



ACSA Region 3 Purposes and Priorities 2013-2014

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

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

The **mission of Region 3** for 2013-2014 is to promote the advancement of education and to promote and support the mission and vision of State ACSA

The **specific purposes of Region 3** (as stated in the ACSA Region 3 Bylaws) are to:

- 2.1 Improve the educational process by helping members become more effective in various roles of educational leaders.
- 2.2 Create resources to enable school administrators to develop and apply creative leadership and management.
- 2.3 Provide programs designed to relate ACSA Region 3 activities to students' needs and problems at all levels, pre-school through adult education.
- 2.4 Advance education by sponsoring research and investigation.
- 2.5 Meet the needs of members by providing an organization to represent all needs to the public with which school administrators interact.
- 2.6 Disseminate information about school administration through a communication system of publications and conferences.
- 2.7 Cooperate and work with teachers, students and the public to best serve the needs to learners and the community.
- 2.8 Promote participation of all ethnic and minority groups in the appointive and elective positions and activities of the Association.
- 2.9 Protect the due process rights of the Association members.

The **specific priority areas of Region 3** for 2013-14 are:

- **Strategy I:** *We will be the authoritative advocates for all matters pertaining to education and its leaders.*
 - Actively seek out members connected to specific councils and committees in Region 3
 - Ensure the voice of people in those job-alike groups is heard at the state level and has an impact on state-wide decision-making
- **Strategy IV:** *We will build and maintain vibrant, purposeful networks of educational communities.*
 - Enhance our Women's Leadership Network and Mentoring Program
 - Increase the involvement of superintendents
- **Strategy IX:** *We will dedicate our budget, resources and assets to the accomplishment of our mission and objectives.*
 - Continue to be diligent about the way we allocate resources.

ACSA REGION 3

2013-2014 CALENDAR

Join us on Facebook: **ACSA Region 3**
 Website: regions.acsa.org/3/

July 2013

25 State ACSA Board of Directors Meeting, TBD

August 2013

17 9:00 am-12:00 pm, Region 3 Leadership Conference
 Red Lion/Woodlake Hotel, 500 Leisure Lane, Sacramento

September 2013

9 7:00-8:30 a.m., Region 3 Executive Board
 Black Bear Diner, 2700 El Centro Rd, Sacramento
 18 Leadership Forum, Woodlake , 5-7:30 pm
 19 7:00-8:30 a.m., Region 3 Delegate Assembly
 Mimi's Café, 2029 Alta Arden, Sacramento

October 2013

1 Charter Rosters, Budgets, Bylaws due to Region
 4 Member- Fest/Retiree Recognition, TBD
 9 ACSA State Mtgs.: Region Pres., V/Ps Leg. Action,
 LAX
 10 ACSA State Delegate Assembly Meeting
 11 ACSA State Board of Directors Meeting
 21 7:00-8:30 a.m., Region 3 Executive Board
 Black Bear Diner, 2700 El Centro Rd, Sacramento

November 2013

6-9 ACSA State Leadership Summit, San Jose
 14 7:00-8:30 a.m., Region 3 Delegate Assembly
 Mimi's Café, 2029 Alta Arden, Sacramento
 20 5:30-7:30, Elk Grove Outreach, The Brick House
 29 Nominations due for Administrators of the Year and
 Partners in Educational Excellence

January 2014

8 7:00-8:30 a.m., Region 3 Executive Board
 Black Bear Diner, 2700 El Centro Rd, Sacramento
 16 7:00-8:30 a.m., Region 3 Delegate Assembly
 Mimi's Café, 2029 Alta Arden, Sacramento
 17 **Deadline for Every Student Succeeding**
 31 5:30-8:00 p.m., Fun Friday, Red Lion/Woodlake

February 2014

19 (a.m.) ACSA State Mtgs.: Region Pres., V/Ps Leg. Action,
 Location TBD
 19 (p.m.) State ACSA Delegate Assembly
 20 State ACSA Board of Directors Mtg.
 24 7:00-8:30 a.m., Region 3 Executive Board
 Black Bear Diner, 2700 El Centro Rd, Sacramento

March 2014

5 5:30 p.m., Every Student Succeeding Banquet
 CSUS Alumni Center
 13 7:00-8:30 a.m., Region 3 Delegate Assembly
 Mimi's Café, 2029 Alta Arden, Sacramento
 31 7:00-8:30 a.m., Region 3 Executive Board
 Black Bear Diner, 2700 El Centro Rd, Sacramento

April 2014

2 **Deadline for Student Scholarship Nominations**
 7 State ACSA Legislative Action Day
 24-26 North State Conference, Peppermill, Reno

May 2014

1 7:00-8:30 a.m., Region 3 Delegate Assembly
 Mimi's Café, 2029 Alta Arden, Sacramento
 7 ACSA State Mtgs.: Region Pres., V/Ps Leg. Action,
 Sacramento
 8 Region 3 Executive Board
 8 State ACSA Delegate Assembly
 9 State ACSA Board of Directors Meeting
 14 Annual Awards Banquet and 2013-14 Installation, Red
 Lion/Woodlake (Administrators of the Year, Silver Star,
 Aspiring Administrators, Partners in Educational
 Excellence, Student Scholarship Recipients, Officer
 Installation)

July 2014

21-22 Region 3 Executive Board Planning Retreat
 Location TBD

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- *Five (5) Region Delegate Assemblies: September 19, November 14, January 16, March 13, and May 1*
- *Six (6) Executive Board Meetings: September 9, October 21, January 8, February 24, March 31, and May 8 (In conjunction with State ACSA Meetings, Sacramento)*

WLN TBD sometime in April/May

Rev. 8/2/13 es



ACSA Region 3 2013-2014 Meeting Dates

REGION DELEGATE ASSEMBLY

(Executive board, charter directors, charter presidents, charter presidents elect and charter vice presidents for legislative action, and region representatives to ACSA State Committees and Councils)

GUESTS ARE ALWAYS WELCOME

7:00 a.m. – 8:30a.m., Thursday
Mimi's Café, 2029 Alta Arden, Sacramento
(916) 614-9278

September 19

March 13

November 14

May 1

January 16

EXECUTIVE BOARD

(Region 3 Executive Officers: President, president-elect, past president, vice president/programs, vice president/legislative action, past vice-president/legislative action, vice president/membership, vice president/communications/marketing, vice president/finance, past vice president/finance; Regional Director to State Board, any State ACSA officer and/or chairperson/president of state committees/councils employed or residing within ACSA Region 3)

