

Association of California School Administrators



Region XIV

Los Angeles County

2008-2009

Handbook

ACSA MISSION STATEMENT

The MISSION of ACSA is to:

Support California's educational leaders;
Ensure all Students have the essential skills and knowledge needed to excel;
Champion Public Education.

GOALS

MEMBERSHIP - Provide service that guarantees member satisfaction and increases membership.

DIVERSITY - Exercise leadership in valuing and promoting diversity.

LEGISLATION/FUNDING - Advocate for the best interests of California's students and educational leaders through positions on legislation, education, policy issues, initiatives and candidates who are supportive of ACSA's legislative platform and public education.

COMMUNICATION ON LEADERSHIP - ACSA will strive to improve communication about and for school leadership, the need for leadership coaching, and the priorities of ACSA and its members.

STATE OFFICES

Sacramento

1029 J Street, Suite 500, Sacramento, CA 95814
916.444.3216 • 800.608.ACSA (2272) • Fax 916.444.3739

Burlingame

1575 Bayshore Highway, Burlingame, CA 94010
650.692.4300 • 800.608.ACSA (2272) • Fax 650.692.7297

Ontario

3602 Inland Empire Boulevard, Suite B-205, Ontario, CA 91764
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WEB

<http://www.acsa.org>

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ACSA REGION XIV

Past Presidents

1971-72	Louis G. Zeyen
1972-73	Hanford Rants
1973-74	Art Bystrom
1974-75	Harold Judson
1975-76	Joseph Baird
1976-77	Joan Taylor
1977-78	Emma Hulett
1978-79	Harold Hyman
1979-80	Delorese Ratcliffe
1980-81	Richard Moodey
1981-82	Arnold Plank
1982-83	Donald K. Duncan
1983-84	Phil Jones
1984-85	James Garren
1985-86	Nancy Raiche
1986-87	Andy Washington
1987-88	Versie Burns
1988-89	Janicie Smith
1989-90	Peggy Tremayne
1990-91	E. Tom Giugni
1991-92	Sid Morrison
1992-93	Cheryl Lampe
1993-94	Carmella S. Franco
1994-95	Billie Jean Knight
1995-96	Rebecca Turrentine
1996-97	Jeff Bordofsky
1997-98	Patricia Kromka
1998-99	Dorinda Dee
1999-00	Laurie Love
2000-01	Claire Miller
2001-02	Marsha Brown
2002-03	Saundra T. Bishop
2003-04	Jane L. Comitz
2004-05	Sara Cairns
2005-06	Mary Ann McCuiston
2006-07	Terri Dorow
2007-08	Mary Lynn Bachmann



Aaron Benton
President, 2008-2009

Victor Thompson
President-Elect

Mary Ann McCuistion
Region Consultant

Rich Malfatti
Member Services



June 27, 2008

Dear Colleague,

Thank you for your interest in becoming involved with ACSA activities at the region and charter level. I would like to take a moment to thank my outstanding Region Board Members for their commitment to the future of this organization. With the help of these special people, we will be able to further the goals and objectives of our region and the mission of the State ACSA which is to:

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

I urge all new and veteran administrators to take an active role in your district or charter in whatever manner you are able. Our monthly region board meetings are open to anyone interested, and we can always use a helping hand planning for regular activities such as the annual mini-conference or our awards program.

Most importantly, ACSA provides opportunities for reflection and collegiality. These are challenging times for school administrators, and articulation with professionals advocacy on behalf of students and staff are more important than ever. It is vital that we take time at ACSA events, to honor our own and to establish and nurture lifelong friendships and work relationships that are necessary to our "survival" as administrators.

This Leadership Manual contains a great deal of important information that is sometimes only lightly covered. My goal for this year's Leadership Advance is to do more than simply make you aware of its contents, but to use its contents to cause you to think and plan for the kind of charter you envision, so that that when you leave this event, you are knowledgeable and prepared enough to successfully lead your charter this year and to speak intelligently about the benefits of ACSA membership and involvement.

Administrators in your charter or district should be encouraged to make the most of their ACSA membership by becoming informed and involved. Please help us make this happen by sharing what you learn with others. If your charter or district is currently inactive and you would like to change that, please feel free to call on me for assistance. Thank you again for your continued membership in ACSA and for your support of our region and chartered-sponsored programs!

Sincerely,

ASCA REGION XIV

2008-09 CALENDAR OF MEETINGS

NOVEMBER, 2008

November 6-8, 2008 ACSA Annual Leadership Summit
Manchester Hyatt, San Diego

November 14, 2008 Region Executive Board - 7:00 a.m.
Torrance USD D.O. Conf. Room

DECEMBER, 2008

December 12, 2008 ACSA Award Nominations DUE!
Submit to Bonnie Lytle

December 12, 2008 Region Executive Board - 7:00 a.m.
Torrance USD D.O. Conf. Room

JANUARY, 2009

January 16, 2009 Region Executive Board - 7:00 a.m.
Torrance USD D.O. Conf. Room

FEBRUARY, 2009

February 12, 2009 State ACSA Delegate Assembly
Ontario

February 13, 2009 State Board of Directors
Ontario

February 18, 2009 Region XIV Delegate Assembly
Every Student Succeeding Awards Dinner

February 19, 2009 ACSA Delegate Assembly
Ontario

MARCH, 2009

March 13, 2009 Region Executive Board - 7:00 a.m.
Torrance USD D.O. Conf. Room

March 23, 2009 ACSA Legislative Action Day
Sacramento

APRIL, 2009

April 22, 2009 Region XIV Delegate Assembly
Administrator Awards Dinner, TBA, 4:30-7:30 p.m.

MAY, 2009

May 14, 2009 State ACSA Delegate Assembly
Sacramento

May 15, 2009 State Board of Directors
Sacramento

May 22, 2009 Region Executive Board - 7:00 a.m.
Torrance USD D.O. Conf. Room

JUNE, 2009

June 26-27, 2009 Region XIV Leadership Advance

**Torrance USD District Office Conference Room is located at
2335 Plaza Del Amo, Torrance, CA 90501**

Leadership Matters!

The future of California's public education system depends upon the quality of its leadership.

Four Key Points

- ❖ School administrators are passionate, lifelong learners who believe in the value of quality public education.
- ❖ School administration is a public service that provides committed educators the privilege to contribute to California's future and to ensure a quality education for the 6 million students our schools serve.
- ❖ Providing quality service for student success is paramount for the profession.
- ❖ While school administrators serve in various leadership capacities and have different responsibilities, their core values are the same

EXECUTIVE BOARD



**PRESIDENT
DR. AARON BENTON
DIRECTOR-SPEC. ED.**
Torrance USD
2335 Plaza Del Amo
Torrance, CA 90501
(310) 972-6101
(424) 263-4324
FAX (310) 972-6122
abenton@tusd.org



**PRESIDENT-ELECT
DR. VICTOR
THOMPSON
DIRECTOR**
LACOE/ALACOSA
9300 Imperial Hwy.
ECC 253
Downey, CA 90242
(562) 922-6233
Thompson_victor@lacoedu



**PAST PRESIDENT
MARY LYNN BACHMANN
PRINCIPAL**
Mayfair High School
6000 Woodruff Ave.
Lakewood, CA 90713
(714) 840-2097
(562) 804-1656
mbachmann@busd.k12.ca.us



**SECRETARY
JANAN HUGHES
PRINCIPAL**
Albert Baxter Elementary
14929 S. Cerritos Ave.
Bellflower, CA 90706
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(310) 516-4041
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**TREASURER
DR. BETTY HENNESSY
PROJECT DIRECTOR**
LACOE/ALACOSA
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**STATE BOARD
DR. SARA CAIRNS
DIRECTOR**
Downey USD
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scairns@dusd.net

EXECUTIVE BOARD, continued



**1st VP LEGIS. ACTION
DR. LAURIE LOVE
CHIEF ACAD. OFFICER**

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**2nd VP PROGRAMS
ALVARETTA BAXTER
ASST. PRINCIPAL**

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**3rd VICE PRESIDENT
RECOGNITION AWARDS
HOWARD HODGES**

ACT. DIRECTOR
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**3rd VP RECOGNITION
AND AWARDS
BONNIE LYTLE
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**COMMUNICATIONS
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JANE TASKER
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**5TH VP MEMBERS
HANDBOOK & INFO.
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ASST. SUPERINTENDENT**

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carol.hansen@abcUSD.k12.ca.us

EXECUTIVE BOARD, continued



**5TH VP MEMBERS
HANDBOOK & INFO.
DR. SUSAN HIXSON
DIRECTOR OF H.R.**

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**6th VP MEMBER
SERVICES
JANICE FILER
PRINCIPAL**

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**PROFESSIONAL
DEVELOPMENT
DR. TERESA LANPHERE
PRINCIPAL**

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tilanphere@tusd.org

**REGION XIV
DIRECTORS AND ASSIGNMENTS**

DIRECTORS

Charter/Responsibility

Ross Arnold, CWD/ROP

Los Angeles Co. Office of Ed.
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ABC
ALACOSA
DOWNEY
PARAMOUNT

Isel Taylor, Principal

Washington Elementary School
9725 E. Jefferson St.
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BEVERLY HILLS
COMPTON
CULVER CITY
INGLEWOOD

Charlene Bowden, Assessmt./Eval.

Bellflower USD
16703 S. Clark Ave.
Bellflower, CA 90706
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cbowden@busd.k12.ca.us

BELLFLOWER
LONG BEACH
PALOS VERDES
TORRANCE

John Jackson, Principal

Manhattan Beach Middle School
1501 N. Redondo Ave.
Manhattan Beach, CA 90266
(310) 545-4878
Fax (310) 303-3829
jjackson@mbusd.org

LYNWOOD
NORWALK-
LA MIRADA
SANTA MONICA-
MALIBU
SOUTHBAY

Laurie Wiebold, Project Director

LACOE
9300 Imperial Hwy.
Downey, CA 90242
(562) 922-6818
wiebold.laurie@lacoedu

ALL COMMITTEES

**ACSA REGION XIV
CHARTER PRESIDENT AND PRESIDENT-ELECT 2008-2009**

CHARTER

PRESIDENT

VP/REPRESENTATIVE

ABC Unified School
District Management
Association - ABCMA

Colin Sprigg
Director-I.T., District Office
16700 Norwalk Blvd.
Cerritos, CA 90703
(562) 926-5566, x21131
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Rhonda Buss, Principal
Carmenita Middle School
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Bellflower Leadership
and Support Team -
BLAST

Tracy Rutkoski
Director
16703 S. Clark Ave.
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Dina Hernandez
Administrator
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Charlene Bowden
Assessment & Eval.
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Keisha Sawyer
Assistant Principal
6144 N. Clark Ave.
Lakewood, CA 90712
(562) 804-6540
ksawyer@busd.k12.ca.us

Beverly Hills
Admin. Association -
BHAA

Amy Lambert, Director
255 South Lasky Drive
Beverly Hills, CA 90212

Association of Compton
Unified School
Administrators - ACUSA

Mark Jones, Principal
501 S. Santa Fe Ave.
Compton, CA 90221
mjones@compton.k12.ca.us

Culver City
Administrators Assoc.

Inactive Charter

Downey Administrators
Association

Michael Jules
Principal
8141 De Palma Street
Downey, CA 90241
mjules@dusd.net

Ruth Hesketh
Vice Principal
13220 Bellflower Blvd.
Downey, CA 90242
(562) 904-3590
rhesketh@dusd.net

**ACSA REGION XIV
CHARTER PRESIDENT AND PRESIDENT-ELECT 2008-2009**

El Segundo/South

Linal Harada
Administrator
640 Main Street
El Segundo, CA 90245
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lharada@esusd.k12.ca.us

Bay Association of Long
Beach Educational
Managers - ALBEM

Gonzalo Moraga
Principal
515 Lime Ave.
Long Beach, CA 90802
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gmoraga@lbschools.net

Tom Malkus, Principal
1620 Temple Ave.
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Assoc. of Los Angeles
County Office School
Administrators -
ALACOSA

Rebecca Seher
LACOE CWD/ROP
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Association of Lynwood
School Administrators

Pat James, Coordinator
11321 Bullis Road
Lynwood, CA 90262
(310) 886-1645
pjames@lynwood.k12.ca.us

Norwalk-La Mirada
Admin. Association -
NLMAA

Ema Flores, Principal
15121 Grayland Ave.
Norwalk, CA 90650
(714) 403-0712
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Andrea Alvidrez
Dir. of Human Resources
12820 Pioneer Blvd.
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(562) 868-0431
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Chris Moton
Director of CWA
12820 Pioneer Blvd.
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Darlene Reyes
Ed. Support Services
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**ACSA REGION XIV
CHARTER PRESIDENT AND PRESIDENT-ELECT 2008-2009**

Palos Verdes Peninsula
Administrator Association

Inactive Charter

Management Assoc. of
Paramount Schools -
MAPS

Teresa Kugler, A.P.
Paramount USD
Wirtz School (K-8)
15110 California Ave.
Paramount, CA 90723
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Retired Charter

Cy Levine
517 Calle Aragon
Laguna Woods, CA 92637
(949) 472-4994

Santa Monica-Malibu
Assoc. of School
Administrators

Inactive Charter

South Bay Admin. Assoc.

TBD

Assoc. of Torrance School
Administrators - ATSA

John O'Brien, Principal
Torrance High School
2200 Carson St.
Torrance, CA 90501
(310) 533-4396
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jobrien@tusd.org

Bobbie Wynhoff
Assistant Principal
4820 Spencer St.
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Scott McDowell, Principal
South High School
4801 Pacific Coast Hwy.
Torrance, CA 90505
smcdowell@tusd.org

Christine VanderLeest
Principal
2080 231st St.
Torrance, CA 90501
cvanderleest@tusd.org

A C S A R E G I O N X I V
COUNCIL MEMBERS, COMMITTEE CHAIRS AND
ASSOCIATE CHAIRS 2008-09

ADULT EDUCATION COUNCIL 2005-2008

MARY ANN ARCHBOLD, Director

Redondo Beach USD

South Bay Adult School

3401 Inglewood Avenue

Redondo Beach, CA 90278

(310) 937-3340

FAX (310) 937-3345

archbold@southbayadult.org

ADULT EDUCATION COUNCIL

ROGER BROSSMER

Downey Unified School District

Adult Education

11627 Brookshire Avenue

Downey, CA 90241

(562) 940-6200

rbrossmer@dusd.net

BUSINESS SERVICES COUNCIL 2005-2008

MAUREEN E. SAUL

Assistant Supt.-Business Services

Norwalk-La Mirada USD

12820 S. Pioneer Blvd.

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(562) 868-0431

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CAREER TECHNOLOGY

REBECCA SEHER, CWD/ROP

LACOE/ALACOSA

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Downey, CA 90242

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seherrebecca@laoe.edu

CLASSIFIED EDUCATIONAL LEADERS COUNCIL

2007-2010

Vacancy

CO - ADMINISTRATION COMMITTEE

KEISHA SAWYER, Assistant Principal

Craig Williams Elementary School

6144 N. Clark Ave.

Lakewood, CA 90706

(562) 755-0251

**ACSA REGION XIV
COUNCIL MEMBERS, COMMITTEE CHAIRS AND
ASSOCIATE CHAIRS 2008-09**

CONTINUATION, EDUCATIONAL OPTIONS
AND ALTERNATIVE EDUCATION COUNCIL
2005-2008

JANIE GATES, Principal
Olympic High School
721 Ocean Park Blvd.
Santa Monica, CA 90405
(310) 392-2494
janie.gates@mailsmmusd.org

CURRICULUM, INSTRUCTION AND
EVALUATION COUNCIL 2006-2009
RAMONA CHANG, Director
2335 Plaza Del Amo
Torrance, CA 90509
(310) 972-6971
rchang@tusd.org

ELEMENTARY EDUCATION COUNCIL 2007-2010
E DON KIM, Senior Director
Torrance USD
2335 Plaza Del Amo
Torrance, CA 90505
(310) 972-6500
Ekim@tusd.org

HUMAN RESOURCES COUNCIL 2006-2009
SAL GUMINA, Assistant Superintendent-H.R.
Beverly Hills USD
255 South Lasky Drive
Beverly Hills, CA 90212
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FAX (310) 277-6137
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LEGISLATIVE ACTION 2005-2008
MARSHA BROWN
Orange USD
1401 North Handy St.
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marsha.brown@orangeusd.org

**ACSA REGION XIV
COUNCIL MEMBERS, COMMITTEE CHAIRS AND
ASSOCIATE CHAIRS 2008-09**

LEGISLATIVE POLICY COMMITTEE 2006-2009

AMY STUHT, Assistant Principal
Educational Partnership High School
4344 Atlantic Ave.
Long Beach, CA 90807
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astuht@lbusd.net

MIDDLE GRADES EDUCATION COUNCIL 2006-2009

SYLVIA BEGRUP, Principal
Los Coyotes Middle School
14640 Mercado Ave.
La Mirada, CA 90638
(714) 739-2368
FAX (714) 523-2051
Begtrup_Sylvia@nlmusd.k12.ca.us

RETIREMENT COMMITTEE 2005-2008

KIRK REAL, Retired
5918 Autry Ave.
Lakewood, CA 90712-1334
(562) 867-5596
FAX (562) 867-7799
Krij5918@juno.com

SECONDARY EDUCATION COUNCIL

TIM STOWE, Senior Director
Torrance USD
2335 Plaza Del Amo
Torrance, CA 90242
(310) 972-6004
tstowe@tusd.org

SUPERINTENDENCY COMMITTEE

WENDY DOTY, Superintendent
Downey Unified School District
11627 Brookshire Ave.
Downey, CA 90241
(562) 469-6510
wdoty@dusd.net

**ACSA REGION XIV
STATE COMMITTEE CHAIRS
2008-09**

AFRICAN-AMERICAN SUPERINTENDENTS

DR. PAMELA SHORT-POWELL

Superintendent
Inglewood/IMA
4013 Inglewood Ave
Inglewood, CA 90301
(310) 419-2705

LOW WEALTH SCHOOLS

JOE CONDON, Superintendent

Lawndale SD
4161 West 147th Street
Lawndale, CA 90260
(310) 973-1300 x1221
Joe_condon@lawndale.k12.ca.us

PUPIL SERVICES AND SPECIAL EDUCATION COUNCIL 2007-2010

RAY VINCENT, Consultant

Los Angeles COE
112 Harvard Ave. #193
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Vincent_Ray@lacoedu

ROC/P

GIL MONTANO, Superintendent

LACOE/Southeast ROP
12940 E. Foster Road
Norwalk, CA 90650
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SMALL DISTRICTS

JANE COMITZ, Principal,
Juan Cabrillo Elementary School

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Hawthorne, CA 90250
(310) 643-5235
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URBAN EDUCATION

ROBERTO CASAS, Deputy Superintendent

Lynwood/ALSA
11321 Bullis Road
Lynwood, CA 90262
(310) 763-0959
rcasas@lynwood.k12.ca.us



PRIORITY AREAS

Communication

ACSA will strive to improve communication both externally and internally including public relations in all facets of the Association's work.

Diversity

ACSA has adopted a strategic plan to increase the diversity of our membership and our leadership, to more closely match the makeup of the student population we serve.

Leadership

ACSA will build and support administrators through ACSA services and ACSA's Leadership Matters Campaign.

Leadership Coaching

ACSA will implement a statewide program of leadership coaching, beginning with new administrators and based on our successful work with the UCSC New Teacher Center, to be phased in over the next five years.

Learning and Teaching

ACSA will focