

## ACSA REGION 3 2014-15 EXECUTIVE BOARD

Jonathon Brunson  
Region 3 Past President  
Yolo Charter  
Director of Personnel Services  
Davis Joint Unified School District  
526 B Street, Davis, CA 95616  
530-757-5300, Fax 530-757-5422  
[jbrunson@djUSD.net](mailto:jbrunson@djUSD.net)

Dr. Chris Morris  
Region 3 President Elect  
North Charter  
Natomas Unified School District  
Principal, Discovery High School  
3401 Fong Ranch Road, Sacramento, CA 95834  
916/928-5200, Fax 916/867-2053  
[cmorris@natomas.k12.ca.us](mailto:cmorris@natomas.k12.ca.us)

Charlie Linebarger  
Region 3 Past 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](mailto:clinebar@fcusd.org)

Steve Muzinich  
Region 3 Vice President/Communications/Marketing  
Folsom Cordova Charter  
Director, Attendance and Due Process  
Folsom Cordova Unified School District  
1965 Birkmont Drive, Rancho Cordova 95742  
916/294-9012, Fax 916/294-9020  
[smuzinich@fcusdl.org](mailto:smuzinich@fcusdl.org)

Hervey Taylor, III  
Region 3 Vice President/Legislative Action  
North Charter  
Principal, H. Allen Height Elementary School  
3200 North Park Drive, Sacramento, 95835  
916/567-5700, Fax 916/  
[htaylor@natomas.k12.ca.us](mailto:htaylor@natomas.k12.ca.us)

### **Region Support Staff**

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

Brent Cushenbery  
Region 3 President  
Yolo Charter  
Superintendent  
Winters Joint Unified School District  
909 W. Grant Avenue, Winters, CA 95694  
530 795-6112, Fax 530 795-6114  
[bcushenbery@wintersjUSD.org](mailto:bcushenbery@wintersjUSD.org)

Susan Lytle Gilmore, Ph.D.  
Region 3 Vice President/Finance  
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](mailto: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](mailto:acarloma@fcusd.org)

Anna Trunnell  
Region 3 Vice President/Programs  
Elk Grove Charter  
Elk Grove Unified School District  
Assistant Superintendent, Educational Options  
5201 Arnold Avenue, McClellan, CA 95652  
916/566-1600, Fax  
[atrunnel@egusd.net](mailto:atrunnel@egusd.net)

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](mailto:cindy.petersen@twinriversusd.org)

## **2014-2015 Region 3 Charter Presidents**

**Capital City Charter:** Exec Board Advisor, Sue Gilmore/Chris Morris

**President Rachel Lane**, Principal

Nicholas Elementary School

Sacramento City Unified School District

6601 Steiner Drive, Sacramento, CA 95823

916/737-2070,

Email: [rachel-lane@scusd.edu](mailto:rachel-lane@scusd.edu)

**Elk Grove Administrative Team (EGAT):** Exec Board Advisor, Anna Trunnell/Jonathon Brunson

**Interim President, Dorothy Stopplemann**, Principal

Union House Elementary School

Elk Grove Unified School District

7850 Deer Creek Dr.

Sacramento, CA 95823

916-424-9201

Email: [dstoppel@egusd.net](mailto:dstoppel@egusd.net)

**Folsom Cordova Leadership Association (FCLA):** Exec Board Advisor, Steve Muzinich

**President Dan Anklam**, Principal,

Cordova High School

Folsom Cordova Unified School District

2239 Chase Drive, Rancho Cordova, CA 95670

(916) 294-2450

Email: [danklam@fcusd.org](mailto:danklam@fcusd.org)

**North Charter:** Exec Board Advisor, Hervey Taylor

**President 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](mailto:Renee.Scott-Femenella@twinriversusd.org)

**Retirees Charter:** Exec Board Advisor, Emilie Simmons, Consultant

David Inns

2215 Rockwell Drive

Davis, CA 95614

(323) 201-1011

Email: [innserelli@gmail.com](mailto:innserelli@gmail.com)

**San Juan Administrators Association:** Exec Board Advisor, Brent Cushenbery/Charlie Linebarger

**President Brooke Thomas**, Principal

San Juan Unified School District

Pershing Elementary School

9010 Pershing Avenue, Orangevale, CA 95662

916/867-2076

[bthomas@sanjuan.edu](mailto:bthomas@sanjuan.edu)