7:00 a.m. – 8:30a.m., Friday
Black Bear Diner, 2700 El Centro Road, Sacramento
(916) 641-BEAR

September 9

February 24

October 21

March 31

January 8

May 8*

*In conjunction with State ACSA Delegate Assembly, 2:30 p.m., Hilton Hotel, Sacramento

ACSA REGION 3 – 2013-14 EXECUTIVE BOARD

Posters

Jonathon Brunson
Region 3 President
Yolo Charter
Principal, Douglass Middle School
Woodland Joint Unified School District
525 Granada, Woodland, CA 95695
530-669-8001, Fax 530-668-9217
jonathon.brunson@wjusd.org

Alicia Ausara
Region 3 President Elect
San Juan Charter
San Juan Unified School District
Principal, Kingswood Elementary School
5700 Primrose Drive, Citrus Heights, CA 95610
916/867-2046, Fax 916/867-2053
alicia.ausara@sanjuan.edu

Charlie Linebarger
Region 3 Vice President/Finance
Folsom Cordova Charter
Folsom Cordova Unified School District
Principal, Walnutwood High School and Folsom Cordova
Adult School
10850 Gadsten Way, Rancho Cordova, CA 95670
916/638-2598, ext. 150, Fax 916/294-2479
clinebar@fcusd.org

Richard Tapia
Region 3 Vice President/Communications/Marketing
Folsom Cordova Charter
Folsom Cordova Unified School District
Principal, Cordova Gardens Elementary School
Folsom Cordova USD
2400 Dawes Street, Rancho Cordova 95670
916/363-2601, Fax 916/294-2475
rtapia@fcusd.org

Region Support Staff

Emilie Simmons
Region 3 Consultant
4429 Glen Oak Court, Sacramento, CA 95821
Cell: (530) 304-4419
emilie.simmons@aol.com

Cindy Petersen
Region 3 Past President
North Charter
Superintendent/CEO, Gateway Community Charters
5712 Dudley Boulevard, McClellan, CA 95652
916/286-5129, Fax 916/993-4114
cindy.petersen@twinriversusd.org

Susan Lytle Gilmore, Ph.D.
Region 3 Vice President/Legislative Action
Capitol Charter
Director, Adult Education
Sacramento City Unified School District
5241 J Street, Sacramento, CA 95819
916/277-6533, Fax 916/277-6810
adult_education1856@comcast.net

Angi Carlomagno
Region 3 Vice President/Membership
Folsom Cordova Charter
Folsom Cordova Unified School District
Principal, Mather Heights
4370 School Road, Rancho Cordova, CA 95655
(916) 362-4153 Fax: (916) 294-2477
acarloma@fcusd.org

Harjinder Mattu
Region 3 Vice President/Programs
North Charter
Twin Rivers Unified School District
Principal, Educational Options
5201 Arnold Avenue, McClellan, CA 95652
916/566-1600, Fax
harjinder.mattu@twinriversusd.org

Cindy Petersen
Region 3 Director to ACSA State Board
North Charter
Superintendent/CEO, Gateway Community Charters
5712 Dudley Boulevard, McClellan, CA 95652
916/286-5129, Fax 916/993-4114
cindy.petersen@twinriversusd.org

2013-2014 Region III Charter Presidents

Capital City Charter:

Katie Curry, Principal
Tahoe Elementary School
Sacramento City Unified School District
3110 60th Street, Sacramento, CA 95820
916/277-6360,
Email: katiecu@scusd.edu

Elk Grove Administrative Team (EGAT)

Inactive

Folsom Cordova Leadership Association (FCLA):

Steve Muzinich, Director Attendance and Due Process
Folsom Cordova Unified School District
1965 Birkmont Drive, Rancho Cordova, CA 95742
(916) 294-9012
Email: SMuzinic@fcusd.org

North Charter:

Renee Scott-Femenella, Principal
Hillsdale Elementary/Westside Preparatory Charter School, Eastside Campus
Twin Rivers USD
6469 Guthrie Street, North Highlands, CA 95660
(916) 5666-1800 x62401
Email: Renee.Scott-Femenella@twinriversusd.org

Retirees Charter

Christine Marshall
90 Sandburg Drive
Sacramento, CA 95819
(916) 799-5732
Email: chrismacaleb@comcast.net

San Juan Administrators Association:

Vincent Arias, Principal
San Juan Unified School District
Whitney Avenue Elementary School
4248 Whitney Avenue, Sacramento, CA 95821
916/575-2407
vincent.arias@sanjuan.edu

South Charter:

Inactive

Yolo Charter:

Brent Cushenbery, Superintendent
Winters Joint Unified School District
909 West Grant Avenue
Winters, CA 95694
530-795-6112
bcushenbery@wintersjUSD.org

ACSA REGION 3 2013-14 COMMITTEE REPRESENTATIVES (9/11/13)

<p>Craig Murray (term ends 2014) Equity, Achievement & Diversity Committee North Charter Twin Rivers Unified School District Principal, Grant High School 1400 Grand Avenue, Sacramento, CA 95838 916/566-3450 FAX 916/286-1084 craig.s.murray@twinriversusd.org</p>	
<p>Hervey Taylor III (term ends 2016) Legislative Policy Committee North Charter Natomas Unified School District Principal, H. Allen Hight Elementary School 3200 North Park Drive Sacramento, CA 95835 (916) 567-5703 telephone (916) 567-5709 fax htaylor@natomas.k12.ca.us</p>	<p>Angi Carlomagno (term ends 2014) Member Services Committee Folsom Cordova Charter Folsom Cordova USD Principal, Mather Heights 4370 School Road, Rancho Cordova, CA 95655 (916) 362-4153 Fax: (916) 294-2477 acarloma@fcusd.org (also serves on Region 3 Executive Board as Vice President/Membership)</p>
<p>Elizabeth Shepherd (term ends 2016) Co-Administration Committee Folsom Cordova Charter Vice Principal FCUSD, Cordova High School 2239 Chase Drive, Rancho Cordova, CA 95670 916/294-2450 ext. 810156 , Fax 916-294-9080 EShepherd@fcusd.org</p>	<p>Maureen Burness (term ends 2016) Retirement Committee Retirees Charter 1038 55th Street Sacramento, CA 95619 916/456-4332, moburness@gmail.com</p>
<p>Aida Buelna Small School Districts Committee Yolo Charter Superintendent, Esparto Unified School District 26675 Plainfield Street, Esparto, 95627 530/787-3446, Fax 530/787-3033 abuelna@espartok12.org</p>	<p>Ruben Reyes Small School District Committee North Charter Superintendent, Robla School District 5248 Rose Street, Sacramento 95838 916/1728, Fax 916/992-0308 rreyes@robla.k12.ca.us</p>
<p>Katie Curry Urban Education Committee Capitol City Charter Principal, Tahoe Elementary School Sacramento City Unified School District 3110 60th Street, Sacramento, CA 95820 916/277-9012, Fax 916/277-6419 katiecu@scusd.edu</p>	<p>Derrick Garcia Urban Education Committee San Juan Charter Assistant Superintendent, Secondary Education San Juan Unified School District 3738 Walnut Avenue, Carmichael 95608 916/971-7119, Fax 916/971-7686 derrick.garcia@sanjuan.edu</p>

ACSA REGION III – 2012-13 COUNCIL REPRESENTATIVES	
<p>Charlie Linebarger (term ends 2015) Adult Education Council Folsom Cordova Charter Folsom Cordova Unified School District Principal, Walnut High School and Folsom Cordova Adult School 10850 Gadsten Way, Rancho Cordova, CA 95670 916/638-2598, ext. 150 FAX 916/294-2479 clinebar@fcusd.org</p>	<p>Rhonda Crawford (term ends 2016) Business Services Council Folsom Cordova Charter Folsom Cordova Unified School District Chief Financial Officer/Chief Business Officer 125 East Bidwell Street, Folsom, CA 95630 916/355-1111, ext. 114, Fax 916/294-9020 rcrawfor@fcusd.org</p>
<p>(term ends 2015) Classified Educational Leaders Council North Charter Administrative Assistant - Human Resources Natomas Unified School District 1901 Arena Blvd, Sacramento, CA 95834 916-567-5444, Fax: 916-567-5405 cborrelli@natomas.k12.ca.us</p>	<p>Scott Rungwerth (term ends 2014) Educational Options Council North Charter Gateway Community Charters Vice Principal Community Collaborative Charter Schools 5129 Arnold Avenue, McClellan, CA 95662 916/286-5161 FAX 916/921-2572 scott.rungwerth@twinriversusd.org</p>
<p>Anna Trunnell (terms ends 2015) Curriculum, Instruction & Accountability Leaders Council Yolo Charter Director of Curriculum, and Professional Learning Elk Grove Unified School District 9510 Elk Grove-Florin Road, Room 114, Elk Grove, CA 95624 (916) 686-7757, ext. 7433 atrunnel@egusd.net</p>	<p>Richard Tapia, Ed .D. (term ends 2016) Elementary Education Council Folsom Cordova Charter Folsom Cordova Unified School District Principal, Cordova Gardens Elementary 2400 Dawes Street, Rancho Cordova 95670 916/633-2601, FAX 916/294-2475 rtapia@fcusd.org</p>
<p>Cancy McArn (term ends 2016) Human Resources Council Assistant Superintendent of Human Resources & Employee Compensation Services Capital City Charter Sacramento City Unified School District 5735 47th Avenue, Sacramento 95824 916/643-7434 cancy-mcarn@scusd.edu</p>	<p>Melanie Dopson (term ends 2015) Middle Grades Education Council Elk Grove Charter Elk Grove USD Principal, Katherine L. Albani Middle School 9140 Bradshaw Road Elk Grove, CA 95624 916/686-2177, Fax 916/686-5538 mdopson@egusd.net</p>
<p>Linda Bessire (term ends 2015) Student Services & Special Education Council San Juan Administrators Association Director of Special Education San Juan Unified School District 3738 Walnut Ave, Carmichael, CA 95608 916/, ext., Fax 916 linda.bessire@sanjuan.edu</p>	<p>Kathryn Allaman (term ends 2015) Secondary Education Council Folsom Cordova Charter Folsom Cordova Unified School District Principal, Folsom High School 1655 Iron Point Road, Folsom, CA 95630 916/355-1174, Fax 916/355-1110 kallaman@fcusd.org</p>
<p>Debbie Bettencourt (term ends 2015) Superintendency Council Folsom Cordova Charter Folsom Cordova Unified School District Superintendent 1965 Birkmont Drive, Rancho Cordova 95742 916/294-2495, Fax 916/294-9020 dbettenc@fcusd.org</p>	<p>Dr. Carolyn Zachry (term ends 2016) Career-Technical Education Council Capital Charter California Department of Education Administrator Career & Technical Unit 1430 N St., Suite 4503, Sacramento, CA 95814 916-323-5042 FAX 916-327-3879 czachry@cde.ca.gov</p>



Resources

Region 3

Responsibilities for Region Leadership Group 2013-2014

In order to more closely connect the impact of region role responsibilities with the region governance structure, members of the region leadership team are asked to do the following:

Executive Officers

State

- Attend state Delegate Assembly meetings as defined by role

Region

- Attend monthly region Board of Directors/Delegate Assembly meetings
- Attend monthly Executive Board meetings

Charter

- Attend local charter meetings
-

State Board Members and State Council/Committee Chairs

State

- Attend state board and committee meetings as defined by role

Region

- Attend monthly region Board of Directors/Delegate Assembly meetings
- Attend monthly Executive Board meetings as necessary

Charter

- Attend local charter meetings
-

Region Council/Committee Chairs and Representatives to Special State Committees

State

- Attend all state committee meetings; when necessary, with region president, arrange for a designee to attend

Region

- Attend monthly region Board of Directors/Delegate Assembly meetings
- Submit a short written summary after each state council/committee meeting to the region president
- Upon request, deliver a presentation regarding council/committee work at a region Board of Directors/ Delegate Assembly meeting

Charter

- Attend local charter meetings
-

Directors

Region

- Attend monthly region Board of Directors/Delegate Assembly meetings
- Actively participate in preparations and support for region activities

Charter

- Attend local charter meetings
-

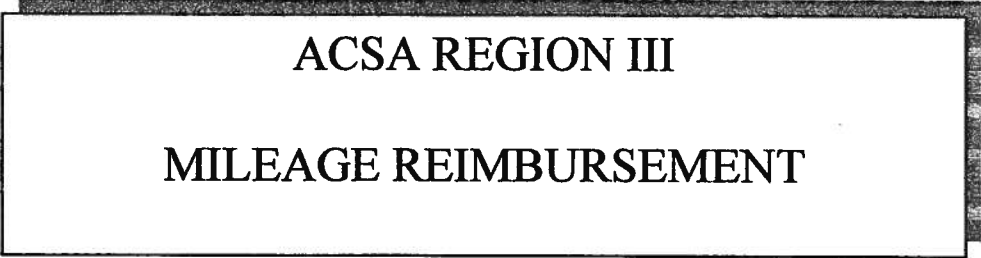
Charter Presidents

Region

- Attend region Board of Directors/Delegate Assembly meetings with charter President-Elect; when necessary, arrange for designees from the charter to attend
- Attend region Board of Directors/Delegate Assembly meetings with charter V/P of Legislative Action and charter Membership Chair as region activities necessitate
- Upon request, report regarding charter activities at region Board of Directors/ Delegate Assembly meetings

Charter

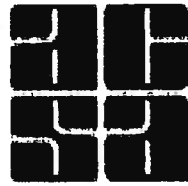
- Hold monthly charter meetings to support yearly calendar of region activities



TOTAL MILEAGE _____ X _____ = _____

Paid by check # _____ Date Mailed: _____

ACSA Region III



Scholarships

TO: ACSA Region III Members
FROM: Jonathon Brunson, President
RE: Region Scholarship Program Guidelines
Budget: \$3,500 (annual budget) for the 2013–2014 School Year
Maximum scholarship per member: \$500

Eligibility Requirements:

- Must be a current State ACSA regular member
- Preference given to requests from active participants in region or state ACSA leadership
- Preference given to requests for ACSA event registration (i.e., academies, Leadership Summit, etc.)
- Only one request may be awarded per member per fiscal year.

Selection Process:

- Applications are accepted on an ongoing basis and as long as budgeted funds are available.
- Completed form is submitted to Region President or President-Elect.
- Region Executive Board reviews and approves (or denies) request at a regular meeting by vote.
- The board takes into consideration: fulfillment of office duties and responsibilities, the number of past scholarships, and other factors when determining awards of scholarships.

Payment eligibility:

- Approved applicant must then submit proof of payment for and completion of approved professional development opportunity.

Jonathon Brunson
Region 3 President
Principal, Douglass Middle School
Woodland Joint USD
525 Granada
Woodland, CA 95695
530/666-2191, Fax 530/668-9217
jonathon.brunson@wjusd.org

Alicia Ausara
Region 3 President-Elect
San Juan Charter, San Juan USD
Principal, Kingswood Elementary School
5700 Primrose Drive
Citrus Heights, CA 95610
916/867-2046, Fax 916/867-2053
alicia.ausara@sanjuan.edu

2013-14 REGION 3 SCHOLARSHIP APPLICATION

Name: _____ Amount Requested: _____

Professional Development Program (include location and date(s): _____

Position: _____ School District: _____

ACSA Region III Charter: _____ E-mail Address: _____

Mailing Address: _____
Street Address City Zip

Work Phone: _____ Home Phone _____

Part II - ACSA INVOLVEMENT

Please describe your past involvement with ACSA and address each of the following:

- How long you have been a member of ACSA?
- Leadership positions you have held at the charter, region or state levels
- Professional development activities in which you have participated

PART III - PROFESSIONAL DEVELOPMENT GOALS

Please describe your reasons for applying for this scholarship and address each of the following:

- What professional development goal(s) does this activity support?
- How does participation in this professional development activity enhance your leadership in this region?
- What will be the next steps in your professional development as a result of participating in this activity?
- Is there any other information you would like to have considered with regard to this application?

ACSA REGION 3 STUDENT SCHOLARSHIP PROGRAM

APPLICATIONS DUE APRIL 2, 2014

Region 3 is excited to announce the continuation of a Student Scholarship Program for high school seniors (or dependent continuing college students).

For the 2013-2014 school-year, Region 3 will award a number of scholarships (minimum of \$500 each) to outstanding college bound high school seniors (or outstanding continuing college students) who are family members of active ACSA Region 3 members. The awards will be presented at the annual Administrators of the Year Awards Dinner in May, or at a similar region event, and winners will be notified by mail prior to the event.

Interested Region 3 members can obtain the application form by contacting Emilie Simmons, Region 3 Consultant, at emilie.simmons@aol.com. Applications are also available at all Region 3 meetings prior to the submission date and on the Region 3 web page at <http://www.regions.acsa.org/3/>

**** CHECK LIST FOR THE
ACSA REGION 3 STUDENT SCHOLARSHIP APPLICATION ****

Please follow these directions carefully and observe all deadlines.

Note: Deadline for submission is April 2.

FORWARD TO: **Emilie Simmons, Region 3 Consultant**
 Email: emilie.simmons@aol.com

Please check to be sure you have personally completed or included the following:

_____ **SCHOLARSHIP APPLICATION**

_____ **AUTOBIOGRAPHICAL ESSAY**
Include information about your life goals, activities,
experience, etc. Staple the essay to the application.

_____ **TWO LETTERS OF RECOMMENDATION**
The recommendation letters must be included in the application
packet. Your letter may be from a school employee, an employer,
or a community member. The letter may not be from a relative.

_____ **TRANSCRIPTS**
An official current transcript must be included in your application.

ACSA REGION 3 STUDENT SCHOLARSHIP APPLICATION

Deadline for submission is April 2, 2014.

TO: Emilie Simmons, Region III Consultant
Email: emilie.simmons@aol.com

ELIGIBILITY: Scholarships are limited to a family member of an active ACSA Region 3 member. The family member must be either a high school senior or current college student, post-secondary through age 24.

Applicant:

Last Name First Middle Telephone Number

Address City Zip Code

Overall GPA _____ **Class Ranking** _____ **of** _____

High School, College or Other

Applicant's Anticipated College Major or Career Objective

ACSA Member's Last Name First Name

ACSA Member's Place of Employment and Assignment

ACSA Member's relationship to nominee: _____

ACSA REGION 3 STUDENT SCHOLARSHIP APPLICATION (continued)

Responses are to be restricted to the space provided.

SCHOOL ACTIVITIES (By class year, list memberships, societies, athletics, offices held, awards)

COMMUNITY ACTIVITIES (Civic committees, church groups, scouts, tutoring, charity fund-raising, political groups, election campaigning, awards, etc.)

HONORS RECEIVED OR DISTINGUISHED ACCOMPLISHMENTS

EMPLOYMENT (Be specific, giving job title and responsibilities, name of firm, length of employment, hours worked per week, etc.)

ACSA REGION 3 STUDENT SCHOLARSHIP APPLICATION (continued)**AUTOBIOGRAPHICAL ESSAY**

Name of Applicant _____

Your autobiography should give the committee an insight to you as a person as well as your future personal, educational and vocational goals. The committee is interested in knowing you more personally. This information will be of interest to the committee and a well-written, detailed essay will be to your benefit. Please include any interesting, unusual, or goal-shaping experiences. Outstanding accomplishments may be included, however, do not merely give a long listing of extracurricular activities. Include a description of how you spend your "free time", that is, time not spent studying and reading. If you have an interesting or unusual hobby or a part-time job, you may include a description of it. The autobiography should be written in narrative form and should be no less than 250 words and not more than 500.

(Please use additional pages if necessary)

ACSA REGION 3 STUDENT SCHOLARSHIP APPLICATION (continued)**LETTER OF RECOMMENDATION**

Name of Applicant _____

TO THE ADVOCATE: The Selection Committee will give great weight to your letter of recommendation. Please provide your personal impressions of the candidate's character, the quality of the applicant's previous work, leadership potential, personality, and future plans. Also, please indicate the length of time you have been acquainted with the applicant and in what capacity. (Please use an additional page if necessary or attach a separate letter to this page.)

PROCESS FOR SELECTION: A Screening Committee shall be appointed by the President of ACSA Region 3 that consists of at least three members of the Executive Board and one other at-large member. The ACSA Region 3 Executive Board shall set the criteria for the application, processing, and selection. The Selection Screening Committee will screen applicants and make the final recommendations to the Executive Board for approval.

Names of selected applicant(s) shall be submitted to the screening committee for approval as recipient(s) of the scholarship(s).

NOTIFICATION PROCESS: The annual recipient(s) shall be notified by a personal letter from the President of ACSA Region 3, and will be honored at the annual Administrator of the Year Award, or at a similar region function.

ADDITIONAL INFORMATION: ACSA members or applicants who wish additional information regarding this scholarship or the application process should contact:

Emilie Simmons, Region 3 Consultant
Email: emilie.simmons@aol.com

SPONSORED BY ASSOCIATION OF CALIFORNIA SCHOOL ADMINISTRATORS, REGION 3

DEADLINE: Deadline for submission is April 2, 2014.



Region 3 Request For Region Funds For Special Activities

INTRODUCTION

The purpose of this form is to define a process for region leadership team members (Charter Presidents, Committee Chairs, Council Presidents, Directors, and Executive Board members) to request region funds for special activities. This form is designed to assist the Executive Board in understanding the request and to assist those making requests in providing appropriate details.

Each year, the Executive Board will designate an amount of funding available for these requests. In the case of special charter activities, region funds will be approved to co-sponsor such activities. Requests will be considered and approved as long as funds are available. Requests may be for up to \$500 (for an event or for the year). Requests exceeding \$500 need to include a description of special circumstances.

The purpose of the special activity or project needs to link to state, region or charter ACSA goals and provide a benefit or support to local ACSA members.

EXAMPLES

Examples of requests include:

- Charter level: *(co-sponsored activities)*
 - Recognition events such as for exemplary programs and the people who make them work, for classified educational leaders, etc.
 - ACSA membership promotion events such as for new administrators
- Committee level: *(may or may not involve co-sponsorship)*
 - Materials and refreshments for region meetings
 - Region gift for statewide conference sponsored by state committee
- Director level: *(may or may not involve co-sponsorship)*
 - Special projects such as developing and maintaining a region Web site, organizing a community service project, etc.

DIRECTIONS

Authorized persons, as identified above, need to submit this completed form to:

Jonathon Brunson, Region 3 President
Yolo Charter
Principal, Douglass Middle School
Woodland Joint Unified School District
525 Granada, Woodland, CA 95695
530-669-8001, Fax 530-668-9217
jonathon.brunson@wjusd.org

The Executive Board will consider the request and announce action taken on the request at the next regularly scheduled Delegate Assembly meeting.

The Executive Board welcomes all requests for region funds to sponsor special charter activities and region projects. Requests will be approved on as equitable a basis as possible to support the broadest range of activities and projects and to support the greatest number of charters as available funding allows. Please submit your request as soon as possible!

Request For Region Funds For Special Activities

Name of Person Submitting Request: _____

Contact Information (*phone no. & e-mail address*): _____

Leadership Role: _____

Charter: _____

Amount Requested: _____

Date Submitted: _____

I. ACTIVITY:

Title/Event/Project: _____

Date: _____ Time (*beginning/ending*): _____

Location: _____

Estimated Attendance: _____ Annual Activity (*yes/no*): _____

Registration Fee: _____ ACSA Member _____ Non-Member _____

II. DESCRIPTION : (*include purpose/goal of activity, value to region, presenter(s)/keynote speaker, special materials, intended audience, etc.*)

III. BUDGET:

Estimated Total Cost of Activity: _____

Source(s) of Co-Funding (*indicate amount*): _____

____ Charter: _____

____ Sponsor: _____

____ Other: _____

____ None

Amount of Income: _____ Co-Funding Sources: _____

____ Registration Fees: _____

____ Region Request: _____

Expenses:

Amount

Explanation

-
-
-
-
-

IV. EVALUATION: (*describe how the effectiveness of this activity will be evaluated*)

V. OTHER: (*describe any special circumstances if the request is for more than \$500*)

VI. Date reviewed by Executive Board: _____

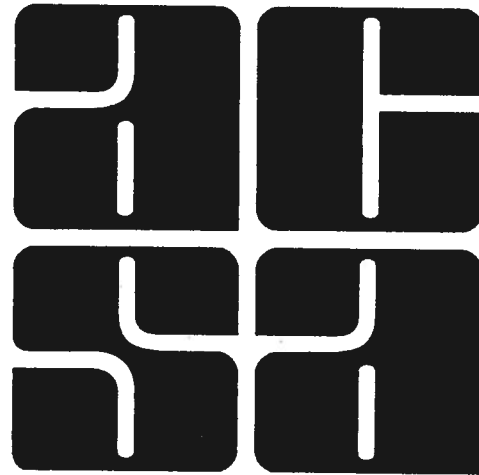
Action of the Executive Board:

____ Approve Request: Amount Funded: _____

____ Deny Request*

____ Recommend Request be Amended and Re-Submitted*

Reason(s) for Action*: _____



Association of California School Administrators DRAFT Region 3 Bylaws

Revisions from June 21-22, 2013 Region 3 Executive Board Retreat. New language in **bold**, deletions shown as strike-throughs. To be presented at the August 14 Leadership Conference. Voting at the September 19 Delegate Assembly.

BYLAWS
ASSOCIATION OF CALIFORNIA SCHOOL ADMINISTRATORS
REGION 3

ARTICLE I

NAME, PURPOSES, AND RESTRICTIONS

Section 1 – NAME

The name of the Region is Association of California School Administrators, Region 3 (ACSA, Region 3), a geographical division of the Association of California School Administrators (State ACSA) embracing the California counties of Sacramento and Yolo.

Section 2 – PURPOSES

The general purposes of ACSA, Region 3 shall be to promote the advancement of education and to promote ~~and implement the objectives, policies and position statements~~ **support the mission and vision** of State ACSA.

The specific purposes of ACSA, Region 3 are to:

- 2.1 Improve the educational process by helping members become more effective in various roles of educational leaders.
- 2.2 Create resources to enable school administrators to develop and apply creative leadership and management.
- 2.3 Provide programs designed to relate ACSA, Region 3 activities to students' needs and problems at all levels, preschool through adult education.
- 2.4 Advance education by sponsoring research and investigation.
- 2.5 Meet the needs of members by providing an organization to represent all needs to the public with which school administrators interact.
- 2.6 Disseminate information about school administration through a communications system of publications and conferences.
- 2.7 Cooperate and work with teachers, students and the public to best serve the needs of learners and the community.
- 2.8 Promote participation of all ethnic and minority groups in the appointive and elective positions and activities of the Association.
- 2.9 Protect the due process rights of the Association members.

Section 3 – RESTRICTIONS

All policies and activities of ACSA, Region 3 shall be consistent with:

- 3.1 State ACSA bylaws, policies and standing rules.
- 3.2 Applicable federal, state and local antitrust and trade regulation laws.
- 3.3 Applicable tax-exemption requirements; and
- 3.4 All other legal requirements including the California Nonprofit Corporation Law under which State ACSA is incorporated and to which the regions are subject.

ARTICLE II MEMBERSHIP

Section 1 – QUALIFICATIONS

Membership in ACSA, Region 3 shall be on the basis of paid membership in State ACSA. A member must have active professional involvement and administrative responsibility in education, and will include persons, whose job descriptions identify them as performing administrative responsibilities and those in the training, supporting and consulting services.

- 1.1 Membership in State ACSA is a requirement to hold any office or vote in any election in ACSA, Region 3.
- 1.2 Members shall not serve in more than one elected or appointed position which carries Regional voting responsibilities.

Section 2 – OTHER MEMBERSHIPS

ACSA, Region 3 recognizes and accepts special, associate, retired, institutional and other memberships as authorized by State ACSA.

Section 3 – MEMBER OBLIGATION TO FOLLOW ASSOCIATION RULES

Each member of ACSA, Region 3 agrees to be bound by these bylaws and any amendments thereto, and by the lawful actions of the Board of Directors or voting members of the Region.

ARTICLE III 3

Executive Board

The Executive Board is the governing board of Region 3 and has the authority and responsibility for the supervision, control, and direction of the Region.

Section 1 – COMPOSITION

- 1.1 The composition of the Executive Board shall be the Executive Officers (including President, President-Elect, Vice President/Program, Vice President/Legislative Action, immediate Past Vice President/Legislative Action, Vice President/Membership, Vice President/Communications/Marketing, Vice President/Finance, and immediate Past President of Region 3); the Regional Director to the State Board and any State ACSA officer and/or Chairperson/President of a State Committee/Council employed or residing within the jurisdiction of ACSA, Region 3. In addition the Executive Board may designate others as members.
- 1.2 The Executive Officers (except the immediate Past President, immediate Past Vice President/Program, and immediate Past Vice President/Legislative Action) and the Region 3 Director to the State Board shall be elected by the Delegate Assembly of ACSA, Region 3.
- 1.3 Regional Delegates to the State Delegate Assembly shall be the President, the President-Elect, the Vice President/Legislative Action, and the immediate Past President if Region is eligible for a fourth delegate.

Section 2 – POWERS

The Executive Board shall exercise all the powers, duties and policies established by the State Delegate Assembly and the Board of Directors/Regional Delegate Assembly and/or authorized by these Bylaws. It shall have the rights of corporate directors, subject to the limitations and restrictions provided by these Bylaws.

Section 3 – NOMINATION AND ELECTION

A committee of five shall nominate Region 3 Executive Officers and the Region 3 Director to the State Board. The Immediate Past President shall serve as the chairperson of the nominating committee. The four other members shall be elected by the Executive Board by December 1 of the current year. The nominating committee shall present a ballot with the following conditions:

- a) To encourage broader participation, names will be solicited from all the Charters.
- b) At actual voting time, write-in candidates will be allowed.

The nominating committee shall present the ballot of applicable Executive Officers and Director to the ACSA State Board at the March/April meeting of the Board of Directors/Regional Delegate Assembly, at which time the applicable Executive Officers and Director to the ACSA State Board shall be elected.

Section 4 – TERM OF OFFICE

4.1	President	2 years
	President-Elect	2 years
	Past President	2 years
	Vice President/Program	2 years
	Vice President/Legislative Action	2 years
	Past Vice-President/Legislative Action	1 year
	Vice President/Membership	3 years
	Vice President/Communications/Marketing	2 years
	Vice President/Finance	2 years
	<u>Past Vice-President/Finance</u>	<u>1 year</u>
	Region 3 Director to the State Board	3 years

- 4.2 The term of office of the Executive Officers and Directors shall begin on June 1, following the date of election, unless otherwise determined by the Executive Board.

Section 5 – DUTIES OF OFFICERS

- 5.1 Duties of Officers: The duties of the officers of Region 3, not otherwise prescribed, shall be as usually pertained to such officers.

- a. President - The President of Region 3 shall preside over the meeting of the Executive Board Region 3 Board of Directors/Delegate Assembly, and the general membership sessions. The President may call special meetings of the Executive Board Region 3 Board of Directors/Delegate Assembly, and the general membership. The President shall appoint all committee chairpersons, council presidents, and representatives to State committees, with review by the Executive Board. The President shall be an ex-officio member of all region committees and councils. The President shall report to the Board of Directors/Delegate Assembly actions taken by the Executive Board. The President shall also monitor council/committee attendance of appointed representatives and shall replace those that do not attend regularly.
- b. President-Elect - The President-Elect shall be an aide to the President and shall, in the absence of the President, fulfill the duties of the office. The President-Elect shall automatically succeed as President at the conclusion of the term as President-Elect. The President-Elect shall be an ex-officio member of all committees. The President-Elect shall have responsibility for the Region Every Student Succeeding/~~Partners in Educational Excellence~~ recognition program.
- c. Vice-President/Legislative Action - The Vice President/Legislative Action will chair the Region Legislative Action Committee and will be responsible for all actions pertinent to legislative activities in the Region and at the State. The Vice President/Legislative Action is responsible for coordinating the annual Legislative Action Day in Sacramento for Region 3.
- d. Vice-President/Programs - The Vice President/Programs chairs the Program Committee and shall be responsible for planning and developing conferences, and arranges for guest speakers at all Delegate Assemblies and other region events. The Vice President/Programs will also arrange for committee/council executive summary reports and charter reports ~~at to~~ Board of Directors/Delegate Assembly ~~meetings~~ members. The VP/Program is primarily responsible for planning and developing an Administrator of the Year/Partners in Educational Excellence/ACSA Members' Student Scholarship Awards Program.
- e. Vice President/Membership: The Vice President/Membership shall provide leadership for

charter membership chairpersons, develop the membership program for the leadership conference, attends and reports on state membership committee meetings, directs the process for updating ACSA membership records for the Region, and directs the membership campaign. The Vice President/Membership shall serve as an alternate to the State Delegate Assembly

- f. Vice President/Communications/Marketing – The Vice President/Communications/Marketing shall be responsible for communicating with community and business partners to elicit support for Region 3 programs and initiatives. Also responsible for other communications, i.e. thank you letters to foster positive relationships with the community.
- g. Vice President/Finance - The Vice President/Finance shall maintain an accurate record of all fiscal transactions of Region 3, shall prepare financial reports for each Region Delegate Assembly and shall submit the Vice President/Finance's records for annual audit by July 31. The Vice President/Finance shall develop a preliminary budget for approval by the Region Delegate Assembly at its first meeting.
- h. Immediate Past President - The Immediate Past President shall serve as parliamentarian at all meetings, shall chair the Nominating Committee, assist in coordination of membership activities of the Region, and shall have other duties as assigned by the President.

5.2 General Duties of Officers. All officers of the Region shall maintain all records, correspondence etc. and shall deliver them to their successors not later than May 31 unless special arrangements are made.

Section 6 – VACANCIES

- 6.1 If the office of President becomes vacant, the President-Elect shall assume the duties of the office as President.
- 6.2 If a position of Region 3 Director to the State Board, ~~President-Elect, the Vice President/ Legislative Action, the Vice President/Communications/Marketing, the Vice President/ Programs, or the Vice President/Finance~~ **or any other Executive Board position under Article III, Section 1.1** becomes vacant, the vacancy shall be filled temporarily by the President with the approval of the Executive Board until the next regular or special meeting of the Board of Directors/Delegate Assembly, at which time the vacancy shall be filled through the election process for the remainder of the term.

Section 7 – MEETINGS

The Executive Board shall hold a minimum of four meetings per year. Other meetings of the Executive Board may be called by President or a majority of the members.

Section 8 – POWERS, DUTIES, AND FUNCTION

- 8.1 Govern the operation of ACSA Region 3
- 8.2 Establish and implement ACSA Region 3 policies
- 8.3 Develop, monitor and approve the budget of ACSA Region 3
- 8.4 Approve political candidate endorsements.
- 8.5 Endorse and support legislation.
- 8.6 Maintain a record of the proceedings of all meetings of the Executive Board and the Board of Directors/Regional Delegate Assembly.
- 8.7 Define the responsibilities of all committees.
- 8.8 Employ and the evaluation of personnel.
- 8.9 Authorize all publications of ACSA Region 3
- 8.10 Act on all recommendations of the Board of Directors/Regional Delegate Assembly.
- 8.11 Approve and issue Charters.

- 8.12 Determine time, place and location of meetings.
- 8.13 Recommend Bylaw amendments to the Board of Directors/Regional Delegate Assembly.
- 8.14 Recall ACSA, Region 3 Executive Officers and Directors for just cause.
- 8.15 Exercise other powers and perform other duties as may be provided by these Bylaws.

Section 9 – QUORUM

A majority of Executive Board members shall constitute a quorum. A majority of the quorum shall have the power and authority to act and conduct the business of ACSA Region 3.

Section 10 – FISCAL YEAR

The fiscal year of ACSA Region 3 is July 1 through June 30 of the following year.

ARTICLE IV

BOARD OF DIRECTORS/DELEGATE ASSEMBLY

The Board of Directors/ Delegate Assembly is the recommending and advisory body of ACSA, Region 3 and has the responsibility for translating the purpose of Region 3 into dynamic programs of professional growth ~~the and~~ development leading to the enhancement of the capabilities and performance of the members. All members of the Board of Directors Delegate Assembly shall be members in good standing of the State ACSA.

- 1.1 At-large Directors shall be selected by the president and elected by the Delegate Assembly in order to achieve a more balanced representation in the best interests of the Region.

Section 1 – COMPOSITION

The composition of the Board of Directors/Delegate Assembly shall include:

- 1.1 The Executive Board of ACSA Region 3
- 1.2 Region representatives to ACSA State Committees and Councils.
- 1.3 The Charter Presidents, Presidents-Elect and the Charter Vice President for Legislative Action
- 1.4 Charter and At-Large Directors - Directors shall serve as members of the Board of Directors. Charter Directors are responsible for assisting as a liaison between the charter and the region. At-Large Directors are responsible for serving as a liaison to the Region as a whole.

Section 2 – MEETINGS

Regular meetings of the Board of Directors/Delegate Assembly shall be held a minimum of three times per year. Special meetings may be called by President and/or a majority of the Board of Directors as deemed necessary.

Section 3 – PARTICIPATION

Representatives of other organizations may be invited by the Board of Directors to participate in discussions and deliberations of the Board of Directors/Delegate Assembly in an ex-officio capacity.

Section 4 – PRESIDING OFFICER

The presiding officer of the Board of Directors/Delegate Assembly shall be the President of ACSA, Region 3.

Section 5 – POWERS, DUTIES AND FUNCTION

Members of the Board of Directors/Regional Delegate Assembly shall:

- 5.1 Elect the Executive Officers and Directors of ACSA.
- 5.2 Recommend legislative action to the Executive Board.
- 5.3 Review and recommend to the Executive Board proposals originating from the Region's Charters, standing or special committees, persons, or groups interested in public education and agents in the private sector dealing with educational issues.

- 5.4 Assist the Executive Board in the identification and definition of problems in the administration, organization, and management of education which are amenable to solution by ACSA, Region 3.
- 5.5 Recommend to the Charters projects for study, investigation and action to involve the general membership.
- 5.6 Report regularly the deliberations and actions of the Board of Directors/Regional Delegate Assembly to the Charter.
- 5.7 Approve Bylaw amendments recommended by Executive Board.
- 5.8 Inform the President of ACSA, Region 3 if unable to attend a meeting of the Board of Directors/Regional Delegate Assembly.

