

ASSOCIATION OF CALIFORNIA SCHOOL ADMINISTRATORS

# 2023-2024 LEADERSHIP MANUAL



#ACSALeaders



May 10, 2023

Dear ACSA Leader:

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

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

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

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

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

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

Sincerely,

Edgar Zazueta, Ed.D.  
Executive Director

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**2023-2024 LEADERSHIP MANUAL  
TABLE OF CONTENTS**

**I. ORGANIZATION**

|                                                          |    |
|----------------------------------------------------------|----|
| Description of ACSA Structure.....                       | 8  |
| ACSA Region Map .....                                    | 10 |
| How State ACSA Works.....                                | 11 |
| ACSA Legislative/PAC Process .....                       | 12 |
| ACSA Strategic Plan Framework.....                       | 13 |
| ACSA Strategic Plan One-Page Communication Document..... | 15 |
| ACSA Bylaws.....                                         | 16 |

**II. SERVICES**

|                                              |    |
|----------------------------------------------|----|
| ACSA Organizational Chart.....               | 32 |
| Staff Directory .....                        | 33 |
| Educational Services Department.....         | 35 |
| Equity & Diversity Department.....           | 37 |
| Executive Department .....                   | 38 |
| Financial Services Department .....          | 40 |
| Governmental Relations Department .....      | 41 |
| Information Technology Department .....      | 44 |
| Marketing and Communications Department..... | 46 |
| Member Services Department.....              | 48 |

**III. CALENDARS AND TRAVEL**

|                                                         |    |
|---------------------------------------------------------|----|
| Governance Calendar 2023-2024 .....                     | 51 |
| Board/Leadership Assembly Calendar 2023-2024 .....      | 52 |
| ACSA State Committee/Council Meeting Dates 2023/24..... | 53 |

|                                      |    |
|--------------------------------------|----|
| ACSA Travel Instructions.....        | 57 |
| ACSA Travel Expense Claim Form ..... | 59 |

#### **IV. REGIONS AND CHARTERS**

|                                                                        |    |
|------------------------------------------------------------------------|----|
| ACSA Regions and Charters .....                                        | 62 |
| Timeline for ACSA Regions .....                                        | 63 |
| ACSA Region Beginning of the Year Planning Template .....              | 64 |
| Certificates of Appreciation for Service for Regions and Charters..... | 66 |
| ACSA 2023 Awards Program .....                                         | 67 |
| ACSA Awards Timeline .....                                             | 77 |
| ACSA Annual Audit .....                                                | 78 |
| Region Finance Report Forms .....                                      | 79 |
| ACSA Charter President Checklist.....                                  | 88 |
| Charter Annual Report.....                                             | 90 |
| Application for New Charter .....                                      | 91 |
| Region Committee/Council Representative Planning Guide .....           | 92 |
| Ways to Strengthen Region Committee/Councils.....                      | 95 |

#### **V. COMMITTEES AND COUNCILS**

|                                                                      |     |
|----------------------------------------------------------------------|-----|
| ACSA Committees and Councils .....                                   | 98  |
| Committee and Council Purposes .....                                 | 100 |
| Goals/Agendas and Board Issues.....                                  | 105 |
| Responsibilities of the State Committee Chair/Council President..... | 106 |
| Responsibilities of State Committee and Council Members .....        | 107 |
| Responsibilities of Board Liaisons.....                              | 108 |
| Responsibilities of Committee/Council Staff Liaison .....            | 109 |
| Logistics: Making Committee/Council Meetings Happen.....             | 111 |

|                                                                            |     |
|----------------------------------------------------------------------------|-----|
| Committee/Council Operating Procedures .....                               | 113 |
| Explanation of Committee and Council Forms.....                            | 115 |
| Committee/Council Activity Design Process-Special Funding Request.....     | 116 |
| Certificates of Appreciation for Service on Committees and Councils.....   | 117 |
| Committee/Council Reporting .....                                          | 118 |
| Reporting Procedures for Board of Directors and Leadership Assembly .....  | 119 |
| Affiliation-National Organizations.....                                    | 120 |
| Committees and Councils at a Glance.....                                   | 122 |
| Committee Chair/Council Presidents Planning Guide.....                     | 123 |
| Committee/Council Planning Checklist.....                                  | 125 |
| Committee Chair/Council President/Staff Liaison Checklist.....             | 126 |
| Sample Committee/Council Agenda Template .....                             | 129 |
| Additional Funding Request-Activity Design Process.....                    | 130 |
| Samples of Activity Project Designs Funded .....                           | 131 |
| ACSA Committee/Council Meeting Dates Form 2023-2024 .....                  | 132 |
| ACSA State Committee/Council Beginning of the Year Planning Template ..... | 133 |
| Tips and Advice from Past Chairs & Presidents.....                         | 135 |
| ACSA Toolkits.....                                                         | 137 |
| ShopACSA .....                                                             | 138 |

## ACSA EMAIL & OFFICE ADDRESS

**Website:**

[www.acsa.org](http://www.acsa.org)

**Main Address:**

1029 J Street  
Suite 500  
Sacramento, CA 95814  
916.444.3216





# I. Organization



## DESCRIPTION OF ACSA STRUCTURE

### **Leadership Assembly**

The Leadership Assembly elects officers, approves bylaw changes, approves the association goals and objectives, receives and reviews information from task forces, ratifies ACSA's legislative platform, makes recommendations to state Board members relating to issues brought before the Leadership Assembly, advises state board members concerning major policy issues, statewide ballot measures, and on statewide candidate endorsements, and serve as liaisons to regions.

Each region's delegates are the president, president-elect, and vice president for legislative action. An additional delegate will be added to the base number of three for each additional 200 regular/consolidated members in the region. Selection of additional delegates is determined by the region. In addition, votes are derived from committee chairs, council presidents and the Board of Directors.

### **Board of Directors**

The Board of Directors consists of five officers and 19 directors. Annually, up to four directors-at-large may be appointed by the President, with the approval of the Board, to achieve a more balanced representation in the best interests of the Association.

The Board of Directors is the governing body of the Association. The Board establishes and monitors policies, develops, approves and monitors the budget, approves committee and council appointments, employs and evaluates the Executive Director, gives final approval to political candidate endorsements, approves recommendations from issue-based task forces, monitors the strategic plan, provides general organizational direction, approves Leadership Summit conference fee, recommends bylaw changes to Leadership Assembly and approves annual dues.

### **Regions**

ACSA is currently divided into nineteen regions within California. New regions may be created and changes in region boundaries may be recommended by the Board and approved by the Leadership Assembly.

Each region shall have a governing board composed of elected region officers and other members as may be provided in the region's bylaws.

The functions of each region shall be to promote within the region the purposes of ACSA with programs and activities similar to and consistent with those of ACSA. Additional responsibilities may be adopted by the Board.

## DESCRIPTION OF ACSA STRUCTURE

### **Charters**

A charter is a smaller unit of ACSA within a region of ACSA and shall be under the jurisdiction of the region. Charters vary in size and complexity. Charters are created for the purpose of implementing the state program at the local level, for the involvement of members, for the utilization of leadership potential and for effective communications between all levels of governance of ACSA.

### **Committees**

There shall be such standing and special committees as the Board may authorize. The purpose and suggested activities of any committee shall be determined by the Board and the Board shall review annually the achievements of all committees. The ACSA President appoints committee chairs and regions select members for committees.

Committees have the responsibility to develop a close working relationship with their regional counterparts.

### **Councils**

Thirteen councils have been created to obtain the best of two worlds – a united administrator association and unique representation for job-alikes.

Councils create their own bylaws, mission statements, operating rules, procedures, subcommittees, meeting practices, and related rules that will be consistent with ACSA bylaws, rules, and policies. These are subject to ratification by the ACSA Board of Directors. Councils elect their president and regions may elect or select members for councils.

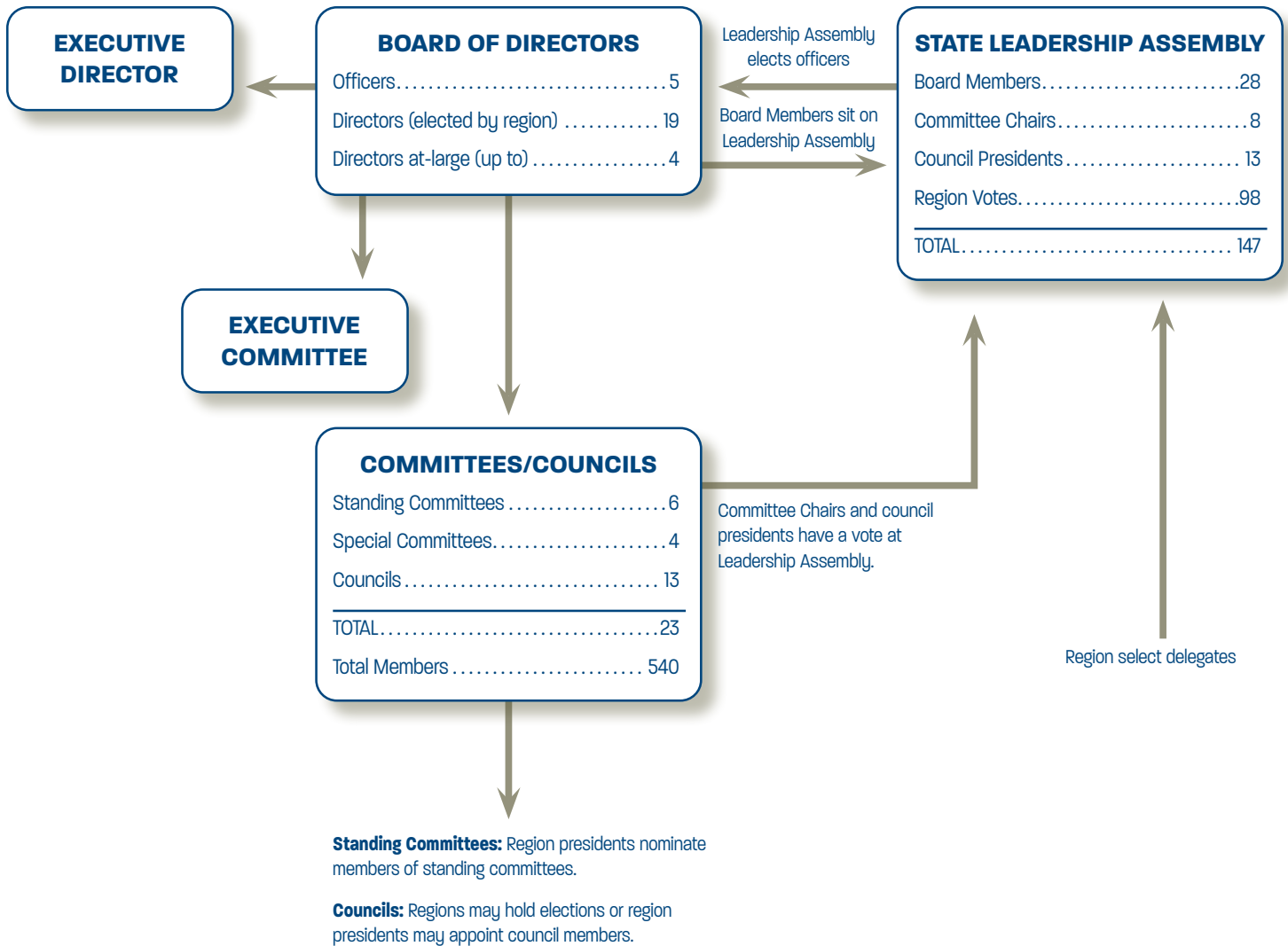
Councils have the responsibility to develop a close working relationship with their regional counterparts.

# acsa regions

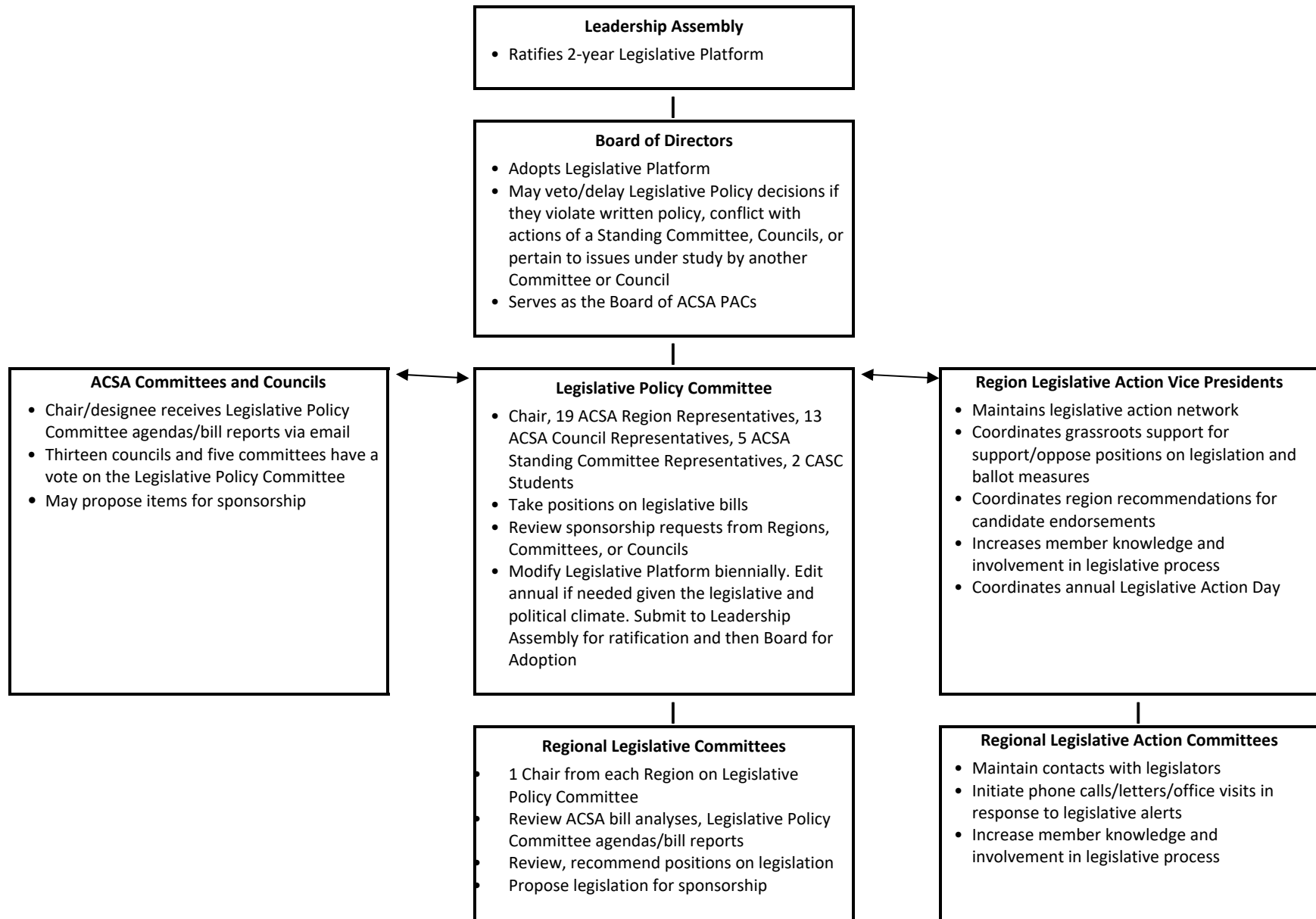




# how state acsa works



## ACSA LEGISLATIVE PROCESS





# strategic plan framework

**2023-2025** | Adopted by the ACSA Board of Directors February 17, 2023

## **mission** | who we are

The mission of the Association of California School Administrators is to advocate in the best interests of students and to develop, empower and inspire equity-minded educational leaders.

## **vision** | where we are going

The Association of California School Administrators is the driving force for an equitable, world-class education system that can meet the diverse needs of all California students.

## **values** | what we stand for

The Association of California School Administrators is committed to the social, emotional and physical well-being of students, educators and administrators in our schools. With it, students can effectively learn and educators and administrators can provide an environment in which students can flourish.

In addition, ACSA is guided by the following beliefs as educational leaders.

- **Right to a Quality Education.** Every student has the right to a quality education, and it is the responsibility of every educator to advocate for that right.
- **Impact of a Quality Education.** A quality education for all leverages the value of diversity in our community, strengthens society, and is essential for democracy to thrive.
- **Student Potential.** Each student has unique potential to contribute to the betterment of society.
- **Equity and Opportunity.** All ACSA members must have the ability to confront both internal and external bias, behaviors, and policies that create barriers and limit the success and achievement of all students, families, and the professionals who serve them. As such, we take action to promote and advocate for policies, practices and systems that result in equitable educational outcomes.
- **Learning.** Learning is a lifelong endeavor, and the act of learning in an engaging environment is transformative.
- **College and Career Readiness.** What and how we teach will provide the foundation for students to explore a variety of options available for a meaningful, productive career and to sustain the lifestyle they desire.
- **Educational Leadership.** Leadership is essential to every effective educational institution, and every educational leader has a responsibility to seek, inspire and effect positive change for all students and the community.
- **Vision for Education.** Through leadership, we can achieve a shared vision for a world class, fully funded education system in California that can support all students in achieving their full potential.





# strategic plan framework

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## **long-term goals and objectives** | where we will produce results

### **goal: member development and support**

**OBJECTIVE 1:** To provide accessible, relevant opportunities for professional learning and leadership development through which members can acquire, apply and demonstrate new knowledge, as well as expand career pathways.

**OBJECTIVE 2:** To drive professional excellence as the members' first source for timely, comprehensive information on professional trends, issues, practices and resources.

**OBJECTIVE 3:** To be a dynamic professional community of educational leaders who collaborate and contribute their experience and expertise to support each other's professional growth.

### **goal: advocacy and influence**

**OBJECTIVE 4:** To shape policy for a world-class, fully funded education system and improved outcomes for all students by aligning the collective influence of members at the local, state and federal levels.

**OBJECTIVE 5:** To be a leader, credible voice, and trusted partner in addressing the issues impacting the diverse needs of students and the administrators that support them.

### **goal: organizational development and sustainability**

**OBJECTIVE 6:** To optimize ACSA structure, human and financial resources, and impact through shared vision, leadership, stewardship and accountability at all levels of the Association.

for more information, visit **[acsa.org/strategicplan](https://acsa.org/strategicplan)**



# strategic plan

## mission | who we are

The mission of the Association of California School Administrators is to advocate in the best interests of students and to develop, empower and inspire equity-minded educational leaders.

## vision | where we are going

The Association of California School Administrators is the driving force for an equitable, world-class education system that can meet the diverse needs of all California students.

## values | what we stand for

- Social, Emotional, and Physical Well-being
- Right to Quality Education
- Impact of a Quality Education
- Student Potential
- Equity and Opportunity
- Learning
- College and Career Readiness
- Educational Leadership
- Vision for Education

## goals | where we will produce results

- Member Development and Support
- Advocacy and Influence
- Organizational Development and Sustainability

## objectives | what we strive to achieve

- To provide accessible, relevant opportunities for professional learning and leadership development through which members can acquire, apply and demonstrate new knowledge, as well as expand career pathways.
- To drive professional excellence as the members' first source for timely, comprehensive information on professional trends, issues, practices and resources.
- To be a dynamic professional community of educational leaders who collaborate and contribute their experience and expertise to support each other's professional growth.
- To shape policy for a world-class education system and improved outcomes for all students by aligning the collective influence of members at the local, state and federal levels.
- To be a leader, credible voice, and trusted partner in addressing the issues impacting the diverse needs of students and the administrators that support them.
- To optimize ACSA structure, human and financial resources, and impact through shared vision, leadership, stewardship and accountability at all levels of the Association.

## 2023-2024 priorities | How we will focus short-term action

*Among other initiatives, ACSA will take the following action to support our members in the coming year:*

- Shorter professional development opportunities
- Options for post-program continuous learning, networking and support
- Customized options for career development, along with mentoring opportunities
- Community groups for members with different interests or job-alikes
- Resources and support for member, student and educator well-being
- More frequent updates on ACSA government relations activity
- More member access to information exchanged and developed in Committee and Council meetings
- Stronger partnerships with like-minded affinity groups
- Intentional strategies to seek out and engage new, aspiring, experienced and retired members

for more information, visit [acsa.org/strategicplan](https://acsa.org/strategicplan)

**BYLAWS**  
**ASSOCIATION OF CALIFORNIA SCHOOL ADMINISTRATORS**

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**ARTICLE I**

**Name, Principal Office, Purposes and Restrictions**

- 1.01     **Name.** The name of the association is Association of California School Administrators, a California nonprofit mutual benefit corporation (ACSA).
- 1.02     **Principal Office.** The Board of Directors (board) shall determine the location of the principal office of the association.
- 1.03     **Purposes.** The purposes of ACSA are to promote the advancement of education by:
- (a)    Improving the educational process by helping members become more effective in their various roles as educational leaders.
  - (b)    Creating the resources that will enable California school administrators to develop and apply creative leadership and management.
  - (c)    Providing programs specifically designed to relate the association's activities to students, their needs and problems at all levels, preschool through adult education.
  - (d)    Advancing education by sponsoring research and investigation.
  - (e)    Meeting the needs of members by providing a single organization to represent those needs to the other publics with whom school administrators interact.
  - (f)    Disseminating information about the school administrator's profession through a communications system of publications, conferences and various field services, local, state and federal public relations.
  - (g)    Cooperating and working with teachers, students and the public so that the needs of learners and the community may be best served.
- 1.04     **Restrictions.** All policies and activities of the association shall be consistent with:
- (a)    Applicable federal, state and local antitrust and trade regulation laws;
  - (b)    Applicable tax-exemption requirements including the requirements that the association not be organized for profit and that no part of its net earnings inure to the benefit of any private individual; and
  - (c)    All other legal requirements including the California Nonprofit Corporation Law under which law this association is incorporated and to which its operations are subject.

**BYLAWS**  
**ASSOCIATION OF CALIFORNIA SCHOOL ADMINISTRATORS**

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**ARTICLE II**

**Organization**

**2.01     Regions.**

2.011     Definition. ACSA shall be divided into regions within the State of California, the geographical boundaries and numerical designations of which shall be recorded in the procedures. New regions may be created and changes in region boundaries may be recommended by the board and approved by the leadership assembly.

2.012     Bylaws. The region bylaws shall be consistent with the State ACSA bylaws, reviewed every two years, and submitted to State ACSA by May of even numbered years. (Revised, Leadership Assm. 05/17)

2.013     Governance. Each region shall have a governing board composed of Region President, Region President-Elect, Region Vice President for Legislative Action, State Board Director, and other members as may be provided in the region's bylaws. Each region must have a treasurer (non-profit corporation law). (Revised, Leadership Assm. 05/17)

2.014     Region Presidents shall serve a minimum of a one-year or a maximum of a two-year term. Region President-Elect shall serve a minimum of a one-year or a maximum of a two-year term. The term of this position should tie directly to the term of the Region President. Region VPLA shall serve a minimum of two years and a maximum of four years.

Region President, region President-Elect, and region VPLA may serve two non-consecutive terms. Each region shall develop bylaws that indicate how vacancies in the region President, region President-Elect, region VPLA, and State Board Director positions will be filled and aligned with the terms.

(New, Leadership Assm. 05/17)

2.015     Each region is expected to submit to the Leadership Development Committee a programmatic plan and budget by October 1<sup>st</sup> as well as a report of progress on the objectives of that plan each year by August 31<sup>st</sup>. (New, Leadership Assm. 10/16)

2.016     Functions. The functions of each region shall be to promote within the region the purposes of ACSA as stated in these bylaws, with programs and activities similar to and consistent with those of ACSA. Additional

**BYLAWS**  
**ASSOCIATION OF CALIFORNIA SCHOOL ADMINISTRATORS**

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responsibilities may be adopted by the board and recorded in the policies and procedures.

Regions are specifically expected to develop and oversee Charters and Charter leadership with the region. They are to support and encourage networking, professional development and information dissemination within the region. They should also focus on identification and cultivation of future leaders, working with the Leadership Development Committee; provide professional recognition, support member recruitment and participation of Region officers in the ACSA Leadership Assembly.

(Revised, Leadership Assm 05/17)

2.02     **Election of State Director.** Each region shall have the responsibility for conducting an appropriate election by the spring leadership assembly for one member of the Board of Directors at times and in a manner consistent with these bylaws and the policies and procedures of ACSA.

2.03     **Charter Groups.** Charter groups are smaller units of ACSA within each region. Charters shall be issued by the board in accordance with standards in the policies and procedures of ACSA. Each charter is expected to submit to the leadership of their region programmatic plan and budget by October 1st, as well as a report of progress on objectives of that plan each year by August 31st.

(Updated, Leadership Assm. 10/16)

Charters generally consist of single school districts, union high school districts which include feeder elementary districts, and some County Offices of Education. For some rural counties, a charter may consist of multiple school districts. Colleges and Universities and/or regions are eligible to establish student/associate charters.

(New, Leadership Assm. 10/16)

### **ARTICLE III**

#### **Members**

3.01     **Membership Qualifications.** Membership in ACSA is extended to persons who have professional involvement in leadership responsibility in education including persons in training, supporting and consulting services as provided in this article.

3.02     **Membership Privileges.** Regular members shall have voting privileges and be eligible to serve as officers, directors, committee members, or council members at state, region and charter levels; other privileges of regular membership shall be set forth in

**BYLAWS**  
**ASSOCIATION OF CALIFORNIA SCHOOL ADMINISTRATORS**

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the policies and procedures. The privileges of membership of all other classes of members other than regular members shall be set forth in the policies and procedures.

3.03     **Regular Membership.** Regular membership shall be extended to persons employed in California as follows:

- (a) Those employees in a school district or other educational agency designated or functioning as management employees, members of the management team, administrators with regular part-time teaching responsibilities, confidential employees or certificated supervisory employees.

No person shall be eligible for regular membership who is represented by an exclusive bargaining representative, except for certificated supervisory and classified supervisory employees whose positions have previously been designated by the public school employer as management or who are functioning as management.

- (b) Professors of Education. Those full-time professors of educational administration who elect regular membership pursuant to bylaw 3.09.
- (c) Regular members on leave/sabbatical who are committed to return to active employment as set forth in (a) and (b) above.

3.04     **Retired Membership.** Retired membership shall be extended to: ACSA members not currently employed in the field of education, but receiving compensation from the state retirement system and ACSA members who have been diagnosed by a physician as being totally and indefinitely disabled from working in the field of educational administration. Active region consultants shall receive complimentary retired membership under the “Full Regular Retired” subcategory of retired membership.

3.05     **Honorary Life Membership.** The board may award Honorary Life membership to persons making an outstanding contribution to education. (\*Note: ACSA staff and former staff are not eligible).

(Revised, Board 02/22)

3.06     **Associate Membership.** Those not qualified for other membership categories, but who have an interest in educational leadership, can become Associate members. Associate membership shall only be extended to individuals not eligible for Regular, Consolidated, Student or Retired membership. Associate membership may be especially appropriate for:

- (a) Regular members reassigned to the classroom or other duties outside administration/supervision.

**BYLAWS**  
**ASSOCIATION OF CALIFORNIA SCHOOL ADMINISTRATORS**

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- (b) Individuals meeting credential requirements for membership but who are not currently employed in a position qualifying them for regular membership.
- (c) Educational consultants.
- (d) Individuals employed under an early retirement program who would otherwise qualify under Section 3.02. (Regular Membership)
- (e) ACSA staff upon appointment (complimentary).
- (f) Former ACSA members not qualifying under other membership categories.
- (g) Others working in schools, districts, or other educational agencies and organizations who are not currently seeking a credential or holding a management position.
- (h) Other individuals as approved by the board.

(Revised: Delegate Assm. 02/12)

- 3.07     **Student Membership.** Student Membership is extended to individuals who are graduate students verified to be enrolled in programs of education administration leading to an administrative credential in an accredited institution of higher learning or to individuals (who do not hold an administrative credential nor are working as an administrator) who are enrolled in an accredited higher education institution related to educational leadership leading to a Masters or Doctoral Degree or other certification.
- 3.08     **Corporate Affiliate Program.** Corporate affiliation is limited to those organizations and businesses which provide education services or programs (and whose employees are not otherwise eligible for regular membership).
- 3.09     **Professors of Educational Administration Membership.** Notwithstanding any other provision of these bylaws to the contrary, full time professors of educational administration shall be entitled to elect membership status as either regular members or associate members.
- 3.10     **Department of Education.** Notwithstanding any other provision of these bylaws to the contrary, employees of the California Department of Education (CDE) shall be entitled to elect membership status as either regular members or associate members.
- 3.11     **Commission on Teacher Credentialing.** Notwithstanding any other provision of these bylaws to the contrary, employees of the Commission on Teacher Credentialing shall be entitled to elect membership status as either regular members or associate members.

**BYLAWS**  
**ASSOCIATION OF CALIFORNIA SCHOOL ADMINISTRATORS**

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- 3.12     **Consolidated Membership.** Consolidated Membership is extended to those persons who meet regular ACSA membership requirements under Section 3.02 and are active members of a local administrator association that meets the requirements established by the board.
- 3.13     **Discipline.** A member may be disciplined (which discipline may include private or public reprimand, suspension or expulsion) based on the good faith determination by the board, or a committee or person authorized by the board to make such a determination, that the member has failed in a material and serious degree to observe the association's rules of conduct, or is engaged in conduct materially and seriously prejudicial to the purposes and interests of the association, provided that the board adopts appropriate procedures that meet or exceed the standards set forth in California Corporations Code Section 7341.

**ARTICLE IV**

**Leadership Assembly**

- 4.01     **Purpose.** The leadership assembly shall have the authority of the members to do the following: Elect officers, approve bylaw changes, approve the association's goals and objectives, receive and review information from task forces, ratify the ACSA legislative platform, make recommendations to state board members relating to issues brought before the leadership assembly, advise state board members concerning major policy issues, statewide ballot measures and on statewide candidate endorsements, and serve as liaison to regions.
- Enhanced Definition of Responsibilities.** The Leadership Assembly, in addition to electing officers, also votes on those to serve on the Leadership Development Committee. Other expanded responsibilities of the Leadership Assembly include identifying critical issues, needs and challenges at the region/local levels; set ACSA's legislative policy and priorities; play a proactive environmental scanning role, helping to identify emerging issues and needs; and as needed, conduct forums to collect input on specific issues. The Leadership Assembly should regularly discuss and understand the ACSA Strategic Plan, goals and priorities, and discuss aligned region priorities and be accountable for reporting back to regions.     (New: DA February 2016)
- 4.02     **Composition and Terms.** The leadership assembly shall be composed of the following:

**BYLAWS**  
**ASSOCIATION OF CALIFORNIA SCHOOL ADMINISTRATORS**

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- 1) president, president-elect, and vice president for legislative action from each region or a designee.
- 2) Additional members from each region will be based on the following formula: the base number shall be 250 regular/consolidated members and shall equal three delegates (region president, president-elect, and vice president for legislative action). An additional delegate will be added (to the base number of three) for each additional 200 regular/consolidated members in the region.

Selection of additional delegates will be determined by the region.

The number of delegates shall be computed as of April 30 each year. The determination shall be effective July 1 until the following June 30.

- 3) members of the ACSA board
- 4) state committee chairs
- 5) state council presidents
- 6) No member may serve simultaneously in more than one of the following region positions: President, President-Elect, Vice President for Legislative Action (VPLA) and State Board Director.  
(New, Leadership Assm. 05/17)

**4.03      Meetings.**

- 4.031      Regular Meetings. The leadership assembly shall hold not less than two meetings per year to be presided over by the ACSA president. The last regular meeting shall be designated as the annual meeting.
- 4.032      Special Meetings. Special meetings may be called by the board, by the president, or by a majority of the region presidents.
- 4.033      Quorum. A quorum shall consist of a representative two-thirds of the regions and a majority of the total membership of the leadership assembly. A majority of the quorum shall be authorized to take action, unless otherwise specified in these bylaws.

**BYLAWS**  
**ASSOCIATION OF CALIFORNIA SCHOOL ADMINISTRATORS**

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4.04     **Nominations.**

4.041     President/President Elect

The vice president shall automatically become the president-elect and the president-elect shall automatically become the president the following term.  
(Revised, Delegate Assm. 10/15)

4.042     Nominating Committee. Nominations for vice-president and vice president for legislative action shall be made by the Nominating Committee. The Nominating Committee shall be composed of (1) two members to be appointed for a term of one year by the president from the leadership assembly at the annual meeting, (2) alternate regional members appointed by the president as follows: regional members shall consist of regional representatives of odd numbered regions in odd numbered years, and even numbered regions in even numbered years, and (3) the immediate past president, who shall serve as chairperson.

(Revised, Delegate Assm. 10/15)

4.043     Report of the Nominating Committee. The Nominating Committee shall publish its report in the preliminary agenda of the first leadership assembly meeting of the fiscal year. The Nominating Committee shall not nominate any of its members for any office.

4.044     Additional Nominations. Additional nominations may be made from the floor only at the first leadership assembly of the fiscal year provided prior consent has been obtained from the nominee and provided further that seven voting delegates, each from a different region, concur. A written list of the seven concurring delegates shall be presented to the ACSA President prior to the nomination from the floor. Assuming continuing eligibility to serve, no nominations for President or President-Elect will be accepted from the floor.

(Revised, Delegate Assm. 05/16)

4.05     **Elections.** Elections shall be held at the annual meeting of the leadership assembly.

4.06     **Voting.** Each region delegate, member of the board, director-at-large, state officer, committee chair, and council president shall be entitled to one vote. Voting by mail ballot is permissible for the purpose of special mail votes by the entire assembly.

**BYLAWS**  
**ASSOCIATION OF CALIFORNIA SCHOOL ADMINISTRATORS**

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**ARTICLE V**

**Board of Directors**

- 5.01     **Responsibilities.** The Board of Directors is the governing body of the association whose authority includes the following functions: employ and evaluate the executive director, establish a clear strategic direction for the association, and monitor the strategic plan; establish and monitor policies; govern the operation of the association; develop, approve and monitor the budget; approve committee appointments; ratify council appointments/elections; give final approval to political candidate endorsements; approve recommendations from issue-based task forces; evaluate, review and approve reports and recommendations from the Leadership Development Committee; approve position papers, recommend bylaw changes to the leadership assembly, and approve annual dues. (Revised, Leadership Assm. 01/17)

- 5.02     **Composition and Qualifications.** The board shall consist of five officers and 19 directors of the association. Annually, up to four directors-at-large may be appointed by the president, with the approval of the board, to achieve a more balanced representation in the best interests of the association.

Qualifications of board members should include the following considerations: job-alike disciplines, ethnicity, age, gender, size of districts, urban/rural geographic areas of the state, demonstrated leadership abilities, and governance experience.

(New: Delegate Assm. 05/16)

- 5.03     **State Officers.** Each region shall elect a State board director for a three-year term, who shall be a member of their region board during their term. A State Board Director elected by a Region may serve two (2) non-consecutive terms. A state Board member who fills an open region State Board position and does not serve a complete three-year term, may serve consecutive terms and may not exceed a total of 6 years on the Board.

At-large directors shall serve for a one-year term, can be re-appointed twice for one-year terms, and may subsequently serve a full three-year term as an elected State board director from their region, not to exceed a total of 6 years on the Board.

(Revised, Leadership Assm. 02/18)

- 5.04     **Meetings and Quorum.** The board shall hold not less than six meetings per year. Other meetings of the board, including meetings by conference call, shall be held upon the call of the president or by a majority of the board. A majority of the board shall constitute a quorum and a majority of the quorum shall have power to act.

**BYLAWS**  
**ASSOCIATION OF CALIFORNIA SCHOOL ADMINISTRATORS**

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- 5.05     **Vacancies.** In the event the state board director becomes employed outside the region and/or a vacancy occurs, the region which elected the director shall fill the vacant position. (Revised, Leadership Assm. 05/17)

**ARTICLE VI**

**Officers**

- 6.01     **Officers.** The officers of the association are a president, president-elect, vice president, vice president/legislative action and past president.
- 6.02     **Election and Term of Office.** Officers shall be elected for a one-year term by the leadership assembly at the times and manner set forth in these bylaws. All officers shall serve one-year terms, provided the vice president/legislative action shall serve a two-year term.
- 6.03     **Duties.** The officers shall perform those duties that are usual to their position and that are assigned to them by the board, including those duties that are set forth in the policies and procedures from time to time. In addition, the president acts as chairman of the board, the president-elect acts in place of the president when the president is not available. The vice-president is the secretary-treasurer (chief financial officer) of the association. An Executive Committee of the board of directors, consisting of the president, president-elect, vice president, vice president for legislative action, past president and two directors selected annually by the full board of directors, will develop performance criteria and an instrument for evaluation of board performance. (Revised, Leadership Assm. Jan. 2017)
- 6.04     **Vacancies.**
- 6.041     Office of President. In case a vacancy occurs in the office of president, at the discretion of the leadership assembly, the president-elect may succeed to the office of president and serve the remainder of the term. The past president may be asked to serve the remainder of the unexpired term, or a special election may be conducted. (Revised, Delegate Assm. 05/16)
- 6.042     Office of President-Elect. In case a vacancy occurs in the office of president-elect, at the discretion of the leadership assembly, the vice president may succeed to the office of president-elect and serve the remainder of the term. The current president may be asked to serve a second year, or a special election may be conducted. (Revised, Delegate Assm. 05/16)

**BYLAWS**  
**ASSOCIATION OF CALIFORNIA SCHOOL ADMINISTRATORS**

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- 6.043      Offices of Vice President and Vice President for Legislative Action. In the event a vacancy occurs in the office of vice president or vice president for legislative action, the vacancy may be filled temporarily by the president with the approval of the board until the next regular or special meeting of the leadership assembly, at which time the vacancy will be filled through the normal election process. (Revised, Delegate Assm. 02/16)

**ARTICLE VII**

**Committees/Councils**

**7.01      Formation and Purpose of Committees.**

- 7.011      Formation. There shall be such standing and taskforce/special committees as the board may authorize. A list of standing committees shall be included in the policies and procedures. (New, Leadership Assm. 01/17)
- 7.012      Purpose. The purpose and suggested activities of any taskforce/committee shall be determined by the board and the board shall review annually the achievements of all committees. Committees are expected to provide annual plans and budgets to the Leadership Development Committee by October 1st, as well as a report of progress on objectives of that plan each year by August 31st. Such plans are to be approved by the Board of Directors. (Revised, Leadership Assm. 01/17)

**7.02      Membership (Committee).**

- 7.021      Composition. The composition and number of members on a committee shall be determined by the board.
- 7.022      Appointment. Committee members shall be appointed and the chairperson designated by the president with the approval of the board unless otherwise provided for in these bylaws.
- 7.023      Terms, Standing Committees. Members of standing committees shall serve three-year terms unless otherwise designated by the board.
- 7.024      Terms, Special Committees/Task Forces. Members of special committees/task forces shall serve terms to be designated at the time of their appointments. (Revised LA January 2017)

**BYLAWS**  
**ASSOCIATION OF CALIFORNIA SCHOOL ADMINISTRATORS**

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7.03     **Responsibility to Regions.** Committees shall have the responsibility to develop a close working relationship with their regional counterparts.

7.04     **Formation and Purpose of Councils.**

7.041     Formation. There shall be such councils as the board may authorize. A list of councils shall be included in the policies and procedures.

7.042     Purpose. The purpose of councils is to be ongoing and viable in terms of representing the job-alike group it serves. Councils shall be responsible for association activities and policy relating to its job-alike function. Such activities and policy would be required to be consistent with ACSA policy, and subject to ACSA's "Conflict Resolution Process." Councils would be responsible for the gathering of input and expertise, and for dissemination of council information as needed.

Councils are expected to provide annual plans and budgets to the Leadership Development Committee by October 1st, as well as a report of progress on objectives of that plan each year by August 31st. Such plans are to be approved by the Board of Directors.

(Revised, Leadership Assm. 01/17)

7.05     **Membership (Council).**

7.051     Composition/Appointment. Councils shall consist of region representatives elected by their job-alike peers or appointed by their region president.

7.052     Rules. Councils will create their own bylaws, mission statements, operating rules, procedures, subcommittees, meeting practices and related rules. Such bylaws, rules and policies will be consistent with ACSA bylaws, rules and policies, and will be subject to ratification by the ACSA Board of Directors.

7.053     Terms. Terms for councils shall be determined by the councils' rules.

7.06     **Responsibility to Regions.** Councils shall have the responsibility to develop a close working relationship with their regional counterparts.

**BYLAWS**  
**ASSOCIATION OF CALIFORNIA SCHOOL ADMINISTRATORS**

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**ARTICLE VIII**

**Fiscal**

**8.01      Budget.**

- 8.011      Responsibility. The board shall be responsible for the preparation, adoption and maintenance of an annual operating budget employing proper accounting procedures. The board shall cause a financial report to be made at each regular meeting of the leadership assembly.
- 8.012      General Reserve. The annual budget of the association shall include a general reserve.

**8.02      Income Sources.**

- 8.021      Annual Dues. The board shall develop the annual dues structure and the method for collecting all classes of dues.
- 8.022      Other Sources. Other sources of funds may be solicited and/or accepted by the board.

**8.03      Expenditures.** Expenditures of funds within the annual budget shall be the prerogative of the board.

**8.04      Fiscal Year.** The fiscal year for the association shall be July 1 through June 30 of the following year.

**ARTICLE IX**

**Affiliation**

**9.01      Requirements.** ACSA may accept affiliations with other state or national professional organizations which share mutual interests and/or concerns in accordance with procedures established by the board. The procedures shall be included in the policies and procedures.

**BYLAWS**  
**ASSOCIATION OF CALIFORNIA SCHOOL ADMINISTRATORS**

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**ARTICLE X**

**Policies and Procedures and Rules of Order**

- 10.01     **Policies and Procedures.** All rules and policies adopted by the board in accordance with these bylaws, but not specifically covered therein, shall be recorded in the policies and procedures of ACSA.
- 10.02     **Parliamentary Procedures.** Sturgis Standard Code of Parliamentary Procedure shall control parliamentary procedures.

**ARTICLE XI**

**Indemnification and Insurance**

- 11.01     **Indemnification.** To the fullest extent permitted by the law, the association shall indemnify and hold harmless any and all agents against all claims to which they may be subjected by reason of any alleged or actual action or inaction in the performance of their duties performed in good faith on behalf of the association. "Agent" for this purpose shall include directors, officers, and employees.
- 11.02     **Insurance.** The association shall have the right to purchase and maintain insurance to the full extent permitted by the law on behalf of its agents against any liability asserted against or incurred by the agent in such capacity arising out of the agent's status as such.

**ARTICLE XII**

**Amendment**

- 12.01     **Amendment of Bylaws.** These bylaws may be amended by the leadership assembly at any meeting at which a quorum is present by a majority vote.

**BYLAWS**  
**ASSOCIATION OF CALIFORNIA SCHOOL ADMINISTRATORS**

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**ARTICLE XIII**

**Interpretation**

- 13.01     **Interpretation.** These bylaws are subject to the California Nonprofit Corporation Law and must be interpreted so as to conform with that law, as it is interpreted, and amended from time to time.

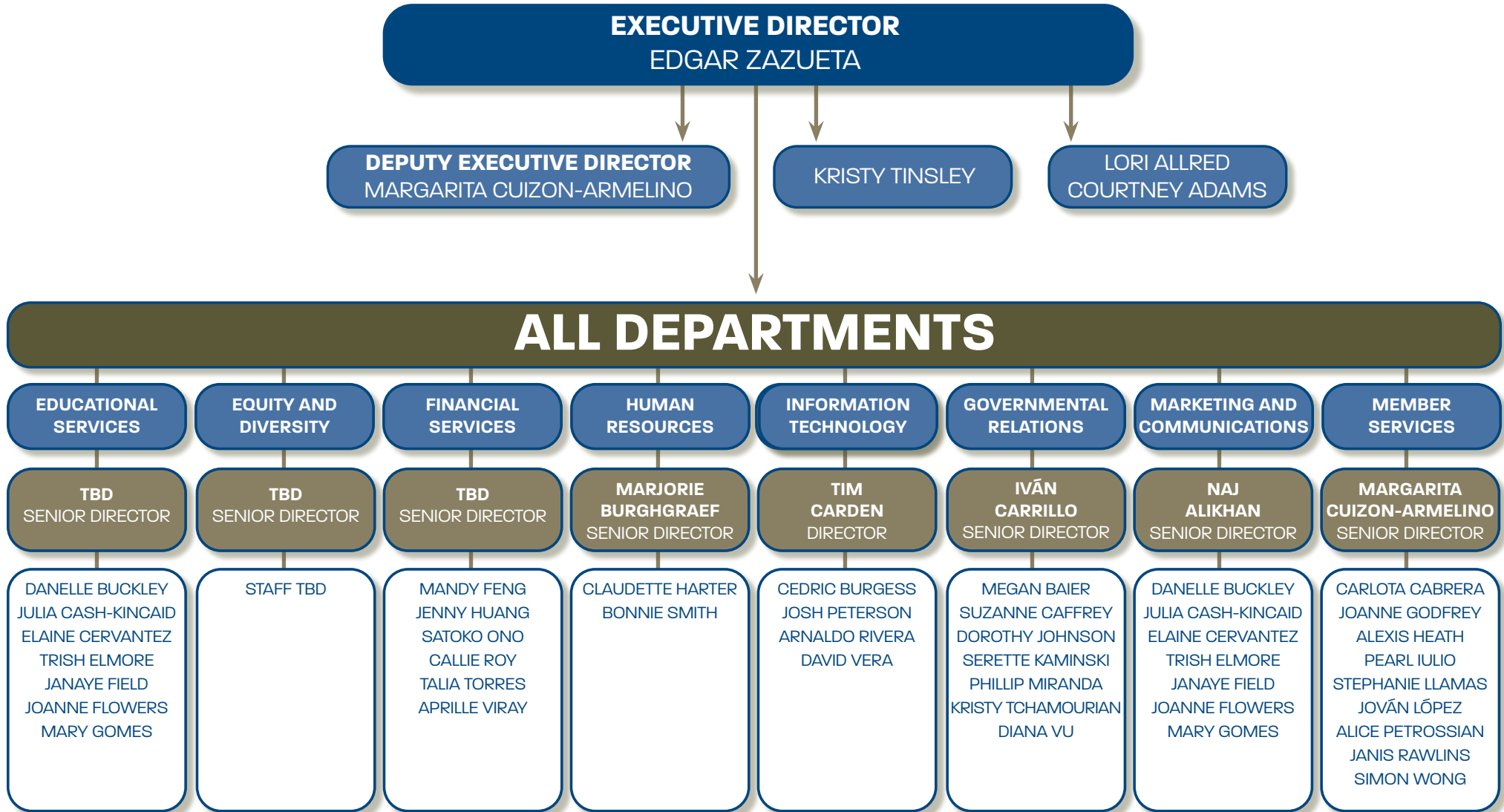
May 2022 -KT Revised



## II. Services



# organization chart



## Educational Services

### Recruitment in Progress

Sr. Director, Educational Services  
916-329-3837 •

### Julia Cash

Credential Coordinator  
916-970-8670 • jcash@acsa.org

### Joanne Flowers

Registration and Customer Service  
Specialist  
916-970-7045 • jflowers@acsa.org

### Danelle Buckley

Event and Operations Director  
916-329-3827 • dbuckley@acsa.org

### Elaine Cervantez

Meeting and Event Planner  
916-329-3824 • ecervantez@acsa.org

### Kory Adams

Event Marketing and Sponsorship  
Coordinator  
916-329-3835 • kadams@acsa.org

### Mary Gomes

Educational Services Executive  
916-329-3836 • mgomes@acsa.org

### Janaye Field

Online Learning Director  
916-329-3811 • jfield@acsa.org

### Trish Elmore

Professional Learning Coordinator  
916-329-3810 • telmore@acsa.org

### Tamerin Tooker

Credential Program Director  
916-329-3826 • ttooker@acsa.org

## Equity & Diversity

### Recruitment in Progress

Sr. Director, Diversity, Equity & Inclusion  
916-329-3831 •

## Executive Department

### Edgar Zazueta, Ed.D.

Executive Director  
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### Margarita Cuizon-Armelino

Deputy Executive Director  
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### Lori Allred

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### Kristy Tinsley

Board and Internal Operations  
Administrator  
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### Courtney Adams

Administrative Coordinator  
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### Marjorie Burghraef

Human Resources Director  
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### Bonnie Smith

Sr. Human Resources Generalist  
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### Claudette Harter

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## Financial Services

### Recruitment in Progress

Chief Financial Officer

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### Jenny Huang

Accounts Receivable Manager  
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### Callie Roy

Accounts Payable Specialist  
916-329-3857 • croy@acsa.org

### Aprille Viray

Accounts Receivable Specialist  
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### Talia Torres

Accounts Receivable Specialist  
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## Governmental Relations

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## Information Technology

---

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**Cedric Burgess**

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**David Vera**

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## Marketing & Communications

---

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**Emily Agpoon**

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Design & Organizational Brand Coordinator  
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## Member Services & Partnerships

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**Margarita Cuizon-Armelino**

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**Simon Wong**

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## EDUCATIONAL SERVICES DEPARTMENT

ACSA leads the state with more than 100 professional development opportunities to strengthen and broaden the knowledge, skills, and abilities of education leaders. The Educational Services department scans the education environment and gathers feedback from members to develop, refine, and/or partner on high quality professional development opportunities. ACSA's Educational Services sets the standard for excellence in equipping and developing those who serve California students.