**South Charter:**

Inactive

**Yolo Charter:** Exec Board Advisor, Brent Cushenbery

**President Dr. Edgar Lampkin**, Director of English Learners

Yolo County Office of Education

1280 Santa Anita Court, Suite 100

Woodland, CA 95776

530-668-3769

[edgar.lampkin@ycoe.org](mailto:edgar.lampkin@ycoe.org)

ACSA REGION 3 2014-15 COMMITTEE REPRESENTATIVES (5/21/14)	
<p>Dr. Edgar Lampkin Equity, Achievement &amp; Diversity Committee Yolo Charter Yolo County Office of Education 1280 Santa Anita Court Woodland, CA 95776 530 668-3769 <a href="mailto:edgar.lampkin@ycoe.org">edgar.lampkin@ycoe.org</a></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 <a href="mailto:htaylor@natomas.k12.ca.us">htaylor@natomas.k12.ca.us</a></p>	<p>Angi Carlomagno (term ends 2017) 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 <a href="mailto:acarloma@fcusd.org">acarloma@fcusd.org</a> (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 <a href="mailto:EShepher@fcusd.org">EShepher@fcusd.org</a></p>	<p>Maureen Burness (term ends 2016) Retirement Committee Retirees Charter 1038 55<sup>th</sup> Street Sacramento, CA 95619 916/456-4332, <a href="mailto:moburness@gmail.com">moburness@gmail.com</a></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 <a href="mailto:abuelna@espartok12.org">abuelna@espartok12.org</a></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 <a href="mailto:rreyes@robla.k12.ca.us">rreyes@robla.k12.ca.us</a></p>
<p>Anna Trunnell (term ends 2017) Urban Education Committee Elk Grove Charter Elk Grove Unified School District Director of Curriculum, and Professional Learning 9510 Elk Grove-Florin Road, Room 114, Elk Grove, CA 95624 (916) 686-7757, ext. 7433 <a href="mailto:atrunnel@egusd.net">atrunnel@egusd.net</a></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 <a href="mailto:derrick.garcia@sanjuan.edu">derrick.garcia@sanjuan.edu</a></p>

ACSA REGION III – 2014-15 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  <a href="mailto:clinebar@fcusd.org">clinebar@fcusd.org</a></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  <a href="mailto:rcrawfor@fcusd.org">rcrawfor@fcusd.org</a></p>
<p>Jason Sample (term ends 2015)            Classified Educational Leaders Council            North Charter            Director of Community Engagement and            Development            Community Collaborative Charter Schools            5726 Dudley Blvd            McClellan, Ca 95652            916-286-5106            916-993-4114  <a href="mailto:Jason.Sample@gcccharters.org">Jason.Sample@gcccharters.org</a></p>	<p>Amos Nugent, III (term ends 2017)            Educational Options Council            North Charter            Community Collaborative Charter Schools            Vice Principal            CCCS Robertson Center            5712 Dudley Blvd.            McClellan, CA 95662            916/286-5103 FAX 916/921-2572  <a href="mailto:amos.nugent@gcccharters.org">amos.nugent@gcccharters.org</a></p>
<p>Dr. Amy Slavensky (terms ends 2017)            Curriculum, Instruction &amp; Accountability Leaders            Council            San Juan Charter            San Juan Unified School District            Director, Early Elementary/Childhood Education            5309 Kenneth Avenue            Carmichael, CA 95608            916 971-5903 FAX 916 482-8389  <a href="mailto:amy.slavensky@sanjuan.edu">amy.slavensky@sanjuan.edu</a></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  <a href="mailto:rtapia@fcusd.org">rtapia@fcusd.org</a></p>
<p>Cancy McArn (term ends 2016)            Human Resources Council            Assistant Superintendent of Human Resources &amp;            Employee Compensation Services            Capital City Charter            Sacramento City Unified School District            5735 47<sup>th</sup> Avenue, Sacramento 95824            916/643-7434  <a href="mailto:cancy-mcarn@scusd.edu">cancy-mcarn@scusd.edu</a></p>	<p>Derek Brothers (term ends 2017)            Middle Grades Education Council            Yolo Charter            Davis JUSD            Principal, Holmes Junior High School            1220 Drexel Drive            Davis, CA 95616            530/575-5445, Fax  <a href="mailto:dbrothers@djUSD.net">dbrothers@djUSD.net</a></p>
<p>Diane Youtsey (term ends 2015)            Student Services &amp; Special Education Council            Folsom Cordova Charter            Program Coordinator Special Education            Folsom-Cordova Unified School District            1965 Birkmont Drive, Rancho Cordova, 95742            916/294-9007  <a href="mailto:dyoutsey@fcusd.org">dyoutsey@fcusd.org</a></p>	<p>Dr. Paul Fawcett (term ends 2018)            Secondary Education Council            Yolo Charter            Winters Joint Unified School District            Principal, Winters High School            101 Grant Avenue, Winters, CA 95694            530/795-6140, Fax 530/795-6147  <a href="mailto:pfawcett@wintersjUSD.org">pfawcett@wintersjUSD.org</a></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  <a href="mailto:dbettenc@fcusd.org">dbettenc@fcusd.org</a></p>	<p>Dr. Carolyn Zachry (term ends 2016)            Career-Technical Education Council            Capital Charter            California Department of Education Administrator            Career &amp; Technical Unit            1430 N St., Suite 4503, Sacramento, CA 95814            916-323-5042 FAX 916-327-3879  <a href="mailto:czachry@cde.ca.gov">czachry@cde.ca.gov</a></p>

**State ACSA Board approves Regions 1-19**

Region 3: Yolo Charter, North Charter,  
Capital Charter, San Juan Charter,  
Folsom-Cordova Charter, Retiree Charter, Elk Grove Charter  
& South  
Charter

**Region 3 Executive Board** meets 6  
times per year. Approves &  
recommends R3 Charters to State  
ACSA. Officers elected by Region 3  
Delegate Assembly members per R3  
Bylaws. R3 Exec Board  
provides fiscal/program guidance to  
Charters

**Region 3 Delegate Assembly** meets  
5 times per year.  
Recommending/advisory body of  
R3. Made up of R3 Exec Board,  
Charter Presidents/VPs & R3  
representatives to State ACSA  
Councils/Committees

**Charter:**  
Elects Charter Executive Board.  
Develops By-Laws & Estimated Budget for  
submission to Region 3 Exec Board by Oct 1.  
Holds Charter Socials/Events



## Region 3

### Responsibilities for Region Leadership Group 2014-2015

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:

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#### **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
- 

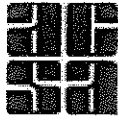
## **Charter Presidents**

### 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



## ACSA Region 3 2014-2015 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 18

March 12

November 13

April 16

January 15

### EXECUTIVE BOARD

(Region 3 Executive Officers: President, president-elect, past president, vice president/programs, vice president/legislative action, vice president/membership, vice president/communications/marketing, vice president/finance, past 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)

5:00 p.m. – 6:30 p.m.

*Hoppy Brewing Company, 6300 Folsom Blvd., Sacramento*

(916) 451-HOPPY (4677)

September 8

February 23

November 3

March 30

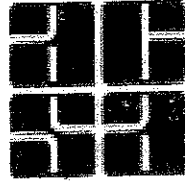
January 8

May \*

\*NOT in conjunction with State ACSA Delegate Assembly meetings, Hilton Hotel, Sacramento



# ACSA Region III



## Scholarships

**TO:** ACSA Region 3 Members  
**FROM:** Brent Cushenbery, President  
**RE:** Region Scholarship Program Guidelines  
**Budget:** \$3,500 (annual budget) for the 2014–2015 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:

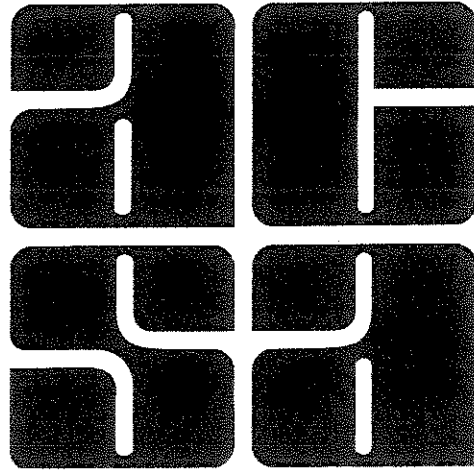
- Applications are accepted on an ongoing basis and as long as budgeted funds are available.
- Completed form is submitted to Region President or President-Elect.
- Region Executive Board reviews and approves (or denies) request at a regular meeting by vote.
- The board takes into consideration: fulfillment 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.