Section 6 – QUORUM

~~Twenty-Fifteen~~ or more members of the Board of Directors/Regional Delegate Assembly shall constitute a quorum. A majority of the quorum shall have the power and authority to act and conduct ACSA, Region 3 business.

ARTICLE V

COMMITTEES and COUNCILS

Section 1 – DEFINITION AND PURPOSE

- 1.1 State ACSA-designated and other committees and councils shall be authorized and approved annually by the Board of Directors of ACSA, Region 3.
- 1.2 The purpose and suggested activities of any authorized and approved committee and council shall be determined by the Executive Board, which shall review the achievements of all committees and councils annually.

Section 2 – MEMBERSHIP

- 2.1 Committee chairs and council presidents shall be appointed by the President with review by the Executive Officers.
- 2.2 Committee chairs and council presidents can be elected by the job a-like group if such a job a-like group regularly holds meetings.
- 2.3 Committee chairs and council presidents, authorized and approved by ACSA, Region 3, shall serve three-year terms, unless otherwise approved by the Executive Board.
- 2.4 Members of committees and councils, authorized and approved by ACSA, Region 3, shall serve terms to be designated at the time of appointment.

Section 3 – FINAL REPORT

~~Committee chairs and council presidents shall provide an annual report of committee and council activities to the Board of Directors/Delegate Assembly of ACSA, Region 3 at a Board of Directors/Delegate Assembly meeting scheduled by the Vice President/Programs.~~

ARTICLE VI

CHARTERS

Section 1 – ORGANIZATION

ACSA, Region 3 shall assist and encourage the establishment of Charters throughout the area. Charters are sub-regions of ACSA, Region 3.

Section 2 – CONSTITUTIONAL/BYLAWS

Charters shall have a constitution and/or bylaws which shall be in agreement with the Bylaws of ACSA, Region 3 and State ACSA. The constitution/bylaws shall be filed annually with the president-Elect of ACSA, Region 3 Consultant.

Section 3 – COORDINATION

The President-Elect of ACSA, Region 3 shall be responsible for the coordination and establishment of Charters in the Region.

Section 4 – FINAL REPORT

Charter presidents shall report regularly charter activities to the Board of Directors/Regional Delegate Assembly.

Section 5 – FINANCIAL ASSISTANCE

ACSA, Region 3 shall reimburse to each Charter a per-member amount established by the Executive Board by October 15. To receive their respective reimbursement, Charters must maintain active status. Active status is achieved by submitting to the Region 3 Vice-President/Finance Consultant a charter financial statement, a charter budget, charter bylaws, previous school-year's retirees and a listing of charter officers by October 1. A charter that cannot maintain active status will submit all funds to the region Vice President/Finance for deposit in the region funds. Upon gaining active status, the funds will be returned to the charter.

Section 6 – MEMBERSHIP

- 6.1 Charter Presidents, Presidents-Elect, Vice Presidents for Legislative Action and Delegates to the Board of Directors/Regional Delegate Assembly must be members of State ACSA.
- 6.2 Directors representing charters shall be selected through a process determined by the respective charter. The term of office for all Directors shall be for one year and they may be reappointed up to a total of three years.

ARTICLE VII

FISCAL RESPONSIBILITY

Section 1 – FISCAL YEAR

The fiscal year of ACSA, Region 3 shall conform with the State ACSA fiscal year.

Section 2 – ANNUAL BUDGET

An annual budget shall be prepared by the Vice President/Finance and shall be approved by the Executive Board at its first meeting of the year. The adopted budget shall be presented to the Board of Directors/ Delegate Assembly at its first meeting for review.

Section 3 – AUDIT

- 3.1 The President shall order the books audited ~~be submitted to state ACSA for auditing~~ annually and copies of the audit filed with the Board of Directors of ACSA, Region 3.
- 3.2 Signature cards for all of the Region and Charter bank accounts shall be the Vice President/Finance, the President, and the President Elect respectively. Two signatures are required for any check written that exceeds \$1,500.

Section 4 – AUTHORIZED EXPENSES

Expenses of authorized representatives to official meetings shall be paid up to the sum adopted in the budget for that purpose.

- 4.1 Expenses must be itemized and forwarded with appropriate receipts or invoices to the Vice President/Finance within 30 days of being incurred.
- 4.2 Requests for Regional funds for Region 3 events and programs, ~~beyond including those budgeted~~, must be submitted on the approved ACSA Region 3 Event Proposal Form, to the Executive Board for approval, at a meeting prior to the expenditure, no less than 30 days before the event. (e.g. Request for Region Funds for Special Activities)
- 4.3 Costs for food, lodging and transportation shall be paid by Region 3 to members as required for them to attend Region 3 meetings, except those meetings held in conjunction with conferences.

- 4.4 Costs associated with the Region President attending the ACSA State Leadership Summit will be included in the annual budget.
- 4.5 Executive board members will be charged half the meal cost to attend the Administrators of the Year and Every Student Succeeding banquets unless there is an executive board meeting prior to that function. Then the meal would be free.
- 4.6 The rate of reimbursement for the use of personal cars in the conduct of official business shall be at the same rate as established by the State ACSA.
- 4.7 Authority for payment or denial of payment shall rest with the Executive Board.

Section 4 – CONTRACTS

The Executive Board, except as in the bylaws otherwise provided, may authorize any officer or officers, agent or agents, to enter into any contract or execute any instrument in the name of and on behalf of the Region, and such authority may be general or confined to specific instances; and unless so authorized by the Executive Board, no officer, agent or employee shall have any power or authority to bind the Region by any contract or engagement or to pledge its credit to render it liable for any purpose or to any amount.

ARTICLE V3

RULES OF ORDER

Section 1 – PARLIAMENTARY PROCEDURES

Robert's Rules of Order shall be used for parliamentary procedure.

Section 2 – AMENDMENTS

Amendments of these Bylaws shall be made according to the following:

- 2.1 Proposed amendments may be made by the Executive Board at any meeting of the Board of Directors/Delegate Assembly.
- 2.2 Proposed amendments may be acted upon at any meeting of the Board of Directors/Delegate Assembly following the meeting at which they were introduced. The Board of Directors/Regional Delegate Assembly is authorized to approve or disapprove amendments proposed by the Executive Board. Action by the Board of Directors/Delegate Assembly of ACSA Region 3 shall be final.