*Contact: Recruitment in Progress*

### **Academy Program**

The Academy Program offers high-quality job-embedded professional learning and networking in ten leadership specializations: Access & Equity for English Learners, Co-Administrators, Curriculum and Instructional Leaders, Equity Administrators, Personnel Administrators, Principals, Pupil Services, School Business, Special Education, and Superintendents. Academy cohorts are offered statewide, in virtual and hybrid formats, from seven to ten weekends during the school year. Academies are reviewed and refined annually and new leadership specializations are developed to address emerging statewide needs.

*Contact: Mary Gomes, Educational Services Executive*

### **Conferences**

Ten major conferences are offered annually throughout California, ranging from leadership strands to specific job-a-like groups. Our in-person events are an opportunity for networking, learning and are the inspirational shot-in-the-arm that so many leaders need to help further the careers and fill their leadership toolboxes.

*Contact: Danelle Buckley, CMP, Event and Operations Director*

Call for speakers and session proposal information can be found on ACSA's Professional Learning [webpage](#) for each conference. Proposal submission timelines are also published in EdCal throughout the year.

*Contact: Elaine Cervantez, Meeting and Event Planner*

### **Credentials**

ACSA believes in high quality educator preparation, from development to on-the-job support. ACSA works with districts, regions, and COE's to bring local programs to all areas throughout California. Interested partners are encouraged to contact the program director to learn how to start a local program in your area.

### **Clear Administrative Services Credential**

We are the leader in California with the Clear Administrative Credential Program, serving approximately 1 out of every 3 new administrators in the state as they enter their first administrative position. Applications are accepted twice a year for a fall cohort and a winter cohort.

*Contact: Tamerin Tooker, Credential Program Director*

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### **Preliminary Administrative Services Credential**

ACSA partners with the Sacramento County Office of Education to bring the *Leadership Institute*, a Preliminary Administrative Services Credential Program to parts of Southern California. This is a dynamic, interactive program taught by local and current practitioners. Interested teacher leaders are encouraged to visit our website or contact the Educational Services department to learn how to apply.

*Contact: Tamerin Tooker, Credential Program Director*

### **Leadership Coaching**

ACSA offers foundational and ongoing leadership coach training, as well as the ability to earn an ACSA Leadership Coach certificate over the course of a year through individualized, job-embedded coaching opportunities. This training is offered throughout the year.

*Contact: Tamerin Tooker, Credential Program Director*

### **Online Learning Center and Workshops**

ACSA offers multi-day workshops designed to target specific areas such as: HR Boot Camp, Master Schedule Training, Alternative Dispute Resolution Workshop and Title IX Team Compliance Training. Educational Services will continue to offer multiple trainings and workshops online and in-person to reach all members statewide. We are consistently evaluating the state of education, best practices, current trends and research, and work to bring current best practices throughout California. Currently, on-demand and live webinars are available through the ACSA Online Learning Center for members to access for virtual professional development.

*Refer to: [ACSA Online Learning Center](#) webpage*

*Contact: Janaye Field, Online Learning Executive*

### **Registration**

The majority of our programs can be registered for [online](#). ACSA Educational Services staff manage and troubleshoot the registration pages. Contact the registration personnel below for assistance.

*Contact: Joanne Flowers, Registration and Customer Service Specialist*

### **Sponsorship**

Marketing develops and secures sponsorship opportunities for companies to sponsor ACSA statewide events in order to offset costs to members.

*Contact: Kory Adams, Event Marketing and Sponsorship Coordinator*

## **EQUITY & DIVERSITY DEPARTMENT**

### **Equity Project**

ACSA has elevated the role and concept of equity for the association by creating a cabinet position for the Senior Director of Equity Services. The Senior Director has taken the lead in developing and implementing ACSA's plan to address the equity needs of school leaders and students. The Equity Department looks to expand the opportunities to develop the skills of school leaders to address racial inequity, improve instruction through the use of equity strategies, support our LGBTQ+ community and support equity-minded leadership.

*Contact: Senior Director, Diversity, Equity and Inclusion*

## EXECUTIVE DEPARTMENT

The Executive Department supports the overall governance and executive operations of the Association. The key projects of the executive team are comprised of the following:

### **Board Meetings/Agenda Development**

The Board of Directors meets a minimum of four times per year. The Executive Director, in conjunction with the Board President, is responsible for receiving, preparing, and distributing agendas for each meeting.

*Contact: Kristy Tinsley, Board and Internal Operations Administrator*

### **Leadership Assembly/Agenda Development**

The Leadership Assembly meets three times per year. Each region has delegates who serve on the Assembly. In addition, chairs of each regular committee, four special committees, and council presidents also hold seats on the Assembly. The Executive Director, in conjunction with the Board President, is responsible for receiving, preparing, and distributing agendas for each meeting.

*Contact: Lori Allred, Executive Associate*

### **ACSA Strategic Plan**

ACSA adopted a new iteration of its Strategic Plan in February 2023 that establishes objectives driven by stakeholder feedback and refinement through the work of the Leadership Development Committee. The resulting goals lay the roadmap for ACSA's priorities as we strive to meet our mission.

*Contact: Margarita Cuizon-Armelino, Deputy Executive Director*

### **General Governance**

Maintenance and interpretation of the association's governance documents such as Bylaws, Policies & Procedures, Leadership Manual, and Leadership Directory are managed by the Executive team.

*Contact: Kristy Tinsley, Board and Internal Operations Administrator*

### **Leadership Training**

Each year ACSA brings together Region leaders and State Committee and Council leaders to provide training/orientation programs.

*Contact: Lori Allred, Executive Associate*

### **Committees/Councils**

All information and processes relating to ACSA's Committees and Councils are handled by the executive team.

*Contact: Courtney Adams, Administrative Coordinator*

**Conference Room Reservations**

ACSA has several conference rooms available for its leaders to use for association business based on availability. The conference room schedule is managed by the Executive team.

*Contact: Courtney Adams, Administrative Coordinator*

**Volunteer Leader Recognition**

As a Region or State Committee/Council leader, the Executive team can provide you with certificates of appreciation to honor leaders in your Region, Charters, or Committees/Councils for presentation.

*Contact: Courtney Adams, Administrative Coordinator*

**Human Resources**

The Human Resource team is responsible for recruitment, onboarding, employee relations, benefit plan administration, compliance and reporting, performance management, staff training and development, workforce planning, compensation plan design and administration, 401(k) plan administration, participant education and ERISA compliance, employment policy development, leave of absence management, HRIS administration, wage and hour compliance, payroll processing and year-end tax forms.

*Marjorie Burghgraef Senior Director, Human Resources*

Retirement Plan Trustee and Reporting

Employee Relations

Benefit and Insurance Plan Renewal

Workplace Policy

Training and Performance Development

*Bonnie Smith, Senior Human Resource Generalist*

Recruiting

Employee Handbook Administration/Education

Leave of Absence Administration

Payroll Processing and Benefit Invoice Review

Workplace Safety

*Claudette Harter, Human Resources Coordinator*

Payroll Processing

Onboarding/Employee Data Updates

Time Reporting

Records Retention

Employment Verification

Benefit Plan Reconciliation

## **FINANCIAL SERVICES DEPARTMENT**

ACSA's Financial Services Department manages a full spectrum of financial and administrative functions such as budgeting, forecasting, accounting, auditing, cash flow management and investments, financial reporting and analysis, taxation and governmental filings, and capital asset management. In addition, the team provides key accounting functions for ACSA [501c(6)] and its five related entities: Foundation [501c(3)], two Political Action Committees [527], and two small insurance entities [501c(9) and for-profit].

### **Accounts Receivable (AR)**

The AR team is responsible for the collection and posting of all revenue for ACSA and its affiliates primarily generated from monthly member payments to ACSA (including those passed through to organizations such as AASA, NAESP, and NASSP), FEA, SASS, and the revenue from FEA professional development academies and programs, sale of ACSA and FEA publications and ACSA store items, payments to SASS for insurance premiums, and contributions to the ACSA PACs.

*Contact: Jenny Huang; AR Manager*

### **Accounts Payable**

The disbursements team is responsible for processing expenses for ACSA entities expense reimbursements for staff and members. Board members and delegates and region membership rebates. The payables team is responsible for tax reporting and issuing 1099 tax forms for ACSA's entities as well as those reported to ACSA from its regions.

*Contact: Mandy Feng; Accounting Operations Manager*

### **Budget and financial planning/analysis**

This function includes preparation, monitoring, and adjusting the annual budget including a capital budget, monitoring of key indicators such as the number of ACSA members, membership revenue, and major professional development programs, analyzing potential equipment purchase versus lease options, developing cash flow and expense projections for major projects, managing debt and developing and implementing policies to ensure the continued financial strength of ACSA, such as implementing balanced budgets and increasing reserves.

*Contact: Senior Director of Financial Services*

### **Investments, Audit and Liaison to Financial Committees**

The Senior Director of Financial Services plans and monitors association investments and cash management activities and reserve funds. This role also serves as the liaison to the ACSA Board Finance and Audit Committees.

*Contact: Senior Director of Financial Services*

**Iván Carrillo, Senior Director of Policy  
& Governmental Relations**

[icarrillo@acsa.org](mailto:icarrillo@acsa.org)

- ACSA Political Action Committees (PAC)
- Endorsements | Elections | Initiatives
- Government Appointments
- Legislative Policy Committee Liaison
- Superintendency Council Liaison
- Vice Presidents for Legislative Action Liaison

**Diana Vu, Legislative Advocate**

[dvu@acsa.org](mailto:dvu@acsa.org)

- ACSA PAC Coordination
- Accountability
- After School Programs
- Assessment | Testing
- California School Dashboard
- CALPADS | Data
- Curriculum & Instruction
- Dual Enrollment
- Early Education | Preschool
- English Language Learners
- Federal Policy
- Graduation Requirements
- Instructional Materials
- Nutrition
- Physical Education
- State Board of Education

**Dorothy Johnson, Legislative Advocate**

[djohnson@acsa.org](mailto:djohnson@acsa.org)

- California Interscholastic Federation
- Cal/OSHA
- Elections | Political Reform Act
- Employee-Employer Relations | Evaluations | Dismissal | Professional Development | Workers Compensation
- Facilities (General Obligation Bonds/ | Prop 39/Green Technology)
- Governance (Brown Act | District Organization | Elections | Vouchers | Conflict of Interest | Public Records Act | Transparency)
- Pensions | CalSTRS | CalPERS
- Privacy
- State Allocation Board
- Technology | Broadband Access
- Utilities

**Suzanne Caffrey, Advocacy & Engagement Coordinator**

[scaffrey@acsa.org](mailto:scaffrey@acsa.org)

- ACSA PAC Support & FPPC Reporting
- Contracts
- Endorsements | Elections | Fundraisers | Initiatives
- Grassroots Advocacy & Training
- Legislative Action Day
- Vice Presidents for Legislative Action Support
- Senior Director Support

**Megan Baier, Legislative Advocate**

[mbaier@acsa.org](mailto:mbaier@acsa.org)

- Alternatives to Discipline
- Community Schools
- Homeless & Foster Youth
- Migrant Ed
- Revenue Bonds | Parcel Tax
- School Finance | LCFF | Tax Credit | Tax Policy
- School Safety
- Special Education
- State Budget
- Transportation
- Truancy
- Virtual Learning | Independent Study

**Serette Kaminski, Legislative Advocate**

[skaminski@acsa.org](mailto:skaminski@acsa.org)

- Adult Education
- CDPH Guidance
- Charter Schools
- Commission on Teacher Credentialing | Credentialing | Induction
- CTE | ROC/P's | Workforce Prep
- Dropout Prevention
- Educator Recruitment and Retention
- Health
- Juvenile Justice | Alternative Education
- Mental Health
- Vaccinations

**Kristy Tchamourian, Legislative Associate**

[ktchamourian@acsa.org](mailto:ktchamourian@acsa.org)

- ACSA Committees and Councils Support
  - Business Services Council
  - Legislative Policy Committee
  - Superintendency Council
- ACSA PAC Support | Initiative & Candidate Research
- Governmental Relations Events
- Legislative Advocate Support
  - Megan Baier & Serette Kaminski
- Legislative Bill Tracking

**Phillip Miranda, Legislative Assistant**

[pmiranda@acsa.org](mailto:pmiranda@acsa.org)

- ACSA Committees and Councils Support
  - Adult Education Council
  - Early Education Council
  - Educational Options Council
  - Equity Committee
  - Human Resources Council
- Coast 2 Coast Registration & Support
- Legislative Advocate Support
  - Diana Vu & Dorothy Johnson
- Legislative Bill Tracking

## **POLICY & GOVERNMENTAL RELATIONS**

### **Developing and Influencing Legislation**

Each year, the Governmental Relations (GR) staff works to develop legislative proposals as recommended by the state Legislative Policy Committee (LPC) and based on ACSA's Legislative Platform which is adopted by the Leadership Assembly. Staff communicates with standing Councils/Committees that have advised the LPC that a specific change in the law is needed, writes the proposals for review by the LPC, prepares language for bill introduction, and secures authors to introduce the resulting items of sponsorship. GR staff also monitors and testifies at weekly hearings of legislative committees and subcommittees. GR staff meets regularly with members of the State Assembly and Senate. Day-to-day contact is made throughout the year with the authors of bills that ACSA has active positions on and with legislators who are members of committees scheduled to hear those bills. Letters indicating support and opposition are sent to legislators prior to the committee hearings and floor actions and to the governor once the bill is sent to him for action. ACSA's GR department tracks more than 600 legislative measures, each year totaling more than 1,200 pieces of legislation per two-year legislative session. GR staff also monitors and communicates with legislators at the Federal level. Staff leads a delegation of ACSA members to Washington, D.C. every year to meet with legislators and regulatory agencies regarding ACSA's positions.

### **Legislative Policy Committee**

ACSA's LPC meets five times each year, studies and discusses pending bills impacting pre-kindergarten to adult education, and takes positions on pertinent legislation. The committee reviews ACSA's legislative platform, surveys the general membership, and makes recommendations to the ACSA Leadership Assembly for needed changes every two years. The LPC is made up of one representative from each region of ACSA's 19 regions, 12 ACSA Council Representatives, and 5 ACSA Standing Committee Representatives who conduct region legislative committee meetings prior to LPC meetings in order to obtain region input on pending legislation. In addition, one representative from each council/committee serves on the LPC. As needed, the committee/council requests proposals for sponsored legislation from each standing committee, reviews proposals, and votes on which proposals to sponsor based on information provided by staff. The committee may also review congressional activities and takes position on major federal issues.

### **Vice Presidents for Legislative Action**

GR and Advocacy and Engagement Coordinator staff meet with the Vice Presidents for Legislative Action four times each year to design and implement a plan of action guaranteeing timely contact with legislators by individual ACSA members. The VPLAs, working with GR and Advocacy and Engagement Coordinator staff, secure letter-writing campaigns as needed, organize ACSA's Legislative Action Day, as well as local and regional activities, and exchange information among regions. During the legislative session, alerts are issued by the GR office, which coordinates the necessary responses. In election years, the 19 elected regional vice-presidents coordinate interviews with candidates for legislative offices and assist in developing recommendations for endorsing legislative candidates. They serve as part of ACSA's grassroots effort on initiative campaigns.



## ADVOCACY CONTACTS



### IVÁN CARRILLO

Senior Director of Policy and  
Governmental Relations

E: [icarrillo@acsa.org](mailto:icarrillo@acsa.org)



### MEGAN BAIER

Legislative Advocate

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E: [mbaier@acsa.org](mailto:mbaier@acsa.org)



### DIANA VU

Legislative Advocate

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### DOROTHY JOHNSON

Legislative Advocate

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### SERETTE KAMINSKI

Legislative Advocate

P: (916) 970-7044

E: [skaminski@acs.org](mailto:skaminski@acs.org)



### SUZANNE CAFFREY

Advocacy & Engagement  
Coordinator

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E: [scaffrey@acsa.org](mailto:scaffrey@acsa.org)



### KRISTY TCHAMOURIAN

Legislative Associate

P: (916) 329-3855

E: [ktchamourian@acsa.org](mailto:ktchamourian@acsa.org)



### PHILLIP MIRANDA

Legislative Assistant

P: (916) 329-3847

E: [pmiranda@acsa.org](mailto:pmiranda@acsa.org)

## INFORMATION TECHNOLOGY DEPARTMENT

ACSA's Information Technology (IT) Department supports all ACSA departments and membership statewide. ACSA IT guides and supports multiple systems and tools to sustain business strategy development, company-wide communication, collaboration and data management, data and system information security and training and support.

### **Information Technology infrastructure, governance and leadership**

IT works with each department to develop strategies to provide solutions for efficient technology usage and data management while ensuring data integrity and integration companywide. Whether it is a single-use software, computer workstations, or an ACSA data management or communication system, ACSA's IT department streamlines how it all works together.

*Contact: Tim Carden, IT Director*

### **ACSA Content Management System & Cloud-based technologies**

IT provides support for all ACSA web-based systems by establishing project scope, designing and delivering final solutions, as well as leading team members through the steps of each project. IT works with all departments on a wide array of projects with a broad range of needs to deliver quality, efficient, forward-thinking solutions, including our company website at [acsa.org/](http://acsa.org/).

*Contact: Josh Peterson; Web Manager*

### **ACSA Association Management System & data integration**

IT is responsible for managing the communications, planning and execution of our Association Management System, the primary membership data management tool within ACSA, and the portal by which members can update and manage their data. IT provides end-user training on the system and assists all departments with data flow and integrations for various operational needs.

*Contact: Arnaldo Rivera; AMS Manager*

### **ACSA Network Administration**

IT manages, operates and maintains local and wide area networks and servers, including design, installation, configuration, monitoring, upgrades, and troubleshooting. IT is responsible for network infrastructure, including routers, switches, and wireless LANs. We support all web-based systems, email, databases, firewall security, and other applications. Network administration includes support for ACSA's digital office phone system and data backup responsibilities.

*Contact: Cedric Burgess; Network Administrator*

### **ACSA Systems Administrator**

Oversees, operates and maintains local servers and Cloud systems, including design, installation, configuration, monitoring, upgrades, and troubleshooting. IT is responsible for Active Directory infrastructure, including Azure and AWS. We support all web-based systems, email, databases, firewall security, and other applications. Systems administration includes support for ACSA's digital office phone system and data backup responsibilities.

**ACSA Technology Support**

IT provides first-level technical consultation, direct support, and training for all company systems. IT provides these services, sometimes remotely, to all ACSA offices via our automated Help Desk system. This includes technical support of hardware, applications, operating systems, telephony systems and networking and often participates in systems development and system integration. IT also provides support at our external events.

Contact: [helpdesk@acsa.org](mailto:helpdesk@acsa.org)

## **MARKETING AND COMMUNICATIONS DEPARTMENT**

ACSA's Marketing and Communications Department works to promote leadership by communicating the role of California public school administrators, identifying and sourcing opportunities for ACSA professional development products and services, performs market research, develops partnerships and strategies, as well as oversees the ACSA brand.

### **Marketing strategy**

Marketing develops a cohesive strategy to ensure that marketing efforts align with overall business objectives. We do so by identifying appropriate audiences, messaging, tactics, channels and mediums to engage and attract members/potential members in ACSA's product and service offerings.

*Contact: Naj Alikhan; Senior Director of Marketing and Communications.*

### **EdCal**

EdCal, ACSA's award-winning newspaper read by more than 50,000 educators throughout California, is an important resource for sharing administrator success stories, news and the ACSA message with members and the entire education community.

*Contact: Michelle Carl; Editorial Content Specialist.*

### **Career Center:**

School districts, Local Education Agencies and companies can advertise open positions in EdCal and our online Career Center platform. ACSA members can also post their resumes, apply for jobs and sign up for Job Alerts when new positions are posted.

*Contact: Tracy Olmedo; ACSA Job Board Coordinator.*

### **Leadership magazine**

This award-winning magazine is sent to more than 18,000 ACSA members, as well as other decision-makers who subscribe. An ACSA survey has shown readers pass along the publication to at least two other colleagues each edition. Highlighting success stories and clear messaging in Leadership adds value to our communications efforts. Leadership magazine is also distributed to members of the National Association of School Superintendents.

*Contact: Naj Alikhan; Senior Director of Marketing and Communications.*

### **ACSA Video Strategies**

ACSA provides original video programming for the entire education community through news, member features and one-on-one interviews with the country's foremost thought leaders. Our Emmy-nominated Every Student Succeeding video series captures the stories of California public school students who have persevered against incredible odds to succeed in school.

*Contact: Michael Kelly; Multimedia Strategist*

### **Crisis communications and media outreach**

ACSA authorizes staff to assist in all matters of crisis response and media outreach. This includes strategic planning, research, talking points, news event management and media relations.

*Contact: Naj Alikhan; Senior Director of Marketing and Communications*

### **Our brand and logo**

Formed in 1971, ACSA and the ACSA brand have become synonymous with strengthening educational leadership in California's public schools. Our design team works each day to maintain our brand identity and logo on documents, publications and leadership materials.

*Contact: Stephen Long; Design and Organizational Brand Coordinator.*

### **ACSA.org**

The ACSA website and online community are increasingly relied upon for immediate communication of association efforts.

*Contact: Emily Agpoon; Communications Coordinator.*

### **Social media platforms**

Our Facebook, Twitter, Instagram, LinkedIn and Pinterest profiles enable ACSA to share information, news, and member activity.

*Contact: Gianna Miller; Communications Content Specialist.*

### **Email communications**

Members rely on regular emails from ACSA to learn about professional learning opportunities, new and pending changes in legislation, State Board of Education updates and new discounts and services from ACSA.

*Contact: Tracy Olmedo; ACSA Job Board Coordinator.*

### **Media/Communications trainings**

One of ACSA's ongoing goals is to help school leaders tell their stories with confidence. Most of ACSA's major professional learning opportunities include training in communications. These trainings offer school leaders tips for working with the media, as well as tools for developing communications plans.

*Contact: Naj Alikhan; Senior Director of Communications.*

## MEMBER SERVICES DEPARTMENT

The Member Services Department provides leadership and coordination of membership recruitment and retention strategies and support services to members. The department is comprised of five units, with each arm having a specialized function, but maintaining a focus on marketing the value of and growing membership.

### **Membership Recruitment Team**

This group of dedicated part-time staffers is comprised of both practicing and retired educational leaders who focus solely on growing the organization. The team identifies and reaches out to non-members statewide and are encouraged to communicate and collaborate regularly with region leaders for the purpose of recruitment.

*Contact: Margarita Cuizon-Armelino, Deputy Executive Director, [mcuizon@acsa.org](mailto:mcuizon@acsa.org)*

### **Member Assistance and Legal Support Team**

Our legal support staff are seasoned part-time professionals who assist members with concerns on professional, ethical and legal matters related to employment status and due process rights, contract language and strike preparation. Advocates are retired school administrators and a great resource for information.

*Contact: Joanne Godfrey, Member Support Program Director, [jgodfrey@acsa.org](mailto:jgodfrey@acsa.org)*

### **Member Services Processing Unit**

This area of staff is responsible for the management and maintenance of the membership database, which contains sensitive member information. This unit is also charged with the billing and collection of dues and PAC contributions for all ACSA members and provides membership lists, labels and demographics.

*Contact: Carlota Cabrera, Membership Operations Director, [ccabrera@acsa.org](mailto:ccabrera@acsa.org)*

### **Mentor Program**

The Mentor Program currently serves members in their first and second year of a new administration position. It is designed to build a professional relationship between a new leader and an experienced mentor to strengthen leadership skills.

*Contact: Joanne Godfrey, Member Support Program Director, [jgodfrey@acsa.org](mailto:jgodfrey@acsa.org)*

### **ACSA Ambassadors**

ACSA Ambassadors are a cadre of retired members whose purpose is to welcome new members, educate them on the ACSA structure, connect them to member benefits and services, as well as peers at the local level.

*Contact: Joanne Godfrey, Member Support Program Director, [jgodfrey@acsa.org](mailto:jgodfrey@acsa.org)*

***Members who wish to inquire about their membership profile or make changes to their information should contact the following Member Relations Specialist***

Last Name from A-E, Simon Wong, [swong@acsa.org](mailto:swong@acsa.org)

Last Name from F-L, Jován López, [jlopez@acsa.org](mailto:jlopez@acsa.org)

Last Name from M-R, Stephanie Bernardo, [sbernardo@acsa.org](mailto:sbernardo@acsa.org)

Last Name from S-Z, Pearl Iulio, [piulio@acsa.org](mailto:piulio@acsa.org)

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**Partners4Purpose**

ACSA connects members to vetted, trustworthy school solution providers who offer thoughtful, contemporary and time-saving products and services. We're making it easy to find real-world answers to real school problems.