<p>Brent Cushenbery Region 3 President Superintendent, Winters JUSD 909 W. Grant Avenue Winters, CA 95694 530/795-6100, Fax 530/795-6112 <a href="mailto:bcushenbery@wintersjUSD.org">bcushenbery@wintersjUSD.org</a></p>	<p>Dr. Chris Morris Region 3 President-Elect Principal, Discovery High School 3401 Fong Ranch Road Sacramento, CA 95834 916/928-5200, Fax 916/ <a href="mailto:cmorris@natomas.k12.ca.us">cmorris@natomas.k12.ca.us</a></p>
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# **Association of California School Administrators**

## **Region 3 Bylaws**

Revisions from June 21-22, 2013 Region 3 Executive Board Retreat. Presented at the August 14 Leadership Conference. Approved 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 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 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, Vice President/Membership, Vice President/Communications/Marketing, Vice President/Finance, immediate Past 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, immediate Past Vice President/Finance, 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 |
|     | Vice President/Membership               | 3 years |
|     | Vice President/Communications/Marketing | 2 years |
|     | Vice President/Finance                  | 2 years |
|     | Past Vice-President/Finance             | 1 year  |
|     | 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 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 to Board of Directors/Delegate Assembly members. The VP/Programs 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, 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 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

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.

### 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 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 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 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, 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.



## 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. *A check for the amount spent will be issued upon receipt of the charter expenditure receipts, or upon receipt of proof of enrollment/completion of the Academy Institute.*

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:

Brent Cushenbery, Region 3 President  
Yolo Charter  
Superintendent, Winters Joint Unified School District  
909 W. Grant Avenue, Winters, CA 95694  
530-795-6112, Fax 530-795-6114  
[bcushenbery@wintersjUSD.org](mailto:bcushenbery@wintersjUSD.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:**

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

\_\_\_\_\_ Charter: \_\_\_\_\_

\_\_\_\_\_ Sponsor: \_\_\_\_\_

\_\_\_\_\_ Other: \_\_\_\_\_

\_\_\_\_\_ None

**Expenses:**

• • • • •

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

**Action of the Executive Board:**

Recommend Request be Amended and Re-Submitted\*

Reason(s) for Action\*: \_\_\_\_\_

## ACSA REGION 3 STUDENT SCHOLARSHIP PROGRAM

APPLICATIONS DUE APRIL 3, 2015

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

For the 2014-2015 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). The recipient must be a family member of an active ACSA Region 3 member. 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](mailto: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 3.

**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 3, 2015.**

**TO: Emilie Simmons, Region 3 Consultant**  
**4429 Glen Oak Court, Sacramento, CA 95821**  
**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](mailto:emilie.simmons@aol.com)**

\*\*\*\*\*

**SPONSORED BY ASSOCIATION OF CALIFORNIA SCHOOL ADMINISTRATORS, REGION 3**

**DEADLINE: Deadline for submission is April 3, 2015.**

\*\*\*\*\*

# ACSA REGION III

## 2014-15 Nomination Form

### Administrator of the Year Award

The Region 3 Administrator of the Year Award nomination period will be open until November 29, 2013. Region 3 will use an initial short form nomination process for the 2013 region awards. A panel of administrators will review and score the nominees. A finalist in each category will be identified by December 6, 2013. A second award winner in each category will be selected and recognized as the Region 3 Silver Star Award winner. The remaining nominees in each category will receive a certificate.

For each finalist, the nominator will be required to submit a completed long-form nomination form to enter the finalist for statewide consideration. The long form is available from State ACSA website, [www.acsa.org/awards](http://www.acsa.org/awards) and is due Feb 3.

**To nominate a candidate for the Region 3 Administrator of the Year Award, the following Region 3 2013-14 Nomination Form or a photocopy must be used to submit nominations.** The form must be filled out completely to be considered for the award. Nominations must first be submitted to Region 3 consideration for a regional or state-level ACSA award.

**Criteria:** A nominee for Administrator of the Year must be an **active ACSA member** who demonstrates exemplary performance related to the criteria.

**Regional selections will be based on the degree to which a nominee meets the following criteria\*:**

- 1) Promotes the success of all students by facilitating the development, articulation, implementation, and stewardship of a vision of learning that is shared and supported by the school community.
- 2) Promotes the success of all students by advocating, nurturing, and sustaining a school culture and instructional program conducive to student learning and staff professional growth.
- 3) Promotes the success of all students by ensuring management of the organization, operations, and resources for a safe, efficient, and effective learning environment.
- 4) Promotes the success of all students by collaborating with families and community members, responding to diverse community interests and needs, and mobilizing community resources.
- 5) Promotes the success of all students by modeling a personal code of ethics and developing professional leadership capacity.
- 6) Promotes the success of all students by understanding, responding to, and influencing the larger political, social, economic, legal, and cultural context.
- 7) Promotes the success of all students by advocating, nurturing, and sustaining the use of new technology.
- 8) Participates in ACSA on a state level (also regional and/or council).

