

**SUMMARY**  
**ACSA Region 4 Leadership Forum**  
**September 25, 2014**  
**9:00 am**  
**Vacaville Unified School District**  
Board Room

The meeting was called to order at 9:06 am. 25 ACSA Members and Acsa Staff were present. All Charters except Mendocino and Marin were represented.

Minor charges to the Agenda were suggested and approved.

Bobbi Horack presented the Year End Budget Report. She explained about the planned deficit spending. She also presented the 2014-2015 Budget (both documents are attached.) She also discussed the process for Charter Rebates and stated that at the end of the meeting checks would be distributed.

There was a Charter Professional Development Request submitted by the Sonoma Charter, for \$1500, which was approved.

The newly elected VP Leg Action for Region 4, Nicole Anderson, was not able to assume the duties of this office due to the fact that she is now ACSA Staff. An election was held and Gigi Patrick was elected to a three-year term as the Region 4 VP Leg Action.

Margie Cuizon, ACSA Staff, gave a presentation on the ACSA App and debuted Region 4's presence on the App. It is the goal of Region 4 to "Go Green" and post all information requiring documents etc. to be placed on the ACSA App. The Agenda for this meeting is an example of how we will use the App. Currently the Region 4 Procedure Manual is on the App. Other documents will follow. If you have not downloaded the ACSA App please **do so now** and check regularly for updated info regarding ACSA and Region 4.

Nicole Anderson gave an Equity and Diversity Update. (See handout attached).

A representative from the Leaven Group gave a brief description of their work as well as being honored as the *Region 4 Winner of the Partners of Educational Excellence Award*.

President Elect Rob Martinez presented information on the 2015 ACSA AOY Program and a handout with timelines and information was distributed. (See attached).

He also spoke about \$500 that is available to each Charter this year to assist with Charter Every Student Succeeding (ESS) Events. These funds may be used to assist in hosting a Charter wide ESS event or may be used for Scholarships for students within the Charter. Charters will need to request these funds and will need to be prepared to report out on how the funds were expended. For further information, or to receive the Charter ESS Form email Rob Phillips at [robphillipsacsa4@gmail.com](mailto:robphillipsacsa4@gmail.com)

Region 4 is developing a Region 4 Women's Leadership Conference. The Region has dedicated \$3750.00 towards this event. More info will be presented at the October Region 4 Leadership Forum.

Vice President Bill Ewing gave information about a region initiative to have one Charter President attend each of the State ACSA Delegate Assemblies. There was also discussion about having the Membership Rep attend Delegate Assembly.

The Region 4 ACSA Executive Board delivered information about changes to the ACSA Region 4 Leadership Workshop. For 2015 the Workshop will be held at the Embassy Suites in Napa. The format will be similar to past years except that the training will be conducted on a Thursday and Friday instead of a Friday and a Saturday. Mark you calendars for June 18 and 19, 2015. All Council/Committee Reps, Executive Board Members as well as three members from each Charter should plan on attending. Remember the Region covers all costs. In addition the Embassy Suites will allow attendees to come early or extend their stay at a VERY good price.

More information will be forthcoming at the October Forum.

Membership information was discussed. A committee was formed to plan for the March Madness Event consisting of Sandy Jessop, Lisette Estrella-Henderson, Rob Martinez, Gillie Miller and Bill Ewing.

Charters discussed their Oktoberfest Activities, Sonoma – Oct 16, Lake – October 2, Solano - October 8, Napa – October 15, VCUSD – November.

**ACSA REGION 4**  
**Statement of Income and Expense**  
**For the Period: 7/1/13 to 6/30/2014**  
**FINAL**

		YTD Actual 2013 - 2014	YTD Budget 2013 - 2014	Variance (Over) Under Budget
<b>INCOME</b>				
401.0	St ACSA Dues Rebates	\$ 56,488.63	\$ 54,135.00	\$ (2,353.63)
401.1	Region 4 Leadership Workshop	1,000.00	1,000.00	0.00
401.3	North State Conf - Reno		1,500.00	1,500.00
404.1	Golf Tournament Scholarship-Reno	2,000.00	2,000.00	0.00
402.1	Professional Development Events		-	0.00
403.0	Earned Interest	105.17	100.00	(5.17)
404.2	Other Misc. Income		-	0.00
<b>TOTAL INCOME</b>		<b>\$ 59,593.80</b>	<b>\$ 58,735.00</b>	<b>\$ (858.80)</b>
<b>Mission Specific Expenses</b>				
501.2	Professional Development Grants	\$ 4,500.00	\$ 10,500.00	\$ 6,000.00
501.3	Student Scholarships-Golf Tournament	1,000.00	1,000.00	0.00
501.4	Every Student Succeeding		1,000.00	1,000.00
501.5	Region 4 Leadership Workshop	12,210.75	12,000.00	(210.75)
501.6	St ACSA Legislative Action Day	2,470.34	5,000.00	2,529.66
501.9	St ACSA Summit Vouchers-Nov	3,459.00	4,000.00	541.00
501.7	Local Charters Direct Rebates	5,078.59	5,413.00	334.41
502.3	North State Conference-Reno	2,747.62	1,800.00	(947.62)
502.4	March Madness Membership Drive	3,199.66	2,000.00	(1,199.66)
502.5	North State Reimbursement	1,400.00	5,000.00	3,600.00
<b>Total Mission Specific Expenses</b>		<b>\$ 36,065.96</b>	<b>\$ 47,713.00</b>	<b>\$ 11,647.04</b>
<b>Mission Support Expenses</b>				
503.0	Region Leadership Forum	\$ 3,459.24	\$ 2,500.00	\$ (959.24)
504.0	Committees		500.00	500.00
505.0	Presidential Business	2,308.28	2,800.00	491.72
506.0	Board Business	2,752.50	5,000.00	2,247.50
<b>Mission Support Expenses</b>		<b>\$ 8,520.02</b>	<b>\$ 10,800.00</b>	<b>\$ 2,279.98</b>
<b>General &amp; Administrative Expenses</b>				
507.1	State Consultant - Salary	\$ 12,000.00	\$ 12,000.00	\$ -
507.2	State Consultant - Payroll Tax/Fringe	1,800.00	1,800.00	0.00
507.3	State Consultant - Expenses	1,345.69	2,000.00	654.31
507.4	General & Administrative Exp	2,164.15	2,250.00	85.85
<b>General &amp; Administrative Expenses</b>		<b>\$ 17,309.84</b>	<b>\$ 18,050.00</b>	<b>\$ 740.16</b>
<b>TOTAL EXPENSES</b>		<b>\$ 61,895.82</b>	<b>\$ 76,563.00</b>	<b>\$ 14,667.18</b>
<b>NET INCOME (LOSS)</b>		<b>\$ (2,302.02)</b>	<b>\$ (17,828.00)</b>	<b>\$ 15,525.98</b>