*Contact: Alice Petrossian, Partnership Executive; [apetrossian@acsa.org](mailto:apetrossian@acsa.org)*



## III. Calendars & Travel





# association of california school administrators

## 2023-2024 Governance Calendar

Approved by the ACSA Board of Directors - February 17, 2023

### Board Meetings

|                  |         |
|------------------|---------|
| July 19, 2023    | TBD     |
| October 13, 2023 | TBD     |
| February 9, 2024 | Virtual |
| May 10, 2024     | TBD     |

### Executive Committee

|                   |                                     |
|-------------------|-------------------------------------|
| July 19, 2023     | TBD                                 |
| October 12, 2023  | TBD                                 |
| November 3, 2023  | Leadership Summit, Sacramento       |
| December 8, 2023  | Conference Call (if needed)         |
| February 8, 2024  | Virtual                             |
| April 23-24, 2024 | Legislative Action Days, Sacramento |
| May 9, 2024       | TBD                                 |

### Awards Deadline

|                  |                                |
|------------------|--------------------------------|
| January 18, 2024 | Nomination Submission Deadline |
|------------------|--------------------------------|

### ACSA Holidays

|                      |                            |
|----------------------|----------------------------|
| July 4, 2023         | Independence Day           |
| September 4, 2023    | Labor Day                  |
| November 10, 2023    | Veteran's Day              |
| November 23, 2023    | Thanksgiving Day           |
| November 24, 2023    | Day after Thanksgiving     |
| December 22-29, 2023 | Winter Break               |
| January 1, 2024      | New Year's Day             |
| January 15, 2024     | Martin Luther King Jr. Day |
| February 12, 2024    | Lincoln's Birthday         |
| February 19, 2024    | Washington's Birthday      |
| March 29, 2024       | Good Friday (1/2 Day)      |
| April 1, 2024        | Cesar Chavez Day           |
| May 27, 2024         | Memorial Day               |
| June 19, 2024        | Juneteenth                 |

### Legislative Action Day

|                   |            |
|-------------------|------------|
| April 22-23, 2024 | Sacramento |
|-------------------|------------|

### Leadership Assembly

|                  |         |
|------------------|---------|
| October 12, 2023 | TBD     |
| February 8, 2024 | Virtual |
| May 9, 2024      | TBD     |

### Leadership Training

|             |     |
|-------------|-----|
| May 9, 2024 | TBD |
|-------------|-----|

### Leadership Summit

|                    |            |
|--------------------|------------|
| November 2-4, 2023 | Sacramento |
|--------------------|------------|

### Board Retreat

|                  |     |
|------------------|-----|
| July 17-19, 2023 | TBD |
|------------------|-----|

### ACSA All-Staff Retreats

|                   |     |
|-------------------|-----|
| December 14, 2023 | TBD |
| June 13, 2024     | TBD |

### JULY 2023

| S  | M  | T  | W  | T  | F  | S  |
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| 9  | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | 31 |    |    |    |    |    |

### AUGUST 2023

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| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | 31 |    |    |
|    |    |    |    |    |    |    |

### SEPTEMBER 2023

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| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |
|    |    |    |    |    |    |    |

### OCTOBER 2023

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| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | 31 |    |    |    |    |
|    |    |    |    |    |    |    |

### NOVEMBER 2023

| S  | M  | T  | W  | T  | F  | S  |
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| 5  | 6  | 7  | 8  | 9  | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 |    |    |
|    |    |    |    |    |    |    |

### DECEMBER 2023

| S  | M  | T  | W  | T  | F  | S  |
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| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| 31 |    |    |    |    |    |    |

### JANUARY 2024

| S  | M  | T  | W  | T  | F  | S  |
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|    | 1  | 2  | 3  | 4  | 5  | 6  |
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| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | 31 |    |    |    |
|    |    |    |    |    |    |    |

### FEBRUARY 2024

| S  | M  | T  | W  | T  | F  | S  |
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| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 |    |    |
|    |    |    |    |    |    |    |

### MARCH 2024

| S  | M  | T  | W  | T  | F  | S  |
|----|----|----|----|----|----|----|
|    |    |    |    |    | 1  | 2  |
| 3  | 4  | 5  | 6  | 7  | 8  | 9  |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| 31 |    |    |    |    |    |    |

### APRIL 2024

| S  | M  | T  | W  | T  | F  | S  |
|----|----|----|----|----|----|----|
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| 7  | 8  | 9  | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 |    |    |    |    |
|    |    |    |    |    |    |    |

### MAY 2024

| S  | M  | T  | W  | T  | F  | S  |
|----|----|----|----|----|----|----|
|    |    |    | 1  | 2  | 3  | 4  |
| 5  | 6  | 7  | 8  | 9  | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | 31 |    |
|    |    |    |    |    |    |    |

### JUNE 2024

| S  | M  | T  | W  | T  | F  | S  |
|----|----|----|----|----|----|----|
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| 9  | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 |    |    |    |    |    |    |



## 2023-2024

### Agenda Schedule for Board and Leadership Assembly Meetings

The following is the schedule for submitting agenda items for the Board of Directors and Leadership Assembly meetings in 2023-2024.

#### BOARD OF DIRECTORS:

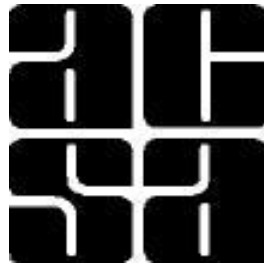
| <u>Meeting Date</u> | <u>Agenda Items Due</u> | <u>Agenda Posted</u> |
|---------------------|-------------------------|----------------------|
| July 19, 2023       | June 28, 2023           | July 5, 2023         |
| October 13, 2023    | September 22, 2023      | September 29, 2023   |
| February 9, 2024    | January 19, 2024        | January 26, 2024     |
| May 10, 2024        | April 19, 2024          | April 26, 2024       |

Send items for board agendas to Kristy Tinsley ([ktinsley@acsa.org](mailto:ktinsley@acsa.org))

#### LEADERSHIP ASSEMBLY:

| <u>Meeting Date</u> | <u>Preliminary<br/>Information Posted</u> | <u>Agenda Items Due</u> | <u>Final Agenda Posted</u> |
|---------------------|-------------------------------------------|-------------------------|----------------------------|
| October 12, 2023    | September 1, 2023                         | September 22, 2023      | September 29, 2023         |
| February 8, 2024    | December 22, 2023                         | January 19, 2024        | January 26, 2024           |
| May 9, 2024         | March 29, 2024                            | April 19, 2024          | April 26, 2024             |

Send items for leadership assembly agendas to Lori Allred ([llallred@acsa.org](mailto:llallred@acsa.org))

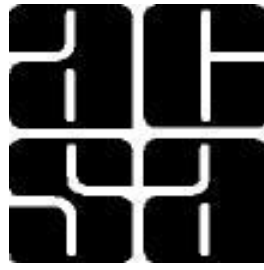


**ACSA STATE COMMITTEE/COUNCIL  
MEETING DATES 2022/23**

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

| <i>Committee/Council</i>                             | <i>Date</i> | <i>Location</i>               | <i>Time</i>       |
|------------------------------------------------------|-------------|-------------------------------|-------------------|
| <b>ACSA/CAPEA</b>                                    |             |                               |                   |
|                                                      | 11/01/23    | Leadership Summit, Sacramento | TBD               |
| <b>Virtual Networking Event</b>                      | 02/07/24    | Zoom                          | 10:00am – 11:30am |
|                                                      | 04/10/24    | Zoom                          | 10:00am – 11:30am |
| <b>Adult Education</b>                               |             |                               |                   |
|                                                      | 09/13/23    | Zoom                          | 10:00am – 2:00pm  |
|                                                      | 11/01/23    | Leadership Summit, Sacramento | 10:00am – 2:00pm  |
|                                                      | 02/07/24    | ACSA Sacramento               | 10:00am – 2:00pm  |
| <b>Virtual Networking Event</b>                      | 04/08/24    | Zoom                          | 10:00am – 2:00pm  |
| <b>Business Services</b>                             |             |                               |                   |
|                                                      | 10/18/23    | Zoom                          | 10:00am - 1:00pm  |
|                                                      | 02/28/24    | ACSA Sacramento               | 10:00am – 2:00pm  |
|                                                      | 05/29/24    | ACSA Sacramento               | 10:00am – 2:00pm  |
| <b>Career Technical Education</b>                    |             |                               |                   |
|                                                      | 09/19/23    | Zoom                          | 11:30am –12:30pm  |
|                                                      | 10/17/23    | Zoom                          | 11:30am –12:30pm  |
|                                                      | 11/01/23    | Leadership Summit, Sacramento | 10:00am – 3:30pm  |
| <b>Virtual Networking Event</b>                      | 01/23/24    | Zoom                          | 11:30am –12:30pm  |
|                                                      | 03/12/24    | Zoom                          | 11:30am –12:30pm  |
|                                                      | 05/14/24    | Zoom                          | 11:30am –12:30pm  |
| <b>Classified Ed Leaders</b>                         |             |                               |                   |
|                                                      | 10/12/23    | Zoom                          | 1:00pm - 4:00pm   |
| <b>Virtual Networking Event</b>                      | 02/29/24    | Zoom                          | 1:00pm - 4:00pm   |
|                                                      | 05/15/24    | CEL Institute                 | 1:00pm - 4:00pm   |
| <b>Co-Administration</b>                             |             |                               |                   |
|                                                      | 09/14/23    | Zoom                          | 4:30pm – 6:00pm   |
| <b>Virtual Networking Event</b>                      | 11/16/23    | Zoom                          | 10:00am – 2:30pm  |
|                                                      | 02/22/24    | Zoom                          | 4:30pm – 6:00pm   |
|                                                      | 04/18/24    | Zoom                          | 10:00am – 2:30pm  |
| <b>Curriculum, Instruction, &amp; Accountability</b> |             |                               |                   |
|                                                      | 09/13/23    | Zoom                          | 1:00pm – 2:30pm   |

updated 05/03/2023

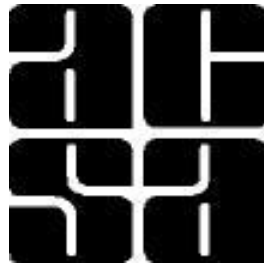


**ACSA STATE COMMITTEE/COUNCIL  
MEETING DATES 2022/23**

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

| <i>Committee/Council</i>         | <i>Date</i> | <i>Location</i>                    | <i>Time</i>       |
|----------------------------------|-------------|------------------------------------|-------------------|
|                                  | 11/03/23    | ACSA Sacramento                    | 12:00pm – 4:00pm  |
|                                  | 01/18/24    | Zoom                               | 1:00pm – 2:30pm   |
|                                  | 03/06/24    | ACSA Sacramento                    | 11:30am – 4:30pm  |
|                                  | 03/07/24    | ACSA Sacramento                    | 8:30am – 2:00pm   |
|                                  | 05/16/24    | Zoom                               | 1:00pm – 2:30pm   |
| <b>Early Childhood Education</b> |             |                                    |                   |
|                                  | 09/22/23    | Zoom                               | 10:00am – 2:00pm  |
|                                  | 11/01/23    | Leadership Summit, Sacramento      | 10:00am – 2:00pm  |
|                                  | 01/24/24    | ACSA Sacramento                    | 10:00am – 2:00pm  |
| <b>Virtual Networking Event</b>  | 03/27/24    | Zoom                               | 10:00am – 2:00pm  |
| <b>Educational Options</b>       |             |                                    |                   |
|                                  | 09/18/23    | Zoom                               | 10:00am – 2:00pm  |
|                                  | 11/01/23    | Leadership Summit, Sacramento      | 10:00am – 2:00pm  |
|                                  | 02/28/24    | Zoom                               | 10:00am – 2:00pm  |
|                                  | 05/01/24    | ACSA Sacramento                    | 10:00am – 2:00pm  |
| <b>Elementary Education</b>      |             |                                    |                   |
|                                  | 09/28/23    | Zoom                               | TBD               |
|                                  | 11/01/23    | Leadership Summit, Sacramento      | TBD               |
| <b>Virtual Networking Event</b>  | 01/30/24    | Zoom                               | TBD               |
|                                  | 03/19/24    | TBD In Person, Southern California | TBD               |
| <b>Equity</b>                    |             |                                    |                   |
|                                  | 09/11/23    | Zoom                               | 10:00am – 11:30am |
|                                  | 11/01/23    | Leadership Summit, Sacramento      | 10:00am – 2:00pm  |
|                                  | 01/10/24    | ACSA Sacramento                    | 10:00am – 2:00pm  |
| <b>Virtual Networking Event</b>  | 02/14/24    | Zoom                               | 10:00am – 11:00am |
| <b>Human Resources</b>           |             |                                    |                   |
|                                  | 09/26/23    | Personnel Institute, Long Beach    | 11:00am – 4:00pm  |
|                                  | 01/16/24    | Negotiators Symposium, San Diego   | 11:00am – 4:00pm  |
|                                  | 03/25/24    | Zoom                               | 1:00pm – 4:00pm   |
|                                  | 05/20/24    | Zoom                               | 1:00pm – 4:00pm   |
| <b>Leadership Development</b>    |             |                                    |                   |
|                                  | 08/31/23    | Zoom                               | 1:00pm – 2:30pm   |
|                                  | 09/20/23    | ACSA Sacramento                    | 10:00am – 2:00pm  |

updated 05/03/2023

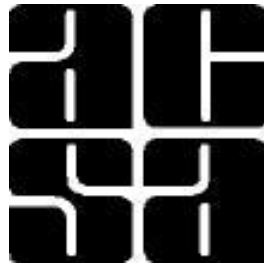


**ACSA STATE COMMITTEE/COUNCIL  
MEETING DATES 2022/23**

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

| <i>Committee/Council</i>                    | <i>Date</i> | <i>Location</i>              | <i>Time</i>      |
|---------------------------------------------|-------------|------------------------------|------------------|
|                                             | 01/31/24    | Zoom                         | 9:00am – 11:30am |
|                                             | 03/27/24    | ACSA Sacramento              | 10:00am – 2:00pm |
| <b>Legislative Policy</b>                   |             | <i>Waiting for 2024 Leg.</i> |                  |
|                                             | 11/01/23    | Leadership Summit Sacramento | 2:00pm - 4:00pm  |
|                                             |             |                              |                  |
|                                             |             |                              |                  |
|                                             |             |                              |                  |
| <b>Middle Grades</b>                        |             |                              |                  |
|                                             | 09/19/23    | Zoom                         | TBD              |
|                                             | 11/01/23    | Leadership Summit Sacramento | TBD              |
| <b>Virtual Networking Event</b>             | 01/16/24    | Zoom                         | TBD              |
|                                             | 03/05/24    | ACSA Sacramento              | TBD              |
| <b>Member Services</b>                      |             |                              |                  |
| <b>Virtual Networking Event 4:00 – 5:00</b> | 09/06/23    | Zoom                         | 2:00pm – 5:00pm  |
|                                             | 11/01/23    | Leadership Summit Sacramento | 12:00pm – 4:00pm |
|                                             | 02/21/24    | Zoom                         | 2:00pm - 4:00pm  |
|                                             | 06/05/24    | Zoom                         | 2:00pm – 4:00pm  |
| <b>Retirement Committee</b>                 |             |                              |                  |
|                                             | 10/19/23    | Zoom                         | 10:00am – 2:00pm |
|                                             | 11/01/23    | Leadership Summit Sacramento | 10:00am – 2:00pm |
| <b>Virtual Networking Event</b>             | 01/18/24    | Zoom                         | 10:00am – 2:00pm |
|                                             | 02/15/24    | Zoom                         | 10:00am – 2:00pm |
|                                             | 04/11/24    | Zoom                         | 10:00am – 2:00pm |
|                                             | 05/23/24    | ACSA Sacramento              | 10:00am – 2:00pm |
| <b>Secondary Education</b>                  |             |                              |                  |
|                                             | 09/25/23    | Zoom                         | TBD              |
|                                             | 11/01/23    | Leadership Summit Sacramento | TBD              |
| <b>Virtual Networking Event</b>             | 01/18/24    | Zoom                         | TBD              |
|                                             | 03/07/24    | ACSA Sacramento              | TBD              |
| <b>Small School District</b>                |             |                              |                  |
|                                             |             |                              |                  |
|                                             |             |                              |                  |
|                                             |             |                              |                  |

updated 05/03/2023



**ACSA STATE COMMITTEE/COUNCIL  
MEETING DATES 2022/23**

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

| <i>Committee/Council</i>                        | <i>Date</i>    | <i>Location</i>                                                                                                                                                                | <i>Time</i>      |
|-------------------------------------------------|----------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|
| <b>Student Services &amp; Special Education</b> |                |                                                                                                                                                                                |                  |
|                                                 | 09/28/23       | Zoom                                                                                                                                                                           | 10:00am – 2:00pm |
|                                                 | 01/09/24       | ECC, Palm Springs                                                                                                                                                              | 10:00am – 2:00pm |
|                                                 | 05/13/24       | ACSA Sacramento                                                                                                                                                                | 10:00am – 2:00pm |
| <b>Superintendency (*reimbursable meetings)</b> |                |                                                                                                                                                                                |                  |
| <b>Open Meetings for Superintendents</b>        | Every Thursday | Zoom <a href="https://acsa-org.zoom.us/j/98960037864?pwd=aVZLSFZwZVdLK3FESEERZa0NGemlIUUT09">https://acsa-org.zoom.us/j/98960037864?pwd=aVZLSFZwZVdLK3FESEERZa0NGemlIUUT09</a> | 10:00am-11:00am  |
|                                                 | 11/01/23       | Leadership Summit Sacramento                                                                                                                                                   | 10:00am – 2:00pm |
| <b>Open Meeting</b>                             | 11/30/23       | Meeting, Parc 55 Hotel, San Francisco                                                                                                                                          | 8:30am – 11:30am |
| <b>Ticketed Event</b>                           | 11/30/23       | Luncheon, Parc 55 Hotel, San Francisco                                                                                                                                         | TBD              |
| <b>Open Meeting</b>                             | 01/24/24       | Superintendents' Symposium, Indian Wells, CA                                                                                                                                   | 8:00am – 10:30am |
|                                                 | 05/16/24       | Zoom                                                                                                                                                                           | 10:00am– 12:00am |
| <b>Urban Education</b>                          |                |                                                                                                                                                                                |                  |
|                                                 |                |                                                                                                                                                                                |                  |
|                                                 |                |                                                                                                                                                                                |                  |
|                                                 |                |                                                                                                                                                                                |                  |
| <b>VPLA</b>                                     |                |                                                                                                                                                                                |                  |
|                                                 | 10/11/23       | Leadership Assembly, Burbank                                                                                                                                                   | 12:30pm – 3:00pm |
|                                                 | 11/14/23       | Zoom                                                                                                                                                                           | 10:00am– 11:00am |
|                                                 | 12/13/23       | Zoom                                                                                                                                                                           | 10:00am– 11:00am |
|                                                 | 01/16/24       | Zoom                                                                                                                                                                           | 10:00am– 11:00am |
|                                                 | 02/7/24        | Leadership Assembly, Virtual                                                                                                                                                   | 9:00am – 11:00am |
|                                                 | 03/12/24       | Zoom                                                                                                                                                                           | 10:00am– 11:00am |
|                                                 | 04/19/24       | Zoom                                                                                                                                                                           | 10:00am– 11:00am |
|                                                 | 04/22-23/24    | Legislative Action Day, Sacramento Sheraton Grand                                                                                                                              | TBA              |
|                                                 | 04/24-26/24    | Legislative Action Day, Virtual                                                                                                                                                | 12:30pm – 3:00pm |
|                                                 | 05/9/24        | Leadership Assembly, TBD                                                                                                                                                       | 12:30pm – 3:00pm |

updated 05/03/2023

## ACSA TRAVEL INSTRUCTIONS

### Driving

For the year 2023 automobile mileage is reimbursed at the rate of 65.5¢ per mile, but this amount should not exceed the air travel rate. Driving, rather than flying, is considerably less expensive if you're traveling 150 miles or less one way.

### Travel by air

For members flying to attend meetings, ACSA will reimburse the cost of the following travel expenses (with receipts as appropriate):

- Mileage to/from the airport
- Airport parking
- Economy airfare
- Shuttle (preferred), Uber or Lyft to/from the airport (recommended for two or more members needing transportation to/from the airport.)

ACSA will reimburse flights at the rate for Southwest airlines fares purchased 21 or more days in advance of scheduled meetings. ACSA will not reimburse Business Select fares.

### Flight arrangements

ACSA asks that members fly only if it is the least expensive way to travel. ACSA also requests that members make flight arrangements such that they are able to attend the entire meeting. That is, flights should arrive no later than approximately 8:30 a.m. and depart no earlier than approximately 4:30 p.m.

In order to make flight reservations in as cost-saving and cost-effective a manner as possible, members are asked to make their reservations as far in advance as possible. It is more cost-effective to book reservations early and cancel in the case of an emergency than to book reservations at the last minute and pay a premium price. Therefore, members are asked to book their flights one month or more in advance of each meeting and no later than 21 days in advance of the meeting.

Members are asked to book discounted fares available online. Reservations may be made directly:

- With ACSA's preferred carrier: Southwest Airlines
- Or through discounted travel services such as CheapTickets, Expedia, Hotwire, Kayak, Priceline, Orbitz, Travelocity, TravelZoo, etc.

### **Shuttle or Uber/Lyft**

While Super Shuttle is encouraged as the preferred method of transportation, members may take an Uber or Lyft from the airport as these methods are the most cost-effective.

### **Travel expense forms**

Committees/Councils:

Travel expense forms will be distributed at each committee/council meeting. Please be sure to have the chair/council president and staff liaison sign your form before submitting it to the ACSA Financial Services Department.

Leadership Assembly:

Travel expense forms will be distributed and collected at the leadership assembly meetings.

# Association of California School Administrators

1029 J Street, Ste 500, Sacramento, CA 95814

Phone (800) 608-2272, Fax (650) 729-1141, Email: [accountspayable@acsa.org](mailto:accountspayable@acsa.org)



## TRAVEL EXPENSE CLAIM – Calendar Year 2023

☐ Check Here If New Address

Payable to (Print) \_\_\_\_\_  
First Middle Last

Street Address \_\_\_\_\_

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

Name of Committee or Activity \_\_\_\_\_

Location of Meeting \_\_\_\_\_ Date of Meeting \_\_\_\_\_

☐ Regular Committee

☐ Special Funding

Program Number: \_\_\_\_\_

| DATE       | HONORARIUM<br>(Professional Fee) | MILEAGE<br>(65.5¢ per mile) | AIR* | MEALS * | HOTEL* | SURFACE TRAVEL*<br>(Parking, Taxi, etc...) | OTHER* |
|------------|----------------------------------|-----------------------------|------|---------|--------|--------------------------------------------|--------|
|            |                                  | Miles x 65.5¢=<br>\$        |      |         |        |                                            |        |
|            |                                  | Miles x 65.5¢=<br>\$        |      |         |        |                                            |        |
|            |                                  | Miles x 65.5¢=<br>\$        |      |         |        |                                            |        |
|            |                                  | Miles x 65.5¢=<br>\$        |      |         |        |                                            |        |
|            |                                  | Miles x 65.5¢=<br>\$        |      |         |        |                                            |        |
|            |                                  | Miles x 65.5¢=<br>\$        |      |         |        |                                            |        |
|            |                                  | Miles x 65.5¢=<br>\$        |      |         |        |                                            |        |
| Sub-Totals |                                  |                             |      |         |        |                                            |        |

**TOTAL OF REIMBURSEMENT REQUEST** \$ \_\_\_\_\_

**(\*NO REIMBURSEMENT FOR THESE CATEGORIES WITHOUT ITEMIZED RECEIPTS)**

I hereby certify that the above is a true statement of travel expenses incurred by me in accordance with the current expense policy of ACSA and that all items shown were for official business of the association and that no expenses herein claimed were received or paid from other sources.