\* A nominee for Administrator of the Year in the Classified Manager, Confidential Employee, and Professor of Education categories may be any ACSA member who demonstrates exemplary performance in the following standards:

- Strong support for the school management team.
- Exceptional leadership in managing school programs.
- Commitment to educational quality and student achievement.
- Commitment to professional growth.
- Creativity and innovation in dealing with issues and problems facing public education.

**Submit nominations by December 5, 2014, as an e-mail attachment or by regular mail to:**

Emilie Simmons, Region 3 Consultant  
Email: [emilie.simmons@aol.com](mailto:emilie.simmons@aol.com)  
4429 Glen Oak Court  
Sacramento, CA 95821

# Administrator of the Year Nomination Form

Award Category (select one from box at right) \_\_\_\_\_

Name of Nominee\* \_\_\_\_\_

Current Position/Title \_\_\_\_\_

School or District \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ Zip \_\_\_\_\_

Work Telephone \_\_\_\_\_ Home Telephone \_\_\_\_\_

Fax \_\_\_\_\_ E-mail \_\_\_\_\_

ACSA Member since\* \_\_\_\_\_ (Year)

\*Nominee must be a current ACSA member to be eligible for this award.

Name of Nominator \_\_\_\_\_

Title \_\_\_\_\_

School or District \_\_\_\_\_

Address \_\_\_\_\_ Region # \_\_\_\_\_

City \_\_\_\_\_ Zip \_\_\_\_\_

Work Telephone \_\_\_\_\_ Home Telephone \_\_\_\_\_

E-mail \_\_\_\_\_

- Superintendent
- Secondary Principal
- Middle Grades Principal
- Elementary Principal
- Central Office Administrator  
– County/District
- Secondary Co-Administrator
- Elementary Co-Administrator
- Classified Leader
- Confidential Employee
- Personnel/Human Resources
- Adult Education
- Career Technical Education
- Special Education
- Superintendent/Principal
- Business Services
- Pupil Personnel
- Curriculum and Instruction
- Continuation'/Educational  
Options
- Professor of Education
- Retired Administrator

**A. NOMINEE'S educational experience** (Please select no more than five major activities in each category.)

Positions Held	School Systems/Firms	Dates
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____

**B. Professional and community memberships, achievements, and awards.**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

**C. Describe how the candidate meets the criteria for excellence as a candidate for Administrator of the Year in the category selected above. (Please limit the description to this space.)**



# ACSA REGION III

## 2014-15 Nomination Form

### Administrator of the Year Award

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**Criteria:** A nominee for Administrator of the Year must be an **active ACSA member** who demonstrates exemplary performance related to the criteria.

**Regional selections will be based on the degree to which a nominee meets the following criteria\*:**

- 1) Promotes the success of all students by facilitating the development, articulation, implementation, and stewardship of a vision of learning that is shared and supported by the school community.
- 2) Promotes the success of all students by advocating, nurturing, and sustaining a school culture and instructional program conducive to student learning and staff professional growth.
- 3) Promotes the success of all students by ensuring management of the organization, operations, and resources for a safe, efficient, and effective learning environment.
- 4) Promotes the success of all students by collaborating with families and community members, responding to diverse community interests and needs, and mobilizing community resources.
- 5) Promotes the success of all students by modeling a personal code of ethics and developing professional leadership capacity.
- 6) Promotes the success of all students by understanding, responding to, and influencing the larger political, social, economic, legal, and cultural context.
- 7) Promotes the success of all students by advocating, nurturing, and sustaining the use of new technology.
- 8) Participates in ACSA on a state level (also regional and/or council).

\* A nominee for Administrator of the Year in the Classified Manager, Confidential Employee, and Professor of Education categories may be any ACSA member who demonstrates exemplary performance in the following standards:

- Strong support for the school management team.
- Exceptional leadership in managing school programs.
- Commitment to educational quality and student achievement.
- Commitment to professional growth.
- Creativity and innovation in dealing with issues and problems facing public education.

**Submit nominations by December 5, 2014, as an e-mail attachment or by regular mail to:**

Emilie Simmons, Region 3 Consultant  
Email: [emilie.simmons@aol.com](mailto:emilie.simmons@aol.com)  
4429 Glen Oak Court  
Sacramento, CA 95821

# Administrator of the Year Nomination Form

Award Category (select one from box at right) \_\_\_\_\_

Name of Nominee\* \_\_\_\_\_

Current Position/Title \_\_\_\_\_

School or District \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ Zip \_\_\_\_\_

Work Telephone \_\_\_\_\_ Home Telephone \_\_\_\_\_

Fax \_\_\_\_\_ E-mail \_\_\_\_\_

ACSA Member since\* \_\_\_\_\_ (Year)

\*Nominee must be a current ACSA member to be eligible for this award.