**ACSA REGION 4**  
**Statement of Income and Expense**  
**For the Period: 7/1/14 to 6/30/15**

	YTD Actual 2014 - 2015	YTD Budget 2014 - 2015	Variance (Over) Under Budget
<b>INCOME</b>			
401.0 St ACSA Dues Rebates	\$ -	\$ 57,250.00	\$ (57,250.00)
401.1 Region 4 Leadership Workshop		1,000.00	(1,000.00)
401.3 North State Conf - Reno		1,500.00	(1,500.00)
404.1 Golf Tournament Scholarship-Reno		2,000.00	(2,000.00)
402.1 Professional Development Events		-	0.00
403.0 Earned Interest		100.00	(100.00)
404.2 Other Misc. Income		-	0.00
<b>TOTAL INCOME</b>	<b>\$ -</b>	<b>\$ 61,850.00</b>	<b>\$ (61,850.00)</b>
<b>Expense</b>			
<b>Mission Specific Expenses</b>			
501.2 Professional Development Grants	\$ -	\$ 10,500.00	\$ (10,500.00)
501.3 Student Scholarships-Golf Tournament		1,000.00	(1,000.00)
501.4 Every Student Succeeding-Region		1,000.00	(1,000.00)
501.41 Every Student Succeeding-Charter		3,500.00	(3,500.00)
501.5 Region 4 Leadership Workshop		15,000.00	(15,000.00)
501.6 St ACSA Legislative Action Day		5,000.00	(5,000.00)
501.9 St ACSA Summit Vouchers-Nov		4,000.00	(4,000.00)
501.7 Local Charters Direct Rebates		5,413.00	(5,413.00)
502.3 North State Conference-Reno		1,800.00	(1,800.00)
502.4 March Madness Membership Drive		3,500.00	(3,500.00)
502.5 North State Reimbursement		5,000.00	(5,000.00)
502.6 Woman Leadership Conf		3,750.00	(3,750.00)
502.7 Del. Assem/Charter Pres		1,000.00	(1,000.00)
<b>Total Mission Specific Expenses</b>	<b>\$ -</b>	<b>\$ 60,463.00</b>	<b>\$ (60,463.00)</b>
<b>Mission Support Expenses</b>			
503.0 Region Leadership Forum	\$ -	\$ 2,500.00	\$ (2,500.00)
504.0 Committees		500.00	(500.00)
505.0 Presidential Business		2,800.00	(2,800.00)
506.0 Board Business		5,000.00	(5,000.00)
<b>Mission Support Expenses</b>	<b>\$ -</b>	<b>\$ 10,800.00</b>	<b>\$ (10,800.00)</b>
<b>General &amp; Administrative Expenses</b>			
507.1 State Consultant - Salary	\$ -	\$ 12,000.00	\$ (12,000.00)
507.2 State Consultant - Payroll Tax/Fringe		1,800.00	(1,800.00)
507.3 State Consultant - Expenses		2,000.00	(2,000.00)
507.4 General & Administrative Exp		3,000.00	(3,000.00)
<b>General &amp; Administrative Expenses</b>	<b>\$ -</b>	<b>\$ 18,800.00</b>	<b>\$ (18,800.00)</b>
<b>TOTAL EXPENSES</b>	<b>\$ -</b>	<b>\$ 90,063.00</b>	<b>\$ (90,063.00)</b>
<b>NET INCOME (LOSS)</b>	<b>\$ -</b>	<b>\$ (28,213.00)</b>	<b>\$ 28,213.00</b>
<b>Total Cash-July 1, 2012</b>	<b>\$ 74,219.19</b>		
<b>Net Change in Cash</b>	<b>0.00</b>		
<b>Total Cash-June 18, 2013</b>	<b>\$ 74,219.19</b>		

### **Links to Equity and diversity update**

<http://www.acsa.org/FunctionalMenuCategories/AboutACSA/CommitteesGroups/EAD-for-Success/Meeting-Materials/Equity-Fall-Update.aspx>

## **Region 4 Administrator of the Year Information**

Awards Overview:

<http://www.acsa.org/FunctionalMenuCategories/AboutACSA/AwardsProgram/Award-Overview.aspx#A4>

### ***2015 award information is now available.***

Each year ACSA recognizes a select group of individuals for their significant contributions to education through three prestigious awards named in memory of past ACSA leaders: **Ferd. Kiesel Memorial Distinguished Service Award**, **Marcus Foster Memorial Award for Administrator Excellence** and the **Robert E. Kelly Award**.

In addition, members are honored for outstanding performance and achievement as **Administrators of the Year** in 21 job-alike categories.

The **Valuing Diversity Award** is given to the member whose efforts to promote diversity epitomize ACSA's mission statement.

Programs and businesses that collaborate with administrators in support of education are recognized through the **Partners in Educational Excellence Award**.

ACSA also recognizes the extraordinary achievements of the students in each year's **Every Student Succeeding Program**.

**Deadline.** Deadline to submit nominations to state ACSA is **February 2, 2015 by 5 p.m. Administrator of the Year Awards**

**Purpose.** These awards recognize outstanding performance and achievement by individual administrators, classified managers or confidential employees in the following categories:

- Superintendent
- Secondary Principal
- Middle Grades Principal
- Elementary Principal
- Central Office Administrator (District/County)
- Elementary Co-Administrator
- Secondary Co-Administrator

- Classified Leader
- Confidential Employee
- Personnel/Human Resources Administrator
- Adult Education Administrator
- Career Technical Education Administrator
- Special Education Administrator
- Superintendent/Principal
- Business Services Administrator
- Pupil Personnel Administrator
- Curriculum and Instruction Administrator
- Continuation/Educational Options Administrator
- Professor of Education
- Retired Administrator (Volunteer Service to ACSA)
- Technology Administrator of the Year

**Eligibility.** Recipients must be active ACSA members who show strong support for the school management team; exceptional leadership in managing school programs; commitment to educational quality and student achievement; commitment to professional growth; and creativity and innovation in dealing with issues and problems facing public education. Current ACSA employees and ACSA board members are not eligible to receive these awards.

Ferd Keisel Award: **Purpose.** The Ferd. Kiesel Memorial Distinguished Service Award is the highest honor ACSA can present to an individual. The award is made in the memory of Ferd. Kiesel, ACSA's founding president.

Marcus Foster Memorial Award: **Purpose.** This award recognizes outstanding leadership and significant contributions to education by a school administrator. It was established to honor the memory of Marcus Foster, former superintendent of the Oakland Unified School District.

Robert E. Kelly Award: **Purpose.** This award is made in memory of Robert E. Kelly, former superintendent of Los Angeles Unified School District. Robert Kelly was instrumental in establishing the Los Angeles City Schools Bank of America Achievement Awards program in 1948. Since that time, the Bank of America Achievement Awards program has been replicated across the state.

Valuing Diversity: **Purpose.** This award is given to an administrator who epitomizes ACSA's Mission Statement by his/her efforts in promoting diversity and support for all of the children, parents and staff at their school or district.

Partners in Educational Excellence: **Purpose.** The Partners in Educational Excellence Award is given annually to exemplary school-community partnership programs that promote effective educational performance, enhanced student achievement and strong community involvement in educational quality.

**Nomination Forms:**

<http://www.acsa.org/FunctionalMenuCategories/AboutACSA/AwardsProgram/NominationForms.aspx>

**A complete nomination should focus on answering each criteria listed on the nomination application, and should discuss the strong qualities of each nominee.**

**Tips for Successful Nominations:**

<http://www.acsa.org/FunctionalMenuCategories/AboutACSA/AwardsProgram/NominationTips.aspx>

**Online Workshops:**

<http://www.acsa.org/FunctionalMenuCategories/AboutACSA/AwardsProgram/Online-Workshops.aspx>

**Help & Resource's:**

<http://www.acsa.org/FunctionalMenuCategories/AboutACSA/AwardsProgram/HelpResources.aspx>

**Region 4 Timeline:**

- Each Charter should advance this information to all Local ACSWA members-by Friday 9/26/14
- Each Charter should select and develop nomination packets for their Charter Nominees prior to the end of the work day on January 9, 2015 to Robert A. Martinez, Ed.D.
  - Full packet will include Nomination form, appropriate signatures, and accompanying letters
- All complete nomination documents will be provided to the Region "Selection Committee" for review and recommendation.
- The Selection Committee will present a slate of recommendations to the January Leadership Forum Group for confirmation.
- All confirmed nominations will be submitted to State ACSA before the February 2, 2015 deadline

Robert A. Martinez, Ed.D., Assistant Superintendent of Human Resources  
Fairfield-Suisun Unified School District, 2490 Hilborn Road, Fairfield, CA 94534  
Robm@fsusd.org