Signature \_\_\_\_\_ Date \_\_\_\_\_  
(Claim must be signed before it can be processed)

Approval of Chairperson (or Coordinator) \_\_\_\_\_ Date \_\_\_\_\_

Approval of Committee Staff Liaison \_\_\_\_\_ Date \_\_\_\_\_

**SEE REVERSE FOR FILING INSTRUCTIONS**

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# TRAVEL EXPENSE CLAIM FORM

## INSTRUCTIONS (Revised by Board: February 2014)

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### GENERAL

This form is to be used by individuals traveling on ACSA business. In order to expedite your claim, please follow the steps below:

- 1) **Sign** the expense claim **after completing form** and **attaching itemized receipts**.
- 2) **Submit for approval** to the **committee chair/ council president** immediately after each trip.
- 3) **The chair/ president will then forward** the claim to ACSA's Business Office in Burlingame.
- 4) Out-of-state travel must be **approved in writing** in advance by the **Executive Director** **before** any out-of-pocket expenses will be reimbursed.
- 5) Prior to submitting, retain a copy for your records.

All expense claims should be submitted within **five working days** from the time incurred in order to be reimbursed on a timely basis.

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## ITEMIZED RECEIPTS FOR ALL EXPENSES MUST BE ATTACHED TO THE EXPENSE VOUCHER

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### AIR TRAVEL

Air Travel should be used only if it's the least expensive way to travel. It is most cost effective to book flight reservations early. Therefore, ACSA asks that you book your flight at least **one month in advance** in order to obtain the lowest fare. First class or business class seat selections on flights will not be reimbursed.

### RENTAL

Rental Cars should be utilized in cases where it's more economical than air travel or mileage reimbursement. Select the most economical vehicle available. Gasoline costs for rental cars only (vs. personal vehicle) will also be reimbursed.

### MILEAGE

Mileage will be reimbursed by the rate determined by ACSA and should not exceed the comparable air travel rate and/or cost of a rental car. Mileage will also be reimbursed to and from the airport if you do fly.

### LODGING

Lodging should be chosen at properties where special ACSA room rates have been established.

**Reimbursement for overnight hotel accommodations is authorized only if the meeting is more than one day or if travel arrangements necessitate staying overnight and need to be approved in advance by the Council President and/or Staff Liaison.**

### MEALS

While traveling on ACSA business, **reasonable** expenses for meals will be reimbursed with a copy of itemized receipts for each meal. Per IRS requirements, please note on the receipt the attendee names in your party and the business purpose of the meal.

### OTHER

For incidentals such as postage; bridge tolls and gratuities other than for meals, **itemized receipts for \$25 or more are required**. An explanation must be provided on the expense report as to the nature of the expense.

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## THE FOLLOWING EXPENSES WILL NOT BE REIMBURSED:

- \* Early Check-In for Flights and/or Hotel Rooms
- \* First or Business Class Seat Selection on Flights
- \* Limousine Service
- \* Hotel Mini-Bar Items
- \* Hotel Movie Rentals
- \* Hotel Spa Services
- \* Hotel Laundry Services
- \* Any Personal Expenses



## IV. Regions & Charters



## **ACSA REGIONS AND CHARTERS**

### **Region relationship to state ACSA**

ACSA is divided into 19 regions within the state with geographic boundaries and numerical designations outlined in policy. The function of regions is to promote within the region the purposes of ACSA as stated in the bylaws, with programs and activities similar to and consistent with those of ACSA.

Our nineteen regions elect governing boards and have their own bylaws, which must be consistent with State ACSA bylaws, must be reviewed every two years, and must be submitted to State ACSA by May of even numbered years. Each region elects a state director to serve on the State ACSA Board of Directors.

In addition, each region must submit a programmatic plan and budget by October 1st as well as a report of progress on the objectives of that plan each year by August 31st.

Regions are expected to develop and oversee Charters and Charter leadership within the region. They are to support and encourage networking, professional development and information dissemination within the region. They should also focus on identification and cultivation of future leaders; provide professional recognition, support member recruitment and participation of Region officers in the ACSA Leadership Assembly.

Regions are significantly funded through state membership dues rebates at a level set by the ACSA Board of Directors. Regions are an extension of State ACSA and share the same tax ID number, so their financial operations are subject to ACSA's annual audit.

### **Charter relationship to regions and state ACSA**

Charter groups are smaller units of ACSA within each region. The Charters operate under the jurisdiction of the region, with the size and focus, varying as determined by the region. Since Charters operate under the direction of the region, Charters have their own tax ID numbers. Each charter must submit to the leadership of their region their programmatic plan and budget by October 1st, as well as a report of progress on objectives of that plan each year by August 31st.

## Timeline and Key Dates for ACSA Regions

### 2023-2024 Governance Year

| Due Date:  | Item Due:                                                                                                                                               | Submit/Reply to:         |
|------------|---------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|
| 7/1/2023   | Beginning of the fiscal year. *Region budgets should be approved by the Region Board by this day.                                                       | N/A                      |
| 7/15/2023  | All expense claims due for the FY23 (ending 6/30/23)<br><i>Claims received after July 15th may not be reimbursable.</i>                                 | Financial Services Dept. |
| 8/31/2023  | Region Fiscal Year-End Financial Report and supplemental documents outlined in policy due                                                               | Financial Services Dept. |
| 8/31/2023  | Region Strategic Focus/Annual REPORTING Template due<br><i>Recommend completing during summer planning retreat.</i>                                     | Executive Department     |
| 9/1/2023   | Quarterly Reporting due for In and Out-of-State Consultant/ Professional Fees paid by the region                                                        | Financial Services Dept. |
| 9/1/2023   | Leadership Assembly Preliminary Info email (October 2023):<br><i>Reply to request for lodging needs, alternates, other details</i>                      | Executive Department     |
| 10/1/2023  | Region Strategic Focus/Annual PLANNING Template due<br>*(includes copy of Region Budget)<br><i>Recommend completing during summer planning retreat.</i> | Executive Department     |
| 11/2023    | Letter Rec'd from State President-Elect requesting nominations for committee/council appointments beginning July 2023.                                  | Executive Department     |
| 12/22/2023 | Leadership Assembly Preliminary Info email (February 2024):<br><i>Reply to request for lodging needs, alternates, other details</i>                     | Executive Department     |
| 1/3/2024   | Quarterly Reporting due for In and Out-of-State Consultant/ Professional Fees paid by the region                                                        | Financial Services Dept. |
| 1/18/2024  | Award nominations submission deadline<br><i>(See detailed information about awards process)</i>                                                         | MarComm Department       |
| 2/2024     | Memo to Region Presidents requesting names/addresses for region officers and charter presidents for 2024-25                                             | Executive Department     |
| 3/2024     | Region Committee/Council appointments due<br>Region Board of Director Appointments due                                                                  | Executive Department     |
| 3/29/2024  | Leadership Assembly Preliminary Info email (May 2024):<br><i>Reply to request for lodging needs, alternates, other details</i>                          | Executive Department     |
| 4/1/2024   | Quarterly Reporting due for In and Out-of-State Consultant/ Professional Fees paid by the region                                                        | Financial Services Dept. |
| 5/1/2024   | Region Bylaws must be reviewed for compliance with State bylaws and submitted to State ACSA ( <b>only in even # years</b> )                             | Executive Department     |
| 5/9/2024   | Region State Board Director appointments due (by date of spring Leadership Assembly)                                                                    | Executive Department     |
| 6/1/2024   | Quarterly Reporting due for In and Out-of-State Consultant/ Professional Fees paid by the region                                                        | Financial Services Dept. |
| 6/30/2024  | End of the fiscal year. All spending on 7/1-6/30 or for services rendered is reportable in the Financial Report.                                        | N/A                      |



association of california  
school administrators

**ACSA REGION**  
**Beginning of the Year Planning Template**

ACSA Bylaws and Board-approved Policies & Procedures call for every Region to formulate a plan outlining goals, events/activities, and evaluation methods at the beginning of the year for the Leadership Development Committee's consideration. Region leaders are asked to assure that the Region's work aligns with the goals articulated in the Strategic Plan to maximize our collective efforts. **Please complete and submit this required Annual Planning Template to Kristy Tinsley at [ktinsley@acsa.org](mailto:ktinsley@acsa.org) by October 1, 2023.**

Today's Date:                      Region:                      Person submitting plan:

\*Please refer to the [2023-2025 Strategic Framework](#) and respond to the questions listed below.

1. The Region's Goals/Objectives for 2023-2024 are as follows (select an option from the appropriate section(s) listed below):
  - Goal: Member Development and Support
  - Goal: Advocacy and Influence
  - Organizational Development and Sustainability
  
2. The Region is planning the following events, activities, and meetings for 2023-2024:

Other ideas for Region Action:

3. Please review the **2023-2024 Priorities** section of the one-page [Strategic Plan Communication](#) document and list the actions your Region will take to support its members during the year.
  
4. Please attach the Region's approved budget for the 2023-2024 governance year.

## **CERTIFICATES OF APPRECIATION FOR SERVICE FOR REGIONS AND CHARTERS**

If you are interested in providing certificates of appreciation to leaders in your regions or charters, ACSA can assist you. A description of the types of certificates that are available is below.

### **REGION CERTIFICATES**

***Service Awards (Gold):*** Awarded to outgoing region officers.

***Certificates of Appreciation (Blue/White):*** Awarded to other region representatives.

Certificates for regions should be requested only by the region president or the region consultant. Requests should be sent/mailed to Courtney Adams at ACSA's Sacramento address at least two weeks before the certificates are needed. The certificates will be prepared and returned to the person and address indicated on the request form.

In order to prevent duplicate certificates from being made and/or certificates being presented to the wrong person, these forms must be completed and returned by state council/committee presidents/chairs, region presidents, or region consultants only. Additionally, region presidents and consultants should coordinate with each other to determine who will send in the request for certificates for recipients in their region.

### **Recognition Certificates**

Service award certificates (gold) and certificates of appreciation (blue/white) will be available from ACSA's Sacramento office. The following explanations designate for whom each certificate is available and who should order the certificates. The request forms are fillable.

### **CHARTER CERTIFICATES**

Blank certificates of appreciation for charters are available for completion by the region.

Please contact Courtney Adams for any questions you may have. She can be reached at (916) 329-3801 or [cbadams@acsa.org](mailto:cbadams@acsa.org). Please return request form(s) to Courtney Adams, c/o ACSA, 1029 J Street, Suite 500, Sacramento CA 95814 or via email [cadams@acsa.org](mailto:cadams@acsa.org).

# 2024 awards program

## Role of region leaders

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**As a region leader or staff member, you will be expected to:**

- **As you plan your 2023-24 calendar, be aware of these critical dates:**  
**Award Nomination Deadline: Jan. 18, 2024** (deadline for members to submit nominations online)  
**State Finalists Deadline: Feb. 8, 2024** (deadline for regions to submit state finalists)  
**Every Student Succeeding Honoree Submission Deadline: March 1, 2024**
- **Accurately communicate information about the program** to region and charter leaders and members.
- **Encourage all leaders and members to participate** and to share information about the program with their colleagues. A promotional toolkit is available in the ACSA Toolkits folder on Google Drive.
- **Ensure that your region follows all standard ACSA awards procedures**, including using the Nomination Deadline listed above and the official nomination forms. Questions can be directed to the state awards coordinator.
- **Help to determine leadership roles for your regional awards program**, including the 2+ region managers for the online platform. Potentially also serve as an awards manager to access your region's online nominations. Regions can assign as few or as many managers as they require.
- **Act as liaison with state ACSA on the awards program**, receiving updates on the program and sharing those updates with your region members and leaders.
- **Provide assistance and resources for members within your regions**, answering questions and/or directing to the state website and coordinator.
- **Ensure that your region's state finalists are selected in the online platform by the state deadline.** This includes checking that each nominee meets the eligibility requirements for the award.
- **Submit your region's ESS student honoree information by the due date or soon after.**
- **Act as liaison to your region's ESS student honoree.** Communicate with the student/their support team when and how they will be honored, and provide support to the student in arranging travel to/from the event. You'll receive complete information about the ESS recognition event from state ACSA as the event approaches.
- Help us celebrate California's outstanding administrators and inspiring students!

**All nominations except for ESS must be completed online at**  
**<http://acsa.awardsplatform.com>.**

# faq | region leaders & managers

## Frequently asked questions from award managers

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### Why are there two deadlines, one in January and one in February?

**The nomination submission deadline, in January, is for all nominations to be submitted online for all ACSA award categories** (does not apply to Every Student Succeeding). Members need to submit their completed nomination forms through the online platform no later than Jan. 18, 2024. Regions will have access to review and download the nominations in order to select state finalists.

**The state finalist submission deadline, in early February, is for region leaders to submit their chosen state finalists to the Awards Committee for consideration.** You do this by flagging your finalists in the online nomination platform by the deadline of Feb. 8, 2024.

### How do I get access to the online nomination portal to review my region's nominations?

Region leaders provide a list of their current award managers each year to the statewide awards coordinator. Just let the awards coordinator know that you need access.

### Why can't I see any nominations when I log in? All I see are my own entries.

Until the first nominations have been submitted in your region (in progress nominations are considered drafts), your account will revert to a basic "Entrant" account. As soon as the first nomination has been submitted, you'll see the Region Review & Selection and Judge entries tabs.

### Why do I see Marcus Foster and/or Ferd. Kiesel nominations under Judge entries, but not under Region Review & Selection?

Nominations for the two statewide-level awards go directly to the Awards Committee, with no region review or submission. You can view any submissions from your regions in these categories for informational purposes, but you won't be asked to flag those nominees to send them forward. There are no limits to the number of nominees in either statewide-level category from each region.

### What if our region wants to accept late nominations, submitted after the January deadline?

Every region has the option to accept late submissions. Just communicate with the statewide awards coordinator, as each late submission will need to be entered manually. The nomination portal cannot be reopened, but the awards coordinator can enter them for you. (Only applies to January deadline.)

### How do I submit our state finalists on the platform? What do I need to do?

It's a very simple step to flag your finalists. Under Review Review & Selection, select an award category, and then simply click the small heart-shaped "Vote" button on the nominee you are sending to the state level as your finalist. You can only select one nominee in each category.

### What if we have changes to our state finalist nominations? Can we have access to edit them?

The statewide awards coordinator can make any edits or additions for you. Just email the changes before the February state finalist deadline. (Adding letters of recommendation, correcting errors, etc.)

### Can I download my region's nomination forms?

Yes, you can bulk download nomination forms by category or as a whole under the Judge entries tab. There's a bulk download link at the bottom of the screen. [Read complete instructions here.](#)

### Is there a way to get training on the online platform?

Yes, a brief training video is available for region award managers, walking you through the process, at [www.acsa.org/awards](http://www.acsa.org/awards) under Help & Resources. We highly recommend taking a few moments to watch it each year. If you have any questions, you can reach out to the awards coordinator.

# ACSA Awards: The Vetting Process

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ACSA statewide administrator awards were designed as a peer-to-peer recognition program, with nominations submitted by individual ACSA members as well as charters and other subgroups within the organization.

Each level of the nomination process relies on the integrity of those submitting, selecting and approving candidates for consideration and recognition.

## Nominators

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ACSA depends on nominators to submit only those peers and colleagues who are eligible for recognition in their category, in terms of their verifiable accomplishments in the field of educational leadership, their involvement with/membership in the association and their current standing within their school, district and community. All information and recommendations presented should be an accurate and verifiable representation of the nominee.

## Regions

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As members of the local ACSA body, region committees have a unique perspective on every candidate they consider for selection as a regional winner/state finalist, and play a critical role in the vetting process. Region leadership must ensure that each finalist meets the eligibility requirements for their award category and is a suitable representative for their region. Finalists are put forward for their excellence and upstanding reputation as well as their commitment to education and, if applicable, to service in ACSA. Authentic letters of recommendation from supervisors, district leaders and colleagues are an important element in ensuring that only qualified finalists are submitted to the state.

## Awards Committee

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The state committee is tasked with reviewing all finalists impartially and basing their decision on how each nominee meets the criteria for their category, as compared to their competitors. To do this, they rely on the accurate and verifiable information presented in the criteria explanations and letters of recommendation. The awards committee begins with the assumption that every finalist put forward is a qualified candidate, vetted by their peers and region leaders. Should a committee member learn or know of any reason a nominee should not be selected, they can confidentially share this with the rest of the committee.

## Executive Board

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The state Executive Board, comprised of current board officers, is the final step in the vetting and approval process. The members are presented with the list of committee recommendations and are charged with voting to approve each selection. Should any Executive Committee member believe for any reason that a recommended recipient is not an appropriate candidate for recognition at the state level, they have the opportunity to withhold their vote of approval for that category.

# faq

## Frequently Asked Questions

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### What is the timeline for ACSA's Statewide Awards Program?

The awards program takes place over a calendar year, beginning in summer:

- **August:** The nomination period opens.
- **January:** Nominations are due for all award categories through the online platform. Regions select their winners/ state finalists.
- **February:** State finalist submissions are due to state ACSA. Most region winners are announced.
- **March:** The Awards Committee meets to select statewide recipients, who are submitted to the ACSA Board for approval. Every Student Succeeding honorees are submitted to state ACSA.
- **Late March:** State recipients for that year are announced.
- **June to November:** State recipients are featured in *EdCal* stories and student videos are released.
- **Early November:** State recipients are honored at the Leadership Summit Awards Ceremony and Every Student Succeeding recognition event.

### What is the deadline for submitting a nomination?

The deadline is in January for all award categories. Check for this year's deadline.

### Where can I access the nomination portal?

The nomination forms for all ACSA awards can be accessed through <http://acsa.awardsplatform.com> or via the Awards Program website at [www.acsa.org/awards](http://www.acsa.org/awards).

The portal can be used on a desktop or any mobile device.

### Who is on the state Awards Committee, and what is the process for recipient selection?

ACSA's immediate past board president chairs the Awards Committee; the chair and four committee members (made up of past or current board members) select the recipients, who are then approved by the ACSA Board.

### Do all the nominations go to the regions first?

The Marcus Foster Memorial Award and the Ferd. Kiesel Distinguished Service Award nominations will go directly to the state Awards Committee.

The nominations for the Administrators of the Year (in 21 job-alike categories), Robert E. Kelly Award, Partners in Educational Excellence Award and Valuing Diversity Award are first submitted to the regions. Only one state finalist in each

of these categories can be submitted by each region to state ACSA for consideration.

Each student honored as part of the Every Student Succeeding Program is chosen by the student's region (one student per region).

### Do you have to be a current ACSA member to be eligible for a statewide award?

It depends on the award. For the Administrator of the Year Awards, the Marcus Foster Memorial Award and the Valuing Diversity Award a nominee must be an active state ACSA member to be considered eligible. The exceptions are:

- The Ferd. Kiesel Distinguished Service Award (awarded to an individual; ACSA membership not required), and
- The Partners in Educational Excellence Award (recognizing a school-community partnership program).

Eligible nominees for the Robert E. Kelly Award must be state ACSA retired members, and must have been state ACSA retired members for three or more years.

### What is required for a nomination?

For all award categories, you will be required to fill out fields describing how the nominee meets each of the award criteria. The fields have a minimum of 400 and a maximum of 1,200 characters including spaces, unless otherwise noted.

A minimum of one letter of recommendation is also required for all categories. Highly recommended are letters of support from superintendents, district leaders and supervisors, as well as testimonials from colleagues, parents, students, and ACSA leaders. You are limited to uploading two supporting document files only in PDF format.

### How many pages of supporting materials can or should I include?

The page number is no longer limited, as everything will be submitted digitally. However, there is a size limit to each supporting document file of 500 KB, and we recommend keeping the page count to a minimum and focusing on providing excellent content, rather than excessive pages. There is no limit to the number of documents each file can include.

### Where can I find archives of past recipients?

On the Awards Program website, under the tab Help & Resources, is an archive of all past recipients by year.

### Who do I contact if I have more questions?

Contact Emily Agpoon, the awards coordinator, at [eagpoon@acsa.org](mailto:eagpoon@acsa.org) or (916) 329-3833.

# faq | supporting documents

## Frequently asked questions about supporting documents

### **Are supporting documents required?**

Yes; a minimum of one letter of recommendation is required.

**Letters of recommendation from superintendents, supervisors and colleagues are highly recommended**, especially those most relevant to the nominee's current position.

Other pertinent supporting documents might include statements of support from coworkers, parents, students and community members and press clippings or articles featuring the nominee's work.

### **What kinds of documents are a bad idea?**

We strongly advise against including résumés or CVs, presentations, dissertations, copies of certificates or awards or any lengthy documents about or by the nominee.

### **How many documents can I upload?**

You are limited to uploading two files; however, each file could potentially contain multiple letters or documents. We suggest you upload two to three documents total and focus on quality over quantity.

### **What kind of files do you accept?**

You may only upload files as PDFs.

### **Is there a page limit for the supporting documents?**

There is no longer a page limit for the documents; instead, there is a size limit of 500KB for each file uploaded. However, **bigger isn't necessarily better**. We suggest you keep the page count to a minimum and focus on providing excellent content, rather than excessive pages.

### **Who should write the letters of recommendation?**

We recommend that you include letters from the district superintendent and/or direct supervisors, if at all possible. Letters from colleagues and community leaders are also effective.

In every case, the letters should directly speak to the record of the nominee, both in their career as a whole and in their current position, and explain why the nominee is the best candidate for the award.

### **To whom should the letter be addressed?**

Letters of recommendation can be addressed to "To Whom It May Concern" or "ACSA Awards Committee."

### **Does formatting matter?**

There are no formatting requirements for supporting documents, but for letters, we do recommend using letterhead and ensuring that you include the position and workplace of the letter writer.

Written signatures (vs. typed) are not important, but a clean, legible format is essential.

### **Who do I contact if I have more questions?**

Contact Emily Agpoon, the awards coordinator, at [eagpoon@acsa.org](mailto:eagpoon@acsa.org) or (916) 329-3833.

# faq | eligibility & membership

## Frequently asked questions about nominee eligibility

### **Can I nominate a state board member?**

Current state ACSA Board members and officers are not eligible for any award categories.

### **What about a region president or consultant?**

Region board members, delegates and other member leaders are eligible. The restriction on board members and officers only applies to the state ACSA Board.

However, ACSA employees, including region consultants and other part-time or contract employees, are not eligible. This doesn't apply to volunteer positions, such as mentors or ambassadors, only paid staff.

### **Is ACSA membership required for all award categories?**

Active state ACSA membership is required to be considered a state finalist for the following award categories:

- Administrator of the Year (all 21 sub-categories)
- the Marcus Foster Memorial Award, and
- the Valuing Diversity Award.

The Robert E. Kelly Award requires having been a retired state ACSA member for 3+ years.

Membership is not required for the Ferd Kiesel Memorial Award, which can be awarded to any individual who has served public education. The Partners in Educational Excellence Award is given to organizations or community partnership programs.

### **How can I find out if my nominee is a current member and what year a member joined?**

Contact ACSA Member Services at [memberservices@acsa.org](mailto:memberservices@acsa.org) with the nominee's full name and district.

Members can also log into the ACSA website to check their record at [www.acsa.org/member-login](http://www.acsa.org/member-login), or the Login button at the top of the ACSA website.

### **I know a great nominee who's planning to retire this year. Will they be eligible?**

Yes. Nominees who plan to retire this coming year (2024) are eligible for the 2024 awards.

### **Am I allowed to nominate someone who has been nominated or won before?**

Yes. Nominees who have been nominated or selected for awards in the past are eligible for this year's program, as there's no limit on times nominated or awarded.

### **Who do I contact if I have more questions?**

Contact Emily Agpoon, the awards coordinator, at [eagpoon@acsa.org](mailto:eagpoon@acsa.org) or (916) 329-3833.

# 2024 awards overview

## Program Overview

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 Distinguished Service Award**
- **Marcus Foster Memorial Award**
- **Robert E. Kelly Award**

In addition, members are honored for outstanding performance and achievement as **Administrators of the Year** in various 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 also recognized through the **Partners in Educational Excellence Award**.

Students of all grade levels are recognized through the **Every Student Succeeding Program**, designed to honor students who have succeeded against all odds.

Awards will be presented at ACSA's 2024 Leadership Summit.

## Deadlines

- **The deadline for submission of all nominations to ACSA will be January 18, 2024 at 11:59 p.m. through the online awards platform.**
- **The deadline for regions to submit finalists to the state will be February 8, 2024 at 11:59 p.m.**

## How to Get Help

**With questions or for assistance, contact:**

**Emily Agpoon, ACSA Awards Program**  
**916.329.3833 • [eagpoon@acsa.org](mailto:eagpoon@acsa.org)**

**To access nomination forms and for FAQs, tips and other resources, please visit [www.acsa.org/awards](http://www.acsa.org/awards)**

## Timeline

The awards program takes place over a calendar year, beginning in August:

- **Aug. 1:** The nomination period opens.
- **Jan. 18, 2024:** Nominations are due to each region through the online platform. Regions select their recipients and state finalists.
- **Feb. 8, 2024:** State finalist selections are due to state ACSA.
- **March:** The Awards Committee meets to select state recipients and the recipients are approved by the Board. Additionally, Every Student Succeeding honorees are submitted to state ACSA.
- **Late March:** Recipients for that year are announced.
- **June to November:** Recipients are featured in *EdCal* stories and online.
- **Nov. 2024** Recipients are honored at the Leadership Summit Awards Ceremony and ESS recognition event.

## Nomination Forms & the Online Platform

All nominations will be completed through the online Awards platform, accessible through the Awards Program website or directly at: <http://acsa.awardsplatform.com>.

Updated demos of the new system will be available this summer under Help & Resources at <http://www.acsa.org/awards>.

Only the Every Student Succeeding Award nomination will continue to be a fillable PDF form, available on the Awards Program website.

## [www.acsa.org/awards](http://www.acsa.org/awards)

Resources available on the Awards Program website include FAQs, tips, video demos and State award archives.

In addition, any updates to the program, important dates and announcements will be posted here.

# State Special Awards

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Special awards recognized at the state level only.

## Ferd. J. Kiesel Memorial Distinguished Service Award

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**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.

**Eligibility.** The recipient can be anyone who has made a significant contribution to public education, including an administrator, teacher, legislator or community member. Current ACSA employees and ACSA board members are not eligible to receive this award.

Criteria for granting the award include: 1) the contribution has had significant impact on public education over a wide geographical area; and 2) the contribution has had impact on significant segments of public education.

Although it may not be as important as the contribution itself, the time a person has been involved with education also is considered.

**Nomination Process.** All nominations must be submitted through ACSA's online Awards Platform directly to the committee.

The Awards Committee reviews and considers all nominations and makes recommendations to the Board of Directors which makes the final selection. The award is presented at ACSA's Leadership Summit in November.

**Deadline.** Deadline for online submission of nominations is **January 18, 2024.**

## Marcus Foster Memorial Award for Administrator Excellence

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**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.

Recipients of this award receive a \$5,000 grant for a designated high school senior or seniors.

**Eligibility.** The recipient should be an ACSA member who personifies the ideals of Marcus Foster and be an administrator who is a skilled manager of change; has a management style that involves many sectors of the community and includes broad professional involvement; is willing to take risks to improve educational opportunities; is creative, willing to try new ideas and reaches out to children; speaks out in his or her community on issues that have an impact on children; respects all people, especially children, as human beings; and protects the rights of all people to have full citizenship. Current ACSA employees and ACSA board members are not eligible to receive this award.

**Nomination Process.** All nominations must be submitted through ACSA's online Awards Platform directly to the committee. Nominations can be made by any member of ACSA, charter groups, committees or regions.

The Awards Committee reviews and considers all nominations and makes recommendations to the Board of Directors, which makes the final selection. The award is presented at ACSA's Leadership Summit in November.

**Deadline.** Deadline for online submission of nominations is **January 18, 2024.**

# Special Awards

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Special awards recognized at both region and state levels.

## Robert E. Kelly Award

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**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.

The recipient of this award should be an individual who, upon retirement, contributes significantly to public education or educational leadership by volunteer work in his or her community.

**Eligibility.** The recipient must: 1) be an ACSA retired member, and have been retired for a minimum of three years; 2) have made significant contributions to the community on a volunteer basis; and 3) directly or indirectly helped advance the high quality of public education or educational leadership in California. Current ACSA employees and ACSA board members are not eligible to receive this award.

**Nomination Process.** Nominations for the Robert E. Kelly Award must be submitted through ACSA's online awards platform, <http://acsa.awardsplatform.com>.

Each region convenes an awards committee to review all nominations. The region president forwards the region's nominee to the state Awards Committee for consideration. After reviewing all nominations, the state Awards Committee recommends a single recipient to the state Board of Directors, which makes the final selection. Recipients are honored at ACSA's Leadership Summit in November.

**Deadline.** Deadline for online submission of all nominations is **January 18, 2024**.

## Valuing Diversity Award

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**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.

**Eligibility.** The recipient must be an active ACSA member who has exemplified outstanding leadership in developing and implementing programs that have enhanced the support and value of student diversity.

The administrator who receives this award should be one who: 1) fosters positive district office and school climates that promote the awareness and celebration of diversity; 2) empowers and supports staff to take risks in developing programs for all students; 3) develops strong community partnerships to ensure success for all students; 4) models and values the maintenance of high academic standards for all students; 5) shares pertinent information regarding diversity with parent and professional organizations. Current ACSA employees and ACSA board members are not eligible to receive this award.

**Nomination Process.** Nominations for the Valuing Diversity Award must be submitted through ACSA's online awards platform, <http://acsa.awardsplatform.com>.

Each region convenes an awards committee to review all nominations. The region president forwards the region's nominee to the state Awards Committee for consideration. After reviewing all nominations, the state Awards Committee recommends a single recipient to the state Board of Directors, which makes the final selection. Recipients are honored at ACSA's Leadership Summit in November.

**Deadline.** Deadline for online submission of all nominations is **January 18, 2024**.

## Partners in Educational Excellence

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**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.

**Eligibility.** This award is granted to outstanding community partnership programs at region and state levels, and recognize the individual leadership and contributions of school administrators, educators and community or business leaders involved in the program. Current ACSA employees and ACSA board members are not eligible to receive this award.

**Nomination Process.** Nominations for the Partners in Educational Excellence awards must be submitted through ACSA's online awards platform.

Each region convenes an awards committee to review all nominations. The region president forwards the region's nominee to the state Awards Committee for consideration. After reviewing all nominations, the state Awards Committee recommends a single recipient to the state Board of Directors, which makes the final selection. Recipients are honored at ACSA's Leadership Summit in November.

**Deadline.** Deadline for online submission of all nominations is **January 18, 2024**.

# AOY & ESS Awards

Administrator and student awards recognized at both region and state levels.

## 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
- Student Services Administrator
- Curriculum and Instruction Administrator
- Continuation/Educational Options Administrator
- Professor of Education
- Retired Administrator (Volunteer Service to ACSA)
- Technology Administrator

If you have questions regarding the eligibility of a nominee within a category, please contact the Awards Coordinator.

**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.

**Nomination Process.** Nominations for Administrator of the Year awards must be submitted through ACSA's online awards platform, <http://acsa.awardsplatform.com>.

Each region convenes an awards committee to review all nominations. The region president forwards the region's nominee in each category to the state Awards Committee for consideration as a state finalist.

After reviewing all nominations, the state Awards Committee recommends one nominee in each category to the state Board of Directors, which makes the final selection. Recipients are honored at ACSA's Leadership Summit in November.

**Deadline.** Deadline for online submission of all nominations is **January 18, 2024**.

## Every Student Succeeding Awards

**Purpose.** The purpose of this award is to honor students at all grade levels (pre-K to adult education) 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.** Nominees should be students who have made a special effort to succeed and have overcome obstacles such as:

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

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
- Bilingual
- Continuation School

**Nomination Process.** Nominations must be submitted directly to the nominee's region. Each region will select one student recipient and honor them at region events throughout the year.

Nomination forms are available for download on the ACSA website at [www.acsa.org/awards](http://www.acsa.org/awards) under the tab Nomination Forms.

Students will be honored at ACSA's Leadership Summit in November, as well as at various regional events.

**Deadline.** Contact your region leadership for the region deadline. Deadline for submission of recipient information to state ACSA by region leadership is **March 1, 2024**.

# ACSA Awards Program Timeline

The statewide awards program takes place over a full calendar year, beginning in summer and ending the following fall.



**Association of California School Administrators**

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Date: May 10, 2023

To: All ACSA Region Treasurers  
All ACSA Region Consultants

Copy: 2023-2024 Region Presidents  
2022-2023 Region Presidents  
Gilbert Associates, Inc.

From: ACSA Chief Financial Officer

Subject: ACSA Annual Audit

At the completion of the 2022-2023 fiscal year, kindly submit to my office the financial information necessary to complete the annual audit of ACSA and its affiliated companies. Specifically, we will need all income and expenses from your region's financial operations for the 12-month period ending June 30, 2023. These figures should be reported on the "Regional Financial Report for Fiscal Year 2022-2023 Form," also available on our website. Be sure that the beginning balance on your financial report for this fiscal year agrees with the ending balance of the prior fiscal year.

Please note that the format of the revenue and expense accounts as well as account descriptions have changed from prior years due to IRS requirements. The financial results of your regional operations will be included in State ACSA's Tax Return. As such, your financial reports will also be reviewed by our independent auditors and will need to be returned by August 31, 2023, electronically to Jenny Huang and Mandy Feng, or to the following address: Association of California School Administrators, Attn: Mandy Feng, 1029 J Street, Suite 500, Sacramento, CA 95814.

We will also need your June 30, 2023 bank statement(s) and reconciliation(s), July 31, 2023 bank statement(s), and an updated list of your region's bank account(s).

All forms will also be available at <https://content.acsa.org/member-profile/finance>.

Thank you for your continued cooperation.

## FINANCIAL REPORT

Region

### 2023-2024 Financial Report

**Directions:** Provide all data that is applicable to your region as of June 30, 2024, and submit it to ACSA, 1029 J Street, Suite 500, Sacramento, California 95814.  
**The Financial Report must be received no later than August 31, 2024.**

Any inquiries regarding the financial report and budget should be directed to:

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

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: (\_\_\_\_\_) \_\_\_\_\_

I, \_\_\_\_\_, hereby certify that the financial report attached hereto is a true and correct statement of the financial condition of Region \_\_\_\_\_ of ACSA for the years reported.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**ACSA REGION \_\_\_\_\_**  
**INCOME & EXPENSE STATEMENT**  
**Period 07/01/2023 through 06/30/2024**

**CASH BALANCES as of 06/30/2023** Start of Period

|    |                                                  |          |
|----|--------------------------------------------------|----------|
| 1. | Checking                                         | \$ _____ |
| 2. | Invested Reserves                                | \$ _____ |
| 3. | Total Cash Available<br>(Lines 1 and 2 combined) | \$ _____ |

**REVENUES:** 07/01/2023 through 06/30/2024

|     |                                               |          |
|-----|-----------------------------------------------|----------|
| 4.  | Dues Rebates                                  | \$ _____ |
| 5.  | Sponsorship Fees                              | \$ _____ |
| 6.  | Region Conferences                            | \$ _____ |
| 7.  | Interest Income                               | \$ _____ |
| 8.  | Dinner, Meal Fees                             | \$ _____ |
| 9.  | Advertising Fees                              | \$ _____ |
| 10. | Contributions Received                        | \$ _____ |
| 11. | Other Income                                  | \$ _____ |
| 12. | <b>TOTAL REVENUES</b><br>(Lines 4 through 11) | \$ _____ |

**EXPENSES:** 07/01/2023 through 06/30/2024

|     |                       |          |
|-----|-----------------------|----------|
| 13. | Professional Services | \$ _____ |
| 14. | Honorariums           | \$ _____ |
| 15. | Printing              | \$ _____ |
| 16. | Office Supplies       | \$ _____ |
| 17. | Rent                  | \$ _____ |
| 18. | Telephone             | \$ _____ |
| 19. | Travel                | \$ _____ |
| 20. | Meals                 | \$ _____ |

**ACSA Region \_\_\_\_\_**  
**Expenses**

|     |                                                                    |          |                |
|-----|--------------------------------------------------------------------|----------|----------------|
| 21. | Lodging                                                            | \$ _____ |                |
| 22. | Payments to Charters (Note 1)                                      | \$ _____ |                |
| 23. | Contributions (Note 2)                                             | \$ _____ |                |
| 24. | Scholarships                                                       | \$ _____ | No. Paid _____ |
| 25. | Miscellaneous – Gen’l & Admin.                                     | \$ _____ |                |
| 26. | <b>TOTAL EXPENSES</b><br>(Line 13 through 25)                      | \$ _____ |                |
| 27. | <b>NET REVENUE (EXPENSE)</b><br>(Line 12 minus Line 26)            | \$ _____ |                |
| 28. | <b>TOTAL CASH AVAILABLE on 06/30/2024</b><br>(Line 3 plus Line 27) | \$ _____ |                |

**CASH BALANCES 06/30/2024 End of Period Per Bank**

|     |                                                       |          |
|-----|-------------------------------------------------------|----------|
| 29. | Checking                                              | \$ _____ |
| 30. | Invested Reserves                                     | \$ _____ |
| 31. | <b>TOTAL OF ALL CASH</b><br>(Should equal to Line 28) | \$ _____ |

**Note 1:** Include all amounts paid to charters. Due to new IRS reporting requirements for Form 990, for rebates paid to charters please list on a separate page, the name of the charter, the recipient’s name, their tax status, their EIN number, and the amount.

**Note 2:** Include in Contributions any amounts transferred from your region’s normal funds such as cash and invested reserves accounts to establish a foundation in your region. Please list on a separate page, the name of the foundation, their tax status, their EIN number, and the amount.

**ACCOUNT DESCRIPTIONS FOR INCOME AND EXPENSE STATEMENTS**  
**(CHART OF ACCOUNTS)**

**CASH BALANCE CHECKING** - This figure represents the amount in your checking account as of the last working day for the fiscal year ending June 30th.

**INVESTED RESERVES** - This figure will be the total amount you have invested in Money Market funds, Certificates of Deposit or any other type of vehicle in which you are investing your excess cash as of June 30th.

**TOTAL CASH AVAILABLE** - This line will be the total of the amounts of cash and invested reserves.

## **REVENUE**

**DUES REBATES** - This amount would be the total dues rebate received from State ACSA during the fiscal year July 1 through June 30.

**SPONSORSHIP FEES** – Amounts received from outside companies, firms, individuals to sponsor region activities.

**REGION CONFERENCES** - Amounts taken in by the region from members and/or non-members to cover region activity fees for any and all region conferences including events across several regions.

**INTEREST** - This amount represents all interest earned on region checking accounts, savings accounts, money market accounts, certificates of deposit or any other investments during fiscal year July 1 through June 30.

**DINNER, MEAL FEES** - Any amounts collected from attendees for dinners or other meals in your region during the fiscal year.

**ADVERTISING FEES** – Amounts received for advertising in region publications and websites.

**CONTRIBUTIONS RECEIVED** – Amounts received as contributions or donations from outside parties. Please list on a separate page the name, address, and amount of any contribution received over \$5,000.

**OTHER INCOME/REVENUE** - Any and all types of revenue received and deposited by your region during the fiscal year which do not fit into any above revenue classifications

## **EXPENSES**

**PROFESSIONAL SERVICES** - Any amounts paid in the fiscal year for auditing and accounting services, legal fees, program and computer costs, other professional and outside services such as website consultant, other consultants, and temporary help hired through agencies in connection with ACSA region activities. Must provide dollars paid to individuals over \$600 total in any one calendar year to State ACSA for IRS reporting.

**HONORARIUMS** - Amounts paid directly to presenters, speakers, individuals hired to conduct and present at region conferences, seminars, workshops, etc. Must provide dollars paid to individuals over \$600 total in any one calendar year to State ACSA for IRS reporting.

**PRINTING - PHOTOCOPY COSTS** - All printed material and photocopy-reproduction costs which is performed by an outside vendor or by a school district requiring reimbursement to the school.

**OFFICE SUPPLIES** - Cost of office supplies such as computer supplies, pens, pencils, erasers, adding machine tape, staples, etc. and the cost of stationery, envelopes and other paper products used in the daily course of business in the ACSA regions.

**RENT** - Any rent which may be required to be paid for equipment or office space in order to conduct the activities of the ACSA regions.

**TELEPHONE** - Your cost for telephone expenses such as equipment rental, line charges, cell phone charges in connection with ACSA business.

**TRAVEL** - Those charges for any cost on any form of public transportation in connection with ACSA business. Included also in this category is air travel, car rental, mileage reimbursement paid to regular members for use of their personal car in connection with ACSA business paid by the region and not reimbursed by State ACSA.

**MEALS** - Cost of any and all meals while away from the region office in connection with ACSA business which are paid by the region and not reimbursed by State ACSA. Include also in this expense category the cost of group meals and banquets.

**LODGING** - Cost of any and all lodging while away from the region office in connection with ACSA business which are not reimbursed by State ACSA.

**PAYMENTS TO CHARTERS** - The total amount of money which you pay for whatever reason to the charters in your region. See Note 1 for further instructions.

**CONTRIBUTIONS PAID** – Cost of any contributions/ donations made to charity or other individuals by the region. Please list on a separate page the name, address, and amount paid to the recipient.

**SCHOLARSHIPS** – Cost of scholarships paid to students, region members or potential members. Also include above the number of scholarships granted in the fiscal year. Please list on a separate page the name, address, amount paid to the recipient, and the purpose of the scholarship (i.e. attend ACSA Personnel Academy, etc.).

**MISCELLANEOUS - GENERAL & ADMINISTRATIVE** - Any other expenses incurred while conducting business for ACSA by members of the region which do not fit into any of the above categories.

**NET REVENUE (EXPENSE)** - This line represents the difference between total income (line 12) and total expenses (line 26).

**TOTAL CASH AVAILABLE 06/30** - This line is the total of your total available cash at June 30th (line 3) and Net Revenue (Expense) (line 27).

**CASH BALANCES 06/30 END OF PERIOD** - This section breaks out the total on line 28 (Total Cash Available) by checking, invested reserves at the end of the period. Line 31 which reads "TOTAL" should equal line 28.

## List of All Payments to Every Charter

[illegible]

## Scholarships Awarded for 2023-2024

[illegible]

KINDLY RETURN THIS INFORMATION  
WITH YOUR FINANCIAL PACKET

**REGION TREASURER FOR 2023-2024**

**Region:** \_\_\_\_\_

**Region Treasurer:**

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

School: \_\_\_\_\_

District: \_\_\_\_\_

**Mailing Address:**

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

City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_

Day Time Telephone: (    ) \_\_\_\_\_

FAX number (    ) \_\_\_\_\_

E-mail address: \_\_\_\_\_

## ACSA CHARTER PRESIDENTS' CHECKLIST

|                                                                                                 | Yes | No | Who Will Do It? | Complete? |
|-------------------------------------------------------------------------------------------------|-----|----|-----------------|-----------|
| 1. Does the charter adopt annual priorities?                                                    |     |    |                 |           |
| 2. If appropriate, has the charter submitted a budget or annual financial report to the region? |     |    |                 |           |
| 3. Is the election of officers held before April 1 each year?                                   |     |    |                 |           |
| 4. Do charter presidents have regular meetings?                                                 |     |    |                 |           |
| 5. Does the charter president attend region board/delegate assembly meetings?                   |     |    |                 |           |
| 6. Does the charter meet to react to region and state board/delegate assembly agendas?          |     |    |                 |           |
| 7. Are all charter committee/council appointments completed?                                    |     |    |                 |           |
| 8. Is there a charter officer designated to supervise committee/council activities?             |     |    |                 |           |
| 9. Does the charter evaluate the effectiveness of committees/councils?                          |     |    |                 |           |
| 10. Have political action policies been presented to charter membership?                        |     |    |                 |           |
| 11. Does charter programming provide for:                                                       |     |    |                 |           |
| A. Job-alike meetings?                                                                          |     |    |                 |           |
| B. Committee/council-sponsored meetings?                                                        |     |    |                 |           |
| C. State co-sponsored meetings?                                                                 |     |    |                 |           |
| 12. Does the charter have a master calendar?                                                    |     |    |                 |           |
| 13. Does the charter have a membership chair?                                                   |     |    |                 |           |
| 14. Is membership and SASS information available at charter meetings?                           |     |    |                 |           |
| 15. Does the charter encourage membership in state ACSA?                                        |     |    |                 |           |
| 16. Does the charter have a promotional campaign for new members?                               |     |    |                 |           |

17. Does the charter have an orientation program for new members?
18. Does the charter have an “awards program” to recognize outstanding educators, citizens, students?

|  |  |  |  |
|--|--|--|--|
|  |  |  |  |
|  |  |  |  |

## CHARTER ANNUAL REPORT

*SAMPLE - Provided as an example. For Charter use as appropriate.*

Name of Charter: \_\_\_\_\_

Individual Making Report: \_\_\_\_\_

### **General Information**

Total membership of Charter (number of members): \_\_\_\_\_

Percent of membership belonging to State ACSA: \_\_\_\_\_

Number of Charter Professional Development meetings: \_\_\_\_\_

### **Activities/Accomplishments Of Charter Relative To Goals Of Charter**

Examples:

1. Image enhancement of public educational school administration
2. Political awareness/development
3. Charter membership (state/local)
4. Due process
5. Management leadership/administrative skill development

### **Other Comments**

## APPLICATION FOR NEW CHARTER

Attn: Kristy Tinsley; 1029 J Street, Suite 500; Sacramento, CA 95814

Date \_\_\_\_\_ Region \_\_\_\_\_

1. Full name of proposed Charter \_\_\_\_\_
  2. Number of school administrators in proposed Charter \_\_\_\_\_
  3. Are the policies and practices of your proposed Charter in harmony with those stated in the ACSA Bylaws?  

☐  
(YES)

☐  
(NO)
  4. Attach a copy of your proposed Bylaws.
  5. Attach a list, including name, position and school address, of each of your Charter members.
  6. Attach a list of the names, addresses, and phone numbers, of officers of your Charter.
- 

Action by ACSA Region \_\_\_\_\_ Date \_\_\_\_\_

Approved \_\_\_\_\_ Disapproved \_\_\_\_\_

\_\_\_\_\_  
Region President Signature

## REGION COMMITTEE/COUNCIL REPRESENTATIVE PLANNING GUIDE

### COMMITTEES/COUNCILS

YES

NO

- |                                                                                                                           |       |       |
|---------------------------------------------------------------------------------------------------------------------------|-------|-------|
| 1. Do region committees/councils meet regularly?                                                                          | _____ | _____ |
| 2. Does each charter have a representative on each region committee/council?                                              | _____ | _____ |
| 3. Do committees/councils plan region job-alike programs?                                                                 | _____ | _____ |
| 4. Does each region committee/council representative have a planned program of reporting at least four times per year to: |       |       |
| a. The region executive board?                                                                                            | _____ | _____ |
| b. Other committees/councils?                                                                                             | _____ | _____ |
| c. Charters?                                                                                                              | _____ | _____ |
| d. All members?                                                                                                           | _____ | _____ |

### GENERAL

YES

NO

- |                                                                                                                                           |       |       |
|-------------------------------------------------------------------------------------------------------------------------------------------|-------|-------|
| 1. Does the region committee/council have a communication plan (email tree) for both routine and emergency or short lead-time situations? | _____ | _____ |
| 2. Does the region committee/council have a plan to obtain reaction and/or input for the counterpart state committee/council?             | _____ | _____ |
| 3. Has "dead wood" (members who do not attend meetings) been replaced?                                                                    | _____ | _____ |
| 4. Does the region assume its responsibility in working on both state and local priorities?                                               | _____ | _____ |

### CALENDAR

YES

NO

- |                                                                                                                              |       |       |
|------------------------------------------------------------------------------------------------------------------------------|-------|-------|
| 1. Does the committee/council have a master calendar for all events including professional learning programs and activities? | _____ | _____ |
|------------------------------------------------------------------------------------------------------------------------------|-------|-------|

## REGION COMMITTEE/COUNCIL REPRESENTATIVE PLANNING GUIDE

| CALENDAR (Cont'd)                                                                                                                                  | <u>YES</u> | <u>NO</u> |
|----------------------------------------------------------------------------------------------------------------------------------------------------|------------|-----------|
| 2. Does the master calendar provide for more than two meetings?                                                                                    | _____      | _____     |
| 3. Has the region master calendar been coordinated to avoid conflicts whenever possible with the:                                                  |            |           |
| a. State Leadership Assembly?                                                                                                                      | _____      | _____     |
| b. State Board of Directors?                                                                                                                       | _____      | _____     |
| c. State Committee/Council Meetings?                                                                                                               | _____      | _____     |
| d. Region Meetings?                                                                                                                                | _____      | _____     |
| <b>PROGRAM</b>                                                                                                                                     | <u>YES</u> | <u>NO</u> |
| 1. Do region programs and/or professional learning activities provide for:                                                                         |            |           |
| a. Job-alikes on some occasions?                                                                                                                   | _____      | _____     |
| b. Committees/councils sponsoring some programs?                                                                                                   | _____      | _____     |
| c. Some workshops in addition to region meetings?                                                                                                  | _____      | _____     |
| d. Some workshops co-sponsored with:                                                                                                               |            |           |
| 1. Other Regions?                                                                                                                                  | _____      | _____     |
| 2. Other Committees/Councils?                                                                                                                      | _____      | _____     |
| 3. School Districts?                                                                                                                               | _____      | _____     |
| 4. County superintendents' Office?                                                                                                                 | _____      | _____     |
| 2. Has the region committee/council representative liaised with the professional learning or program chair to discuss the committee/council needs? | _____      | _____     |
| 3. Has the region chair met with charter presidents and/or program chair to develop:                                                               |            |           |
| a. Coordinated calendar of activities?                                                                                                             | _____      | _____     |
| b. Some cooperative (if possible) activities?                                                                                                      | _____      | _____     |

| <b>PROGRAM (cont'd)</b>                                                                                                                                                              | <u><b>YES</b></u> | <u><b>NO</b></u> |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|------------------|
| 4. Does the committee/council plan to support region programs and/or professional learning activities utilizing:                                                                     | _____             | _____            |
| a. Partial registration fees?                                                                                                                                                        | _____             | _____            |
| b. Partial registration fees?                                                                                                                                                        | _____             | _____            |
| c. Full registration fees?                                                                                                                                                           | _____             | _____            |
| d. Some district funds?                                                                                                                                                              | _____             | _____            |
| e. County office funds?                                                                                                                                                              | _____             | _____            |
| f. Some region funds?                                                                                                                                                                | _____             | _____            |
| g. Combination of above?                                                                                                                                                             | _____             | _____            |
| h. Other funds?                                                                                                                                                                      | _____             | _____            |
| 5. Has the region committee/council representative met with the region consultant to coordinate calendars so the consultant can provide maximum service with limited time available? | _____             | _____            |
| 6. Has the region allocated funds or some method to obtain funds for committees/councils to provide programs?                                                                        | _____             | _____            |
| 7. Are ACSA members charged less to attend region and/or committee/council programs than non-members?                                                                                | _____             | _____            |

## **WAYS TO STRENGTHEN REGION COMMITTEES/COUNCILS**

**One of the goals of state committees/councils should be to strengthen region committees/councils. Listed below are a variety of ideas which may assist you. These are not listed in priority order.**

1. State committee/council member normally to serve as region committee/council representative.
2. Region committees/councils to have representation from each charter.
3. Region committee/council representative to serve on region board of directors or to report at least every other meeting of the region board of directors.
4. Region committees/councils working in cooperation with region program chair to plan special region or co-region meetings, programs, or workshops.
5. Region committee/council representative working in cooperation with region program chair to plan "job-alike" topics for at least a part of region meetings. These meetings might have a speaker or discussion group to share new materials, ideas, problems.
6. Use region committees/councils for input on critical issues, i.e. state department goals, tasks under consideration by state committees/councils, Board of Directors, undeveloped needs or problems, etc.
7. Consideration of a special publication or other bulletin (for region and/or program chair) on alternative ways committees/councils function in regions.
8. Some form of written report in every issue of region and/or charter newsletter whenever possible.
9. Develop effective two-way communication between state committee/council and region committee/council.
10. The ACSA staff has identified and developed workshops that could be made available for region use. The ACSA staff is also an excellent source of information on various topics of interest.
11. State committees/councils could identify professional learning topics for state or regions or charters to conduct for members.
12. Region committee/council representative to distribute a condensation of state and region activities via region newsletter or special bulletins to all job-alike types of personnel.

13. Members of state committees/councils to contact members of region committees/councils prior to state meetings to obtain ideas for state agenda.
14. Region committees/councils coordinate activities with county superintendents' offices to develop cooperative workshops, projects, programs, etc.
15. State committees/councils to coordinate with state department personnel in order to keep regions informed.
16. Members of state committees/council to contact region and charter presidents prior to state committee/councils meetings to determine possible agenda items.
17. Region committees/councils identify and/or develop exemplary programs within regions. Region and/or state to disseminate information.
18. State committees/councils to provide topics, panels, demonstrations, mini-workshops at Leadership Summit.
19. Have a member of state committee/council responsible to provide input to the Leadership Summit Planning Committee.
20. State committees/councils to establish additional task force groups, i.e., early childhood, textbooks, media, to prepare papers and/or workshops.
21. State committees/councils to establish better coordination with other ACSA committees/councils and/or assist in development of instruction related joint projects, i.e., secondary, middle and elementary education, evaluation, etc.
22. State committees/councils can work to better improve relationships with national organizations with similar interests.
23. Work cooperatively with other organizations to co-sponsor professional learning workshops and conferences.
24. Region curriculum and instruction committee/council identify district or county programs, publications, workshops or other media which facilitate implementation of ACSA priorities. These are to be communicated to state committees/councils and/or staff for screening and dissemination of availability for region, co-region or charter programs.



# V. Committees & Councils



## **ACSA COMMITTEES/COUNCILS 2022-2023**

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

### **Councils & Committees:**

- Council membership is comprised of an elected President and a member from each Region, all of whom hold positions related to a specific job-a-like and are made of members from each region aligned with a job-a-like category. Councils develop Bylaws and operating rules which are approved by the board of directors.
- Committees are comprised of an appointed Chair and members that may or may not represent every region. Formation of a committee is based on a common interest or goal, rather than a job-a-like.

### **Special Committees:**

From time to time, the Board of Directors has created special committees. The main distinction between special committees and regular ACSA standing committees is that special committees may serve a limited term and members are not selected on a one per region basis.

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

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

### **Sub-Committees of the ACSA Board of Directors:**

The Audit Committee, Awards Committee, the Executive Committee and the Finance Committee convene as subcommittees of the state Board of Directors. Four current directors will serve on the Audit Committee, chaired by the past president. Four current or past directors will serve on the subcommittee on awards chaired by the past president. Minimum of four directors, with the Vice President acting as chair, will serve on the Finance Committee. The five Board Officers with two members elected from the Board of Directors will serve on the Executive Committee. These subcommittees will meet as needed.

| Councils                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Regular (Standing) Committees                                                                                                                                                                                      | Special Committees                                                                                                                                      | Sub-Committees of the ACSA Board of Directors                                                                       |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <li>● Adult Education</li> <li>● Business Services</li> <li>● Career Technical Education</li> <li>● Classified Educational Leaders</li> <li>● Curriculum, Instruction and Accountability Leaders</li> <li>● Early Education Council</li> <li>● Educational Options</li> <li>● Elementary Education</li> <li>● Human Resources</li> <li>● Middle Grades Education</li> <li>● Secondary Education</li> <li>● Student Services and Special Education</li> <li>● Superintendency</li> </ul> | <ul style="list-style-type: none"> <li>● Co-Administrators</li> <li>● Equity</li> <li>● Leadership Development Committee</li> <li>● Legislative Policy</li> <li>● Member Services</li> <li>● Retirement</li> </ul> | <ul style="list-style-type: none"> <li>● ACSA/CAPEA</li> <li>● Leadership Summit</li> <li>● Small School District</li> <li>● Urban Education</li> </ul> | <ul style="list-style-type: none"> <li>● Audit</li> <li>● Awards</li> <li>● Executive</li> <li>● Finance</li> </ul> |

# COMMITTEE/COUNCIL PURPOSES

Updated: April 2022

## ACSA/CAPEA COMMITTEE

The following purposes of the ACSA/CAPEA Committee will advance the interests, needs and well-being of California students so that our schools will once again be the best in the nation and the envy of education worldwide. To identify and study issues in the areas of higher education, administrator preparation and licensing, professional development providers, and legislation for the purpose of building collaboration and informing policy. To work collaboratively to identify issues and concerns of higher education and K-12 public education, professional preparation and development, and partnerships among school districts, institutions of higher education, and professional development providers. To influence and contribute to the education research agenda. To identify issues and make recommendations regarding increasing diversity and membership in the ranks of education administrators and professors of educational administration. ACSA members will be practicing administrators, appointed by ACSA's president. CAPEA members will be professors of education, appointed by CAPEA.

## CO-ADMINISTRATION COMMITTEE

- To educate and empower co-administrators and aspiring administrators (vice-principals, assistant principals, deans, coordinators, etc.) in their role as instructional leaders within their schools and communities.
- To promote networking and increase communication among administrators and aspiring administrators.
- To provide access to professional development and mentoring experiences.
- To increase awareness of the co-administrator's role and the importance of that role.
- To be mindful of the social & emotional wellness of students and staff.

## EQUITY COMMITTEE

To build the capacity in equity leadership and cultural proficiency of all educators within the organization and throughout the state of California to effectively eliminate all equity gaps.

In order to accomplish this purpose we will:

- Identify and research issues related to equity and diversity
- Develop strong recruitment and retention policies and practices to grow membership
- Recommend policies, practices, and resources which lead to quality instructional/educational programs and services
- Assist in the development of programs, resources, and materials to help leaders effectively respond to equity issues
- Establish partnerships and communication links
- Assist the board in implementing aspects of the association strategic plan

## LEADERSHIP DEVELOPMENT COMMITTEE

Works with the Board of Directors to define association leadership needs, set criteria and requirements, and then build programs, training and orientation strategies, mentoring/coaching opportunities, and other tasks that effectively develop leadership at the region, council/committee and board levels.

- To review the bylaws and policies of State ACSA to ensure alignment of all committees, councils, and regions.
- To provide the board with a proposal to review the yearly goals and work completed by each of the committees and councils.
- Other duties as assigned by the Board of Directors.

## LEGISLATIVE POLICY COMMITTEE

To identify and study areas of needed legislation affecting ACSA members and public education. To solicit sponsorship requests from ACSA members, and to sponsor bills that improve conditions in California schools. To study proposed legislation and, based upon ACSA's Legislative Platform and additional input from the Board of Directors, establish ACSA's position on state and federal legislation. To assist in the establishment of the ACSA Legislative Platform.

## MEMBER SERVICES COMMITTEE

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

## RETIREMENT COMMITTEE

To provide leadership, direction, clarification, and understanding of the California State Teachers' and California Public Employees' Retirement Systems to all ACSA members. To actively work with other members of the retirement coalition to protect and enhance the benefits of the California State Teachers' Retirement System and the California Public Employees' Retirement System. To investigate and to promote legislation that positively impacts or affects members of both systems. To encourage the continued participation, involvement and service of retired ACSA members in the cause of protecting and advocating for retired member pensions. To strengthen a network of communication among ACSA retirees.

## SMALL SCHOOL DISTRICTS COMMITTEE

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

## URBAN EDUCATION COMMITTEE

To identify and study issues relating to urban education. To emphasize the need to improve educational opportunity for children in urban school districts. To identify and articulate the unique concerns of administrators in urban school districts. To recommend solutions and/or courses of action to deal with problems and needs of urban schools. To identify and study issues and make recommendations on

practices, policies, and positions to ACSA's leadership and staff and to state agencies/legislators related to Urban Education.

## ADULT EDUCATION COUNCIL

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

## BUSINESS SERVICES COUNCIL

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

## CAREER TECHNICAL EDUCATION COUNCIL

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

## CLASSIFIED EDUCATIONAL LEADERS COUNCIL

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

## CURRICULUM, INSTRUCTION & ACCOUNTABILITY COUNCIL

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

## EARLY EDUCATION COUNCIL

To improve the learning outcomes in the lives of young children with essential skills as they continue their successful educational trajectory. To actively promote developmentally informed and challenging educational programs that integrate learning opportunities with high expectations implemented by well trained, competent, and nurturing staff. To advocate for foundational skills; social and emotional learning; cognitive and physical skills; high quality professional development for Early Education administrators and staff. To serve the diverse needs of students and their families. This includes, but is not limited to, equitable approaches and best practices to support racial make-ups, socio-economic backgrounds, special developmental needs, as well as cultural and linguistic needs. To value and engage family and community partners in meaningful purposeful ways.

## EDUCATIONAL OPTIONS COUNCIL

To be the leader at the state level in promoting best practices in teaching and learning while promoting, supporting, and influencing accountability, programming, and credentialing, in addition to financial and legislative issues facing educational options program in the state.

## ELEMENTARY EDUCATION COUNCIL

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

## HUMAN RESOURCES COUNCIL

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

## MIDDLE GRADES EDUCATION COUNCIL

To identify and study issues relating to middle grades administrators and to recommend practices and policies which will lead to high quality programs for young adolescents. To strengthen a network for communication among middle grades administrators. To plan, provide, and encourage professional development programs for middle grades administrators. To assist in the recruitment of middle grades administrators as ACSA members. To encourage interaction and support between ACSA, the National

Association of Secondary School Principals, the California Department of Education, and other organizations and agencies promoting the interests of middle grades education.

**SECONDARY EDUCATION COUNCIL** To identify and study issues and make recommendations to ACSA Board of Directors related to secondary education. To recommend practices and policies which will lead to high quality programs for secondary students. To recruit secondary administrators as members and to maintain a liaison between ACSA, NASSP, C.I.F., and other state agencies relating to secondary education. To plan and coordinate professional development programs and networking opportunities for secondary administrators.

### **STUDENT SERVICES & SPECIAL EDUCATION COUNCIL**

The Council supports administrators in the areas of special education, student services, and coordinated youth services by: advocating best practices, policies, and legislation to ensure positive student programs; improving collaboration and communication between general education, student services, special education, and other support agencies and organizations; facilitating the development and understanding of current trends and financial issues related to their impact on student programs and services; planning and coordinating timely and meaningful professional development offerings for new and experienced school administrators; championing equity and inclusive practices to ensure access for each student; be an advisor to other ACSA Council, Committees, and ACSA Leadership, and assisting in ACSA membership recruitment.

### **SUPERINTENDENCY COUNCIL**

To identify and study issues related to the role and responsibilities of superintendents and proactively advocate for solutions. To strengthen a network for communication among superintendents. To be proactive in representing the viewpoints and vision of superintendents on critical education issues with a view toward influencing policy and practice at the local, state, and national levels. To plan strategies and practices which will influence the quality of education for all California students. To voice the critical need for stable, sound finance for educating California's children. To represent superintendents in ACSA's relations with the Governor's office, Legislature, and State Superintendent of Public Instruction.

To plan and coordinate professional development activities for superintendents and activities to enhance professional development of administrators and all school district positions. To encourage the active participation of superintendents and all other management team members in ACSA. To maintain a liaison relationship with AASA and other state organizations and agencies

## **COMMITTEE/COUNCIL GOALS/AGENDAS & BOARD ISSUES**

### **Goal/Agendas for action:**

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

In choosing their action agendas, committees/councils may engage in any activity not contrary to policy or the operating procedures of the association.

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

### **Board-adopted issues:**

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

### **Committee/Council identified issues:**

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

## **RESPONSIBILITIES OF THE STATE COMMITTEE CHAIR/COUNCIL PRESIDENT**

- Plan and conduct meetings of the state committee/council.
- Guide the committee/council in developing and fulfilling its charge.
- Represent the committee/council as an official member of the ACSA state leadership assembly.
- Be responsible for getting issues/concerns of the committee/council on the ACSA Board of Director's agenda.
- Send an alternate to the leadership assembly, if you are a voting chair/president and cannot attend the assembly. Alternates for committee chairs/council presidents must be members of the respective state committee/council.
- Inform the committee/council of the process to place positions/actions/resolutions before the board.
- Review leadership assembly agendas and obtain input/reactions from committee/council members prior to voting at the leadership assembly.
- Represent the committee/council at state meetings of committee chairs/council presidents. (Generally, meetings are held in conjunction with the ACSA state leadership assembly.)
- Respond, in writing, to items referred to the committee/council for study or action by the Board of Directors.
- Encourage work of state/region/charter committees/councils through state committee/council members.
- Develop a process for committee/council members to fulfill their responsibility to periodically report to their respective regions.
- Notify the region president if a committee/council member misses over three meetings — this member should be replaced.
- Inform the committee/council about process for special funding via Activity Design Process.
- Operate the committee/council within the approved budget.
- Make required reports and fulfill other tasks essential to the "running" of the committee/council.
- Complete reports as requested.
- Ensure committee/council attendance sheets and meeting summary forms are filed promptly with State ACSA's governance assistant.
- Be familiar with ACSA's Policies & Procedures.

## **RESPONSIBILITIES OF STATE COMMITTEE/COUNCIL MEMBERS**

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

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

## **ADDITIONAL RESPONSIBILITIES OF REGION REPRESENTATIVES TO COMMITTEES/ COUNCILS**

- Conduct region committee/council meetings and/or multi-region or co-region activities and workshops.
- Meet objectives specified in the region committee/council charge (mission and vision statement).
- Work with region program chair in planning and conducting "job-alike" activities, training programs, and meetings designed to meet individual member needs.
- Facilitate the work of charter program chairs and committees/councils.
- Facilitate communication among charter, region, and state committees/councils.
- Report to members within the region.

## **RESPONSIBILITIES OF BOARD LIAISONS**

### **Board Liaisons: Communications and Advocacy**

An ACSA Board member is assigned to the committee/council to provide a communications link with the Board of Directors and to serve as an advocate for the committee/council. The liaison should:

- Maintain close relationship with assigned committee/council and committee/council executive, communicate current issues and charges from the Board, and report to the Board the major thrust of the committee/council.
- Encourage committee chair/council president to attend one board meeting during their tenure.

## **RESPONSIBILITIES OF COMMITTEE/COUNCIL STAFF LIAISON**

### **Committee/Council Liaisons: Support and Communications**

A vital element of ACSA's vision is to become increasingly influential and indispensable as the premier organization for educational leaders in California. ACSA committees/councils represent the leading edge "expert" groups working on behalf of the larger ACSA membership. These "expert" groups are comprised of representatives who are leaders in their regions. Service on ACSA committees/councils is a high profile opportunity for members to be at the forefront of statewide leadership in advocacy, professional development, service, collaborative networking, and product development in their area of focus.

ACSA Committee/Council Liaisons (formerly known as staff executives) are expected to function in the role of "executive director" guiding, cultivating, and supporting the important work of the group. The Liaison has the responsibility to provide consistent, purposeful, focused, forward-thinking leadership to the group's rotating membership and leadership structure. Specifically, the Liaison, while promoting the independently meaningful and powerful contributions of the committee/council, also provides the "link" to the larger statewide organization, ensuring that the group's work:

- Exemplifies the values, beliefs, mission and vision of ACSA;
- Recognizes and supports relevant ACSA Board goals; and
- Complements and connects to the work of other committees/councils to promote the success and growth of public education in California.

The Liaison's function is to go far beyond providing necessary but routine support in making meeting arrangements and fostering inter-group communication. The Liaison's primary calling is to broaden, enrich, and develop the committee/council's capacity to make a positive and lasting impact on leadership, teaching, and learning in California.

The ACSA Committee/Council Liaison is assigned to provide support and a communications link with the rest of the organization. The Liaison is expected to:

- Actively participate and be fully present at all regular committee/council meetings and provide leadership and support to the chair/president in establishing the committee/council's goals.
  - Ensure that the committee/council is engaged in producing something of value—supporting, advancing and guiding the growth and capacity of those they represent.
  - Actively cultivate and reinforce a positive, active, collaborative professional committee/council culture.
- In the case of Councils, ensure that the Bylaws are reviewed annually and that the Council faithfully adheres to its Bylaws.

- Actively consult and assist the chair/president with the logistics of planning and conducting the meeting. In addition to the dissemination of important information:
  - Work collaboratively with the chair/president to ensure that some time during each meeting is devoted to the development of committee/council members, building their capacity as educational leaders, and equipping them to assist and support the growth of others.
  - Ensure that the meeting summary notes are consistently submitted in a timely manner.
  - Actively work with committee/council members to ensure that the work of the group has a positive impact in regions, districts, and school sites statewide.
- Provide guidance and direction regarding ACSA policies and procedures as they may apply to committee/council activities.
- Provide expertise to the committee/council in their field of focus.
  - Provide the needed expertise by actively and consistently seeking the needed resources within ACSA.
- Provide a meaningful connection and context with the committee/council's charge, the conduct and work of the group, and the core values, mission and vision of ACSA.
- Ensure that the chair/president is familiar with general and specific ACSA priorities, positions, and actions which may pertain to the committee's/council's work and that ACSA's priorities and positions are clearly communicated to the committee/council.
- Provide support and guidance to the chair/president in management of the committee's/council's expenses according to ACSA policy.
- Actively participate in training and support offered by ACSA to develop the leadership capacity of Committee/Council Liaisons including communicating needs for training and support to ACSA staff.

## **LOGISTICS: MAKING COMMITTEE/COUNCIL MEETINGS HAPPEN**

### **Agendas and Backup Materials**

Committee chairs and council presidents generate the agendas for committee/council meetings. They may consult with their committee/council liaison, if they wish. The assistant to committees and councils can provide a roster or email addresses to the chair/council president for mailings to committee/council members.

Chairs/council presidents may send agendas and other materials directly or may request the committee/council liaison to do so.

All agenda and/or other email sent to committee/council members should also be sent to the board liaison and committee/council liaison.

### **Inviting Special Guests to Committee Meetings**

Many committees/councils have occasional or regular guests, such as staff members from the California Department of Education or special speakers. Arranging for guests is the responsibility of the committee chair/council president, although ACSA staff may assist in identifying appropriate visitors. If the committee/council has a regular guest or liaison person, the assistant to committees and councils should be notified so the person can be added to the committee's/ council's roster and email list.

If a special guest is to be paid an honorarium prior approval of the executive director is required.

### **Materials for the Meeting**

Prior to each committee/council meeting the governance assistant will provide the chair/president with the following:

- Place cards — chair/council president should notify the assistant to committees and councils of any roster changes
- Attendance Sheet — to be returned completed to the governance assistant at the end of each meeting
- Travel Expense Claim forms — to be signed by the committee/council liaison

## **LOGISTICS: MAKING COMMITTEE/COUNCIL MEETINGS HAPPEN**

### **Minutes of the Meeting**

It is the responsibility of the committee chair/council president to assign a committee/council member to take the minutes. Chairs/council presidents may send minutes directly or may request the committee/council liaison to do so.

### **Support During Your Meeting**

When a committee/council meeting is held in an ACSA facility, the Executive Associate in Sacramento or another staff person in Burlingame office will assist the committee/council executive in providing the following services as needed:

- photocopying
- arranging for materials such as chart pads, easels, markers, etc.
- arranging for audio/visual equipment

### **Meals for Your Committee/Council**

When the committee chair/council president submits their meeting dates for the year they indicate on the form whether or not the meeting is to be catered and how many people to order for. An appropriate meal is arranged from this information.

Please notify the governance assistant if a meeting is canceled, if there is a significant change in the number of people attending, or if a committee/council member has special dietary needs (i.e. vegetarian).

## STATE COMMITTEE/COUNCIL OPERATING PROCEDURES

1. Committees/councils are free to expend their budgets as they see fit so long as they remain in budget, their actions/expenditures do not violate policy or procedures, and their actions/ expenditures are within the board-approved council bylaws and committee/council goals and purposes.

Budgets are generally based upon three committee/council meetings times, average travel, lodging, and meal amount times the number of committee/council members plus added amounts for copying, postage, supplies, and facilities, with a few exceptions.

2. Committees/Councils may engage in any activity not contrary to policy.

### ***Pertinent Policies:***

- Only the board can establish ACSA positions and take positions on behalf of ACSA. (Article V, Bylaws)
- Only the leadership assembly, Legislative Policy Committee and the board can establish legislative positions. (Article IV, V, Bylaws)
- Only the board can recommend nominees for state boards and commissions. (Policies and Procedures — Section 3, 3.12)
- No committee/council can pay dues to any other organization without board approval. (Policies and Procedures — Section 1)

3. Legislative, State Board, or Commission testimony:
    - A. If a committee/council member is requested to testify, advise the president or the executive director, determine ACSA's position and discuss the position to be represented with the Senior Director of governmental relations. If testifying in support of an ACSA position be identified as a representative of the X committee/council of ACSA. Expenses may be covered by the committee's/council's budget.
    - B. If a committee/council member is contacted by an official regarding ACSA's position or the committee's/council's position, respond as accurately as possible. Afterwards, advise the president or executive director of the conversation.
    - C. If a committee/council member testifies on any issue on which ACSA has no position, testify as an individual, not as an ACSA representative. No expenses will be reimbursed.
-

- D. If a committee/council member testifies against an ACSA position, it must be done as an individual, not as an ACSA representative or ACSA committee/council representative. No expenses will be reimbursed. (See Section 8-A Governmental Relations, Legislation — Policy 8.7 — for the process for resolving differences between a committee/council position and ACSA's Legislative Policy Committee position.)

## EXPLANATION OF COMMITTEE/COUNCIL FORMS

### Committee/Council Meeting Attendance Sheet

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

### Travel Expense Claim

Expense claim forms for committee/council or special funding meetings are to be submitted to the committee/council liaison within two weeks of the event. Additionally, all receipts must be received by July 15th for the current fiscal year end of June 30th. The name of the committee/council or special project and the corresponding budget codes are required for processing.

Please review with committee/council members the following:

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

1. Attach all itemized receipts to your expense claim. Meal receipts must be itemized and must indicate the names of the individuals consuming the meals if greater than one. If more than ten individuals, then the name of the event is requested. Credit card statements are not acceptable. If receipts are lost and a replacement cannot be obtained, please fill out a missing receipt form available on the ACSA website searchable under, "forms."
2. Every committee/council member's expense claim form must be approved by the chair/president and committee/council executive.
3. After the expense claim (with the appropriate signatures) is received by ACSA's Financial Services office, it normally takes two weeks to process. To expedite, all approved expense claims and their supporting receipts can be turned in electronically to [accountspayable@acsa.org](mailto:accountspayable@acsa.org).

## **COMMITTEE/COUNCIL ACTIVITY PROJECT DESIGN PROCESS - SPECIAL FUNDING REQUESTS**

### **Activity Design Process**

The activity design process is used for state committees/councils to obtain additional funding that exceeds the normal operating expenses budgeted for committees/councils each fiscal year. This additional funding is available to committees/councils for special projects and/or activities.

Each fiscal year money is budgeted for activities.

In completing the additional funding request, please be specific under each category listed. The Board of Directors will review the request and approve or decline it.

### **Committee/Council Activity Project Design Form - Special Funding**

A committee/council activity project design form must be completed and submitted to ACSA's executive associate when a committee/council wishes to request special funding for a particular activity.

In filling out the activity project design form, it is advisable to relate your proposed project to:

- Your committee's/council's stated purpose
- ACSA's mission
- The legislative platform adopted by the leadership assembly.

(The above mentioned items are all included in this manual.)

***If the project is a multi-year project (example: preparing a publication), estimates of funding needed in subsequent years must be included with the initial proposal.***

## **CERTIFICATES OF APPRECIATION FOR SERVICE ON COMMITTEES/COUNCILS**

If you are interested in providing certificates of appreciation to leaders on your committees/councils, ACSA can assist you. A description of the types of certificates that are available is listed below.

### **STATE COMMITTEE/COUNCIL CERTIFICATES**

***Service Awards (Gold):*** Awarded to outgoing state committee and council representatives.

Certificates for outgoing members of state committees/councils should be requested by state committee chairs/council presidents and requests sent/faxed (916-596-9538) to Naomi Blache at ACSA's Sacramento address. Please send/fax the request at least two weeks prior to your last committee/council meeting.

In order to prevent duplicate certificates from being made and/or certificates being presented to the wrong person, these forms must be completed and returned by state council/committee presidents/chairs, region presidents, or region consultants only. Additionally, region presidents and consultants should coordinate with each other to determine who will send in the request for certificates for recipients in their region.

### **Recognition Certificates**

Service award certificates (gold) and certificates of appreciation (blue/white) will be available from ACSA's Sacramento office. The following explanations designate for whom each certificate is available and who should order the certificates. The request forms are fillable.

## **COMMITTEE/COUNCIL REPORTING**

The committee/council Liaison is ultimately responsible for sharing material for communicating out in EdCal and on the Resource Hub. However, the information must come from the committee/council. The types of information may include:

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

Meeting minutes, summaries and reports should also be submitted to Committee/ Council Assistant.

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

## **COMMITTEE/COUNCIL REPORTING PROCEDURES FOR BOARD AND LEADERSHIP ASSEMBLY**

### **Committee/Council Proposals**

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

### **Committee/Council Reports to the Board**

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

Committee chairs and council presidents are invited to address the board on the accomplishments of their committee/council at the end of their term. This can either be done in person or via a written report that will be included in the Board agenda.

## **AFFILIATION — NATIONAL ORGANIZATIONS**

ACSA Policies & Procedures, Section 1-A Affiliations - National Organizations, Procedure 1.5, guarantees funding for the following national affiliations out of the general annual budget:

- 1.5.1 To provide for the state president and president-elect to attend national conferences of his/her choice.
- 1.5.2 To provide the Curriculum, Instruction & Assessment Council funds for the council president or designee to attend the ASCD national conference.
- 1.5.3 To provide the Elementary Education Council funds for the council president or designee and the NAESP liaison to attend the national conference.
  - 1.5.3.1 To provide funds for the NAESP liaison to attend meetings of the Elementary Education Council.
  - 1.5.3.2 To provide funds for the NAESP liaison to attend the Western States Training Conference.
- 1.5.4 To provide the Secondary Education Council funds for the council president or designee and the NASSP liaison to attend the national conference.
  - 1.5.4.1 To provide funds for the NASSP liaison to attend meetings of the Secondary Committee.
- 1.5.5 To provide the Middle Grades Council funds for the council president or designee and the NASSP liaison to attend the NASSP national conference.
- 1.5.6 To provide the Human Resources Council funds for the council president or designee and the AASPA liaison to attend the national conference.
  - 1.5.6.1 To provide funds for the AASPA liaison to attend meetings of the Human Resources Council.
- 1.5.7 To provide the Adult Education Council funds for the council president or designee to attend the AAACE Conference.

## AFFILIATION — NATIONAL ORGANIZATIONS

- 1.5.8 To provide the Superintendency Council funds for the council president or designee and the AASA liaison to attend the AASA conference.
  - 1.5.8.1 To provide funds for the AASA liaison to attend meetings of the Superintendency Council.
- 1.5.9 To provide a \$10,000 annual budget to be utilized by ACSA's standing committees and councils for national affiliation. The funds will be applied for via the activity design process. (See Section 5—Committees/Councils for the activity design process.)
- 1.5.10 Any of the committees/councils listed in 1.5.1 - 1.5.8 may apply to the Board of Directors for up to \$2,500.00 for hospitality or informational items. Should more funds be needed, the committee/councils shall apply to the Board and include written support rationale with the request.

The activity project design process is used to allocate funds by the Executive Committee of the Board of Directors. The following guidelines are suggested:

1. Priority funding goes to committee/council requests which are **not funded** in the general annual budget listed in 1.5.1 through 1.5.8.
2. To ensure equity, the remaining committees/councils will have access to the \$10,000 fund on a yearly rotating basis.
3. To encourage planning by each committee/councils, those activities submitted early in the financial calendar year will be given full consideration. **All activity project designs for national affiliations submitted by October 16 will be given priority consideration.**
4. All possibilities for collaboration or co-funding of activities will be strongly encouraged and endorsed.

### Committees and Councils at a Glance

|                                                        | <b>Committee</b>                                                                     | <b>Council</b>                      |
|--------------------------------------------------------|--------------------------------------------------------------------------------------|-------------------------------------|
| <b><i>Purpose</i></b>                                  | Purpose of specific Activity a Committee will focus shall be determined by the board | Job-A-Like                          |
| <b><i>Chair or President Assignment</i></b>            | Chair is appointed by ACSA President                                                 | President is elected by the Council |
| <b><i>Term of Members and Chair</i></b>                | 1 or 3 (varies by Committee)                                                         | 3 years                             |
| <b><i>Membership by Region</i></b>                     | Varies                                                                               | Yes                                 |
| <b><i>Voting privileges at Leadership Assembly</i></b> | Varies                                                                               | Yes                                 |
| <b><i>Bylaws</i></b>                                   | No                                                                                   | Yes                                 |

#### Special Conditions:

For most Committees and Councils there are special conditions that address membership, voting rights, special task force, National Affiliation, etc.

#### Process for Committee and Council Appointments:

- Region Presidents nominate representatives.
- Nominations are presented to the State President.
- Appointments are made by the State President

#### Retirees:

- May serve out the remainder of the fiscal year if concurred upon, but not the remainder of their term.

## STATE COMMITTEE CHAIR/COUNCIL PRESIDENT PLANNING GUIDE

1. How are your committee/council issues aligned to ACSA's mission and vision and goals of communication, learning and teaching, diversity, adequate funding and leadership matters/leadership coaching?
  2. Has the committee/council developed *Activity Design Requests* to achieve stated purpose if funding is required beyond the committee's/council's regular budget capability?
  3. Is the timeline on your *Activity Design Requests* consistent to meet deadlines for:
    - A. Obtaining input, as appropriate, from:
      - a. Other committees? Other councils?
      - b. Regions?
      - c. Charters?
      - d. Other agencies or organizations?
    - B. Obtaining approval from the Board of Directors?
    - C. If legislative action is necessary, has the plan been developed to provide adequate time and coordination for the drafting of legislation?
  4. Has the committee/council designed a plan to communicate the results of its work, positions, activities, etc., to interested members, other committees/councils, agencies, and organizations?
  5. Does the chair/president know the procedure for placing items on the board agenda? (See Policies and Procedures. Also see ACSA governance calendar and agenda schedule in this manual.)
  6. Has the committee/council developed a plan to communicate and coordinate activities with national organizations, if appropriate?
  7. Has the committee/council developed some ideas or materials which could be utilized by regions or charters for workshops, job-alike meetings, etc.?
  8. Has the committee/council developed a plan to strengthen region committees?
  9. Has the committee/council developed a master calendar for its meetings with tentative dates for achieving its goals and objectives?
  10. Has the committee/council developed a system of monitoring the meetings of other appropriate organizations and/or agencies?
-

## STATE COMMITTEE CHAIR/COUNCIL PRESIDENT PLANNING GUIDE

11. Has the chair/president calendared deadlines for:

Sending to ACSA's Executive Associate after a committee/council meeting:

- a. Attendance roster?
- b. Minutes?
- d. Expense forms?

12. Has the chair/president monitored:

- A. The attendance of members at meetings?
- B. Financial status of committee?
- C. Progress on *Activity Design Requests*?

13. Has the committee/council developed a plan to provide input to the state Leadership Summit Committee?

14. Has the committee/council planned an end-of-year report?

15. Has the chair/president developed a plan to communicate the appropriate portions of any training sessions attended to committee/council members?

## STATE COMMITTEE/COUNCIL PLANNING CHECKLIST

| QUESTIONS                                                                                                                                            | Yes   | No    |
|------------------------------------------------------------------------------------------------------------------------------------------------------|-------|-------|
| 1. Has committee/council established its calendar?                                                                                                   | _____ | _____ |
| 2. Have all new committee/council members been confirmed?                                                                                            | _____ | _____ |
| 3. Have all new committee/council members been welcomed?                                                                                             | _____ | _____ |
| 4. Does the committee chair/council president have the forms to conduct committee/council business?                                                  | _____ | _____ |
| 5. Has the committee/council filed an <i>Activity Project Design</i> for special funding, if needed?                                                 | _____ | _____ |
| 6. Are committee/council members instructed regarding region committee/council activity?                                                             | _____ | _____ |
| 7. Are reporting procedures developed for State Leadership Assembly, State Board of Directors, regions/charters, membership at large, <i>EDCAL</i> ? | _____ | _____ |
| 8. Does your committee/council have a plan to work with other ACSA committees/councils?                                                              | _____ | _____ |
| 9. Does your committee/council have an email tree?                                                                                                   | _____ | _____ |
| 10. Does your committee/council have a plan for emergency communication?                                                                             | _____ | _____ |
| 11. Has effective communication been established with your committee council executive? Board liaison?                                               | _____ | _____ |

## COMMITTEE CHAIR/COUNCIL PRESIDENT/STAFF LIAISON CHECKLIST

### Prior to first meeting

- ☐ Contact and welcome new members.
- ☐ Provide Travel Policy information to Committee/Council Members.
- ☐ Publish list of meeting dates and significant events for the year.
- ☐ Provide new member orientation.

### Prior to first meeting

- ☐ Chair/President selects note-taker for minutes
- ☐ Determine Legislative Policy Representative (2-year commitment)
- ☐ Review Council Bylaws (Committees do not have bylaws)
- ☐ Determine annual, and long-term goals related to Strategic Plan
- ☐ Determine "Outside Representative" and inform EXEC department
- ☐ Review travel policy with Committee/Council
- ☐ Dates/Attendance for Committee Chairs/Council Presidents and Staff Liaisons
  - o Committee and/or Council meeting
  - o Attend Leadership Assembly
  - o Attend Annual Leadership Summit

### WINTER

- ☐ Elect Presidents (*Council*) or submit 2-3 recommendations for *Committee Chairs* to the ACSA Executive Department
- ☐ Submit next year's meeting dates to EXEC department prior to *March 1*
- ☐ Dates/Attendance for Committee Chairs/Council Presidents and Staff Liaisons
  - o Committee and/or Council meeting
  - o Attend Leadership Assembly

### SPRING

- ☐ Notify EXEC department of outgoing members for Service Certificates
- ☐ Contact and welcome new members
- ☐ Review Committee/Council purpose and submit changes to EXEC department by *April 1*
- ☐ Calendar and invite members to next year's meetings
- ☐ Dates/Attendance for Committee Chairs/Council Presidents and Staff Liaisons
  - ✓ Committee and/or Council meeting

- ✓ Committee Chair and Council President Training
- ✓ Leadership Assembly

## **PRIOR TO EACH MEETING**

### **Four to six weeks PRIOR to EACH Meeting**

- ☐ Chair/President work with Staff Liaison to develop Agenda
- ☐ Consult with chair/president regarding guest speakers/special needs
- ☐ Invite representatives and special guests to present/attend meeting
- ☐ Remind council/committee members to make travel arrangements well in advance
  - ✓ Book airfare 4-6 weeks in advance to take advantage of lower fares.
  - ✓ Hotel/overnight accommodations must be pre-approved by ACSA liaison or the chair/president - *Ask for government rates*
  - ✓ Those traveling more than 200 miles roundtrip are encouraged to use rental vehicles
- ☐ ACSA does not reimburse for:
  - ✓ Early check in
  - ✓ Business class
  - ✓ Travel agency fees

### **Two weeks prior to meeting:**

- ☐ Send out agenda
- ☐ Submit work order to IT for audio and visual needs
- ☐ Confirm catering
- ☐ Review meeting folder
  - ✓ Look for (missing) region representatives-notify
  - ✓ Check for tent cards for special guests

### **PRIOR to the meeting:**

- ☐ Contact chair/president to update on changes/inquire about other needs
- ☐ Set up Room for meeting

### **AFTER EACH Meeting**

- ☐ Send minutes to Council/Member
- ☐ Inform EXEC department and MEMBERSHIP changes to members (new, outgoing), position and contact info
- ☐ Return

- ✓ Roster with changes
- ✓ Meeting summary
- ✓ Red Folder
- ☐ Sign and turn in travel claims (Accounts Payable)
- ☐ Remember to check:
  - ✓ Non-claimable reimbursements
  - ✓ All required receipts attached
- ☐ Notify EXEC department of any changes in meeting times/dates & council/committee members

## SAMPLE AGENDA

### Name of Committee or Council

- Date
- Time
- Address
- Purpose statement

1. Welcome/Introductions *time*  
who
2. Council Business *time*
  - a. Review & Approval of minutes *who*
  - b. Review & Adoption of agenda
  - c.
3. Strategic Plan *time*
  - a. Goals *who*
4. Advocacy & Legislative Update *time*
  - a. *who*
5. Representative & Committee Reports *time*
  - a. *who*
6. Professional Development *time*
  - a. *who*
7. Communication & Engagement *time*
  - a. *who*
8. Wrap Up & Adjourn *time*
  - a. Travel Claim Forms
  - b. Next meeting: Date, Time, Location

**2023-2024 ADDITIONAL FUNDING REQUEST  
ACTIVITY DESIGN PROCESS**

COMMITTEE/COUNCIL: \_\_\_\_\_

CHAIR/PRESIDENT: \_\_\_\_\_ COMMITTEE/COUNCIL EXECUTIVE: \_\_\_\_\_

I. Needs statement/rationale for request as it relates to committee program plan.

II. Proposal (Timeline, personnel, materials, product)

III. Budget Layout Cost Explanation

| <i><b>Current Year's Budget</b></i> |  |  |
|-------------------------------------|--|--|
| Travel                              |  |  |
| Meeting Expense                     |  |  |
| Supplies                            |  |  |
| Other                               |  |  |

Multi-Year Project:

Yes ☐

No ☐

If yes, estimated funds required in:

2nd year \_\_\_\_\_ 3rd year \_\_\_\_\_

IV. Evaluation Criteria

V. Dissemination Costs and Plans

***TOTAL FUNDS REQUESTED*** \_\_\_\_\_

VI. Board of Directors Action \_\_\_\_\_

Date: \_\_\_\_\_

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Submit form to Kristy Tinsley, Executive Assistant & Board Liaison ([ktinsley@acsa.org](mailto:ktinsley@acsa.org))

### **SAMPLES OF ACTIVITY PROJECT DESIGNS FUNDED**

| <b><u>AMOUNT</u></b> | <b><u>PROJECT</u></b>                                                                                     |
|----------------------|-----------------------------------------------------------------------------------------------------------|
| \$4,000              | To complete the Best Practices Booklet of Educational Options Schools and Programs throughout California. |
| \$7,500              | To update the Goals and Objectives handbook with a focus on autism.                                       |
| \$2,315              | To update the Elementary Principal's Handbook.                                                            |
| \$1,750              | To fund the development of an ACSA Middle Grades Leaders Academy.                                         |
| <b>NOTE:</b>         | Professional learning programs must be coordinated through the Educational Services Department.           |

## ACSA COMMITTEE/COUNCIL MEETING DATES FORM 2023-2024

- Please advise us of your preferred meeting dates for 2023-2024 so that we can make the necessary arrangements;
- Space is available in the Sacramento offices on a first come, first served basis;
- If there is a conflict with any of your committee/council dates, you will be contacted so that other arrangements may be made.

**Committee/Council Name:** \_\_\_\_\_

**Committee Chairperson/Council President:** \_\_\_\_\_

**Staff Liaison:** \_\_\_\_\_

| Date | Location | Start/End Time | # of People | Catering<br>Needing |
|------|----------|----------------|-------------|---------------------|
|      |          |                |             |                     |
|      |          |                |             |                     |
|      |          |                |             |                     |
|      |          |                |             |                     |
|      |          |                |             |                     |
|      |          |                |             |                     |

**Please return to:** Association of California School Administrators  
ATTN: Courtney Adams  
1029 J Street, Suite 500  
Sacramento, CA 95814



association of california  
school administrators

## ACSA State Committee & Council Beginning of the Year Planning Template

ACSA Bylaws and Board-approved Policies & Procedures call for every state committee and council to formulate a plan outlining the group's purpose, goals, events/activities, and evaluation methods at the beginning of the year for the Leadership Development Committee's consideration. Committee/Council leaders are asked to assure that their group's work aligns with the group's purpose and goals articulated in the plan to maximize our collective efforts. **Please complete and submit this required Annual Planning Template to Courtney Adams, [cbadams@acsa.org](mailto:cbadams@acsa.org), by October 1, 2023.**

Today's Date: \_\_\_\_\_ Person submitting plan: \_\_\_\_\_

This Plan is being submitted on behalf of the following State Committee or Council:

**For Councils only:** When were the bylaws last reviewed/updated?

Purpose as it appears in Board-Approved Policies:

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\*Please refer to the [2023-2025 Strategic Framework](#) and the one-page ACSA's [Strategic Plan Communication](#) document to respond to the questions listed below.

1. The Committee or Council's Goals/Objectives for 2023-2024 are as follows (select an option from the appropriate section(s) listed below):
  - Goal: Member Development and Support
  - Goal: Advocacy and Influence
  - Organizational Development and Sustainability

2. The Committee/Council is planning the following specific events, activities, and meetings for 2023-2024:
3. What specific job-alike or Committee-related issue(s) does your Council/Committee intend to focus on this year?

## **TIPS & ADVICE FROM PAST CHAIRS & PRESIDENTS**

### **Engaging members**

- Start NOW! Send notice of meeting dates early.
- Get an updated list of region representatives.
- Maintain a current email list.
- Confirm representatives' participation - Identify resignations and changes.
- Personal contact results in greater participation.
- Emphasize the opportunities for and power of networking.
- Plan a social event.

### **Newcomers orientation**

- Personal (via phone call) invite new members.
- Separate meeting with new members.
- Role of region representatives.
- Overview and expectations of representatives.
- ACSA guidelines.

### **Gaining participation at meetings**

- Send a series of messages and meeting reminders.
- Set an expectation for regular participation.
- Model and share ways to reach out to their region.
- Ambassadors for our council – common message.
- Emphasize the importance of participation in ACSA events.
- Provide opportunities for reps to participate.
- Solicit agenda ideas from members.
- Give opportunities for members to present (meetings/events).
- Follow up on topics discussed.

- Use dropbox or google docs to share and update information.
- Acknowledge Participation.

### **Goals of the Committee/Council**

- What were the previous goals the year before?
- What's the Council or Committee's purpose?
- What's the link to a classroom?
- Legislative links.

### **Relationship with Legislative Policy Committee**

- Develop a cadre of Committee/Council members who can speak to issues at legislative hearings.
- The position of your Committee/Council is valued and often necessary to make the best legislative policy decisions.
- Member serves for two years.

### **Travel**

- Book airfare early to take advantage of lower rates.
- Schedule meeting start time to avoid overnight accommodations.
- Rent a vehicle if traveling more than 200 miles.
- Review travel expense claim forms.
- Use alternate meeting formats.

### **Other**

- Most important piece is relational capacity.
- Model what you expect from others.
- Alternatives, alternatives, alternatives.
- Past President & President-Elect are resources.
- Use the Leadership Manual to guide.
- Be present at major ACSA Conferences
  - o Leadership Assemblies.
  - o Leadership Summit.
  - o Chair and president trainings.

## **ACSA Toolkits**

There is a new place to access all state ACSA promotional materials — ACSA Toolkits ([bit.ly/ACSAToolkits](http://bit.ly/ACSAToolkits)).

This link directs you to a Google Shared Drive containing promotional materials for all state ACSA events and campaigns. All Region Consultants have been added to the ACSA Toolkits shared drive. Whenever a new toolkit has been added or updated, consultants will be notified via Gmail.

Inside the ACSA Toolkits shared drive, you will find:

- Promotional toolkits for professional development events.
- Suggested timelines for promotion.
- Social media posts and graphics.
- Approved logos and banners.
- Sample e-mail/newsletter content.
- ACSA Awards program promotional toolkit.
- Submit content promotional toolkit.

You can download these materials and share them via social media, newsletters, handouts and via e-mail.

### **Pro tips:**

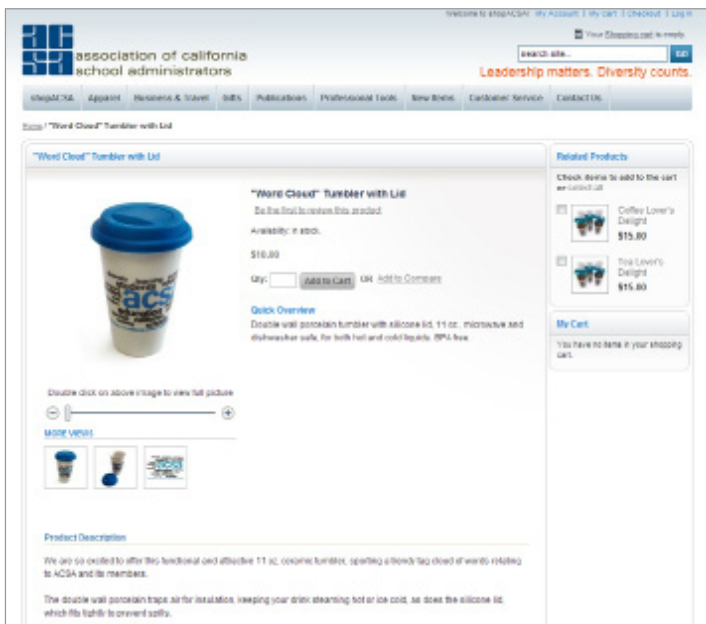
- Toolkit links can be shared with region leaders, communications staff, etc. so they can gain access to materials and help spread the word.
- Please keep the link to the Google Drive and subfolders private. Download the materials and copy-paste the text into your documents or social feeds.
- Bookmark the URL [bit.ly/ACSAToolkits](http://bit.ly/ACSAToolkits) — your one-stop-shop for ACSA promotional materials.

Have questions or feedback about ACSA Toolkits? Email Michelle Carl at [mcarl@acsa.org](mailto:mcarl@acsa.org).

# ACSA's online marketplace...

## <http://shop.acsa.org>

your source for ACSA gear, logo wear, publications and learning tools



### features include:

- online browsing, searching and purchasing of all ACSA products
- optional customer accounts for orders and reorders
- product reviews and tags
- downloadable products/ebooks
- full descriptions of every product with images
- ordering with credit cards (secure online transactions), purchase orders or checks

**new edition elementary  
principal's handbook  
gift sets & other gift items  
travel & business gear  
shirts, sweatshirts &  
jackets**

**"word cloud" sets  
acsa professional  
publications  
easy redemption of  
membership certificates**

Did you receive a gift certificate for recruitment?  
Email [shop@acsa.org](mailto:shop@acsa.org) today for your discount code.