Name of Nominator \_\_\_\_\_

Title \_\_\_\_\_

School or District \_\_\_\_\_

Address \_\_\_\_\_ Region # \_\_\_\_\_

City \_\_\_\_\_ Zip \_\_\_\_\_

Work Telephone \_\_\_\_\_ Home Telephone \_\_\_\_\_

E-mail \_\_\_\_\_

- Superintendent
- Secondary Principal
- Middle Grades Principal
- Elementary Principal
- Central Office Administrator  
– County/District
- Secondary Co-Administrator
- Elementary Co-Administrator
- Classified Leader
- Confidential Employee
- Personnel/Human Resources
- Adult Education
- Career Technical Education
- Special Education
- Superintendent/Principal
- Business Services
- Pupil Personnel
- Curriculum and Instruction
- Continuation/Educational  
Options
- Professor of Education
- Retired Administrator

**A. NOMINEE'S educational experience** (Please select no more than five major activities in each category.)

Positions Held	School Systems/Firms	Dates
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____

**B. Professional and community memberships, achievements, and awards.**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

**C. Describe how the candidate meets the criteria for excellence as a candidate for Administrator of the Year in the category selected above. (Please limit the description to this space.)**

# 2015 Association of California School Administrators Partners in Educational Excellence Award

## IMPORTANT

This form must be used to submit nominations. (A two-page criteria explanation is also required if your nominee is selected for submission as a state ACSA Nomination. Please visit the ACSA website at [www.acsa.org](http://www.acsa.org) to obtain that form if directed by the Region 3 Consultant or President.)

## AWARD NOMINEE

Name of Community Partnership Program

Name of Community Partner (if different from above)

Address

City/State/Zip

Community Leader's Name

Educational Leaders Involved

Contact Person

Address

City/State/Zip

Phone

Email

## NOMINATED BY

Name

Title

School/District

Charter

Address

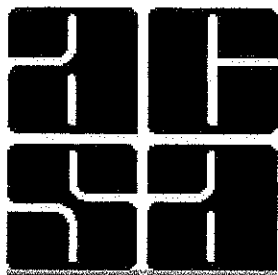
Phone

Cell Phone

Email

Please attach a brief description about the collaboration between education and community leaders, and how your nominee has made a sustained, positive impact on student achievement and learning.

Submit this form to Region 3 Consultant, Emilie Simmons ([emilie.simmons@aol.com](mailto:emilie.simmons@aol.com)) or Region 3 Vice President of Programs, Anna Trunnell ([atrunnell@egusd.net](mailto:atrunnell@egusd.net)) by December 5, 2014.



# THE ASSOCIATION OF CALIFORNIA SCHOOL ADMINISTRATORS

## REGION 3

### 2014-2015 EXECUTIVE BOARD

#### PRESIDENT

Brent Cushenbery  
[bcushenbery@wintersjUSD.org](mailto:bcushenbery@wintersjUSD.org)

#### PRESIDENT-ELECT

Chris Morris  
[cmorris@natomas.k12.ca.us](mailto:cmorris@natomas.k12.ca.us)

#### PAST PRESIDENT

Jonathon Brunson  
[jbrunson@djUSD.net](mailto:jbrunson@djUSD.net)

#### VICE PRESIDENT

##### LEGISLATIVE ACTION

Hervey Taylor, III  
[htaylor@natomas.k12.ca.us](mailto:htaylor@natomas.k12.ca.us)

#### VICE PRESIDENT PROGRAMS

Anna Trunnell  
[atrunnel@egUSD.onet](mailto:atrunnel@egUSD.onet)

#### VICE PRESIDENT

##### COMMUNICATIONS/MARKETING

Steve Muzinich  
[smuzinich@fcUSD.org](mailto:smuzinich@fcUSD.org)

#### VICE PRESIDENT/FINANCE

Sue Gilmore  
[adult\\_education1856@comcast.net](mailto:adult_education1856@comcast.net)

#### PAST VICE PRESIDENT/FINANCE

Charlie Linebarger  
[clinebar@fcUSD.org](mailto:clinebar@fcUSD.org)

#### VICE PRESIDENT MEMBERSHIP

Angi Carlomagno  
[acarloma@fcUSD.org](mailto:acarloma@fcUSD.org)

#### REPRESENTATIVE TO

##### ACSA STATE BOARD

Cindy Petersen  
[cindy.petersen@twinriversUSD.org](mailto:cindy.petersen@twinriversUSD.org)

#### REGION 3 CONSULTANT

Emilie Simmons (530) 304-4419  
[emilie.simmons@aol.com](mailto:emilie.simmons@aol.com)

## Every Student Succeeding Program

The mission of ACSA is to ensure that all students have the essential skills and knowledge needed to excel. On every school day throughout California, dedicated educators and courageous students overcome tremendous obstacles to reach that goal. Their success is our success; their powerful stories are our inspiration.

ACSA's Every Student Succeeding program honors students who exceed our expectations and the educators who support them along the way. We are proud to highlight these young men and women who have overcome great obstacles to succeed. They face life's challenges head on. Their stories are remarkable and their futures are bright.

**Purpose:** The purpose of this award is to honor students at all grade levels who have succeeded, against all odds, beyond expectations or simply won the hearts of the administrators and other educators who helped them achieve their goals. One student from each region will be honored.

**Eligibility:** The success of these students should be tied to the work of ACSA administrators. We know that other educators will also have made significant contributions to their support, including board members, teachers, paraprofessionals, guardians, community members, etc.

Nominees should be students who have made a special effort to succeed and have overcome obstacles such as but not limited to:

- Returning to school
- Leaving a gang
- Improving their attendance
- Changing their attitude
- Overcoming physical and mental barriers
- Illness or disability

They should also be active in:

- After school programs
- Community service
- Student conflict resolution
- Cross-age tutoring
- Peer mediation
- Peer tutoring

Nominees can come from programs such as:

- Alternative Education
- At-risk
- English Learners
- Continuation School
- Adult Education
- General education grades 4-12

**Nomination Process:** *Nominations must be sent directly to the nominee's charter president.* Each charter will select three students to be honored at our Region 3 ESS awards dinner. The nomination form is attached. The remaining nominees can be honored at a charter or district event.

**Deadline:** Contact your charter president for the charter deadline. The deadline for submission of recipient information to Region 3 is **Friday, January 16, 2014.**  
Charters- please send your completed student nomination form (only three students per charter) to the state Region 3 consultant:

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

**Recognition:** Students will be recognized at our ESS event at the Sac State Alumni Center on March 6<sup>th</sup>, 2015 at 5:30 pm. One student will be chosen to represent Region 3 at the State Level which will be held in Northern California in November 2015.

# ACSA REGION 3

## 2014-2015 CALENDAR

**Join us on Facebook: ACSA Region 3**  
**Website: [regions.acsa.org/3/](http://regions.acsa.org/3/)**

### June 2014

20-21 9-2/9-4 R3 Executive Board Retreat, ACSA, J St, Sac

### July 2014

28-30 State ACSA Board Retreat, Napa  
 30 State ACSA Board of Directors Meeting

### August 2014

6 Elk Grove Organizational meeting, TBD  
 18 Region 3 Leadership Training, 4:30-8 pm (VALIC)  
 Woodlake Conference Center, Red Lion, Sacramento

### September 2014

8 5:00-6:30 p.m., Region 3 Executive Board  
 Hoppy Brewing Company, 6300 Folsom Blvd, Sacramento  
 18 7:00-8:30 a.m., Region 3 Delegate Assembly  
 Mimi's Café, 2029 Alta Arden, Sacramento

### October 2014

1 **Charter Rosters, Budgets, Bylaws due to Region**  
 3 October-fest; TBD  
 16 ACSA State Mtgs.: Region Pres., V/Ps Leg. Action,  
 LAX  
 16 ACSA State Delegate Assembly Meeting  
 17 ACSA State Board of Directors Meeting

### November 2014

3 5:00-6:30 p.m., Region 3 Executive Board  
 Hoppy Brewing Company, 6300 Folsom Blvd, Sacramento  
 5-8 ACSA State Leadership Summit, San Diego  
 13 7:00-8:30 a.m., Region 3 Delegate Assembly  
 Mimi's Café, 2029 Alta Arden, Sacramento

### December 2014

5 **Nominations due for Administrators of the Year and  
 Partners in Educational Excellence**

### January 2015

8 5:00-6:30 p.m., Region 3 Executive Board  
 Hoppy Brewing Company, 6300 Folsom Blvd, Sacramento  
 15 7:00-8:30 a.m., Region 3 Delegate Assembly  
 Mimi's Café, 2029 Alta Arden, Sacramento  
 16 **Deadline for Every Student Succeeding**  
 30 5:30-8:00 p.m., Fun Friday, Red Lion, Sacramento

### February 2015

12 (a.m.) ACSA State Mtgs.: Region Pres., V/Ps Leg. Action,  
 12 (p.m.) State ACSA Delegate Assembly; Location TBD  
 13 State ACSA Board of Directors Mtg.  
 23 5:00-6:30 p.m., Region 3 Executive Board  
 Hoppy Brewing Company, 6300 Folsom Blvd, Sacramento

### March 2015

6 5:30 p.m., Every Student Succeeding Banquet  
 CSUS Alumni Center  
 12 7:00-8:30 a.m., Region 3 Delegate Assembly  
 Mimi's Café, 2029 Alta Arden, Sacramento  
 15-16 State ACSA Legislative Action Day  
 20 March Membership Social, TBD  
 30 5:00-6:30 p.m., Region 3 Executive Board  
 Hoppy Brewing Company, 6300 Folsom Blvd, Sacramento

### April 2015

3 **Deadline for Student Scholarship Nominations**  
 16 7:00-8:30 a.m., Region 3 Delegate Assembly  
 Mimi's Café, 2029 Alta Arden, Sacramento  
 23-26 North State Conference, Peppermill, Reno

### May 2015

11 Annual Awards Banquet, Red Lion Hotel, (Administrators  
 of the Year, Silver Star, Aspiring Administrators, Partners  
 in Educational Excellence, Student Scholarship  
 Recipients)  
 7 5:00-6:30 p.m., Region 3 Executive Board  
 Hoppy Brewing Company, 6300 Folsom Blvd, Sacramento  
 14 ACSA State Mtgs.: Region Pres., V/Ps Leg. Action,  
 Sacramento  
 14 State ACSA Delegate Assembly  
 15 State ACSA Board of Directors Meeting  
 Women's Leadership Network Event, TBD

### June 2015

19-20 Region 3 Executive Board Planning Retreat  
 Location TBD

--oOo--

- *Five (5) Region 3 Delegate Assemblies: September 18, November 13, January 15, March 12, and April 16*
- *Six (6) Executive Board Meetings: September 8, November 3, January 8, February 23, March 30, and May 7 (Not in conjunction with State ACSA Meetings, Sacramento)*

*Need date for Leadership Forum?*

*6/23/14 es*



ACSA Region 3  
Request for Payment or Reimbursement

Name: \_\_\_\_\_

Street: \_\_\_\_\_

City: \_\_\_\_\_, CA Zip: \_\_\_\_\_

☐ Request for Payment: Pay to the order of: \_\_\_\_\_

☐ Request for Reimbursement: Pay to the order of person submitting request

PLEASE ATTACH ORIGINAL RECEIPTS TO THIS SHEET. Tape or staple receipts below, on the back, or to a separate sheet of paper.

Expenditure

Date	Purpose of Expenditure	Amount
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____

\_\_\_\_\_  
Signature (person submitting request)

\_\_\_\_\_  
Date

\*\*\*\*\*

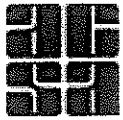
For ACSA Region 3 VP/Finance Use:

Date Paid: \_\_\_\_\_ Check Number: \_\_\_\_\_

Region 3 VP/Finance







## ACSA Region 3 Event Proposal

Event: \_\_\_\_\_ Submitted by: \_\_\_\_\_ Date: \_\_\_\_\_

Location: \_\_\_\_\_ Date of Event: \_\_\_\_\_

<b><u>Attendees:</u></b>	<b>Proposed</b>	<b>Actual</b>
ACSA Members	_____	_____
Non-Member	_____	_____
<b>Total Attendees</b>	_____	_____

<b><u>Expenditures:</u></b>		
Room Rental	_____	_____
Special Set-up	_____	_____
Food	_____	_____
Beverage	_____	_____
Gifts/Awards	_____	_____
Honorarium	_____	_____
Printing	_____	_____
Decorations	_____	_____
Other	_____	_____
<b>Total Expenditures</b>	_____	_____

<b><u>Offsets:</u></b>		
Fees	_____	_____
Sponsorships	_____	_____
Other	_____	_____
<b>Total Offsets</b>	_____	_____

**Total Cost of Event** \_\_\_\_\_

**Total Amount in Region 3 Budget** \_\_\_\_\_

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_