Inn & Suites provides shuttle service to and from the Ontario Airport to the ACSA Ontario office. Any member needing shuttle service from the airport may call from the baggage claim area.

Ontario Hotels

La Qunita Inn & Suites
3555 Inland Empire Blvd.
Ontario, CA 91764
(909) 476-1112

- 144 Rooms
- Complimentary Parking
- Shuttle to Ontario Airport and Ontario Mills Mall
- Fitness Center, Spa, Heated pool
- Light breakfast included
- Medium size meeting room

Ontario Airport Hotel
700 North Haven Avenue
Ontario, CA 91764
(909) 980-0400

- 309 Rooms
- Complimentary Parking
- Restaurant and Café
- Shuttle to Ontario Airport and Ontario Mills Mall
- Fitness Center, Spa, Heated pool
- Convention space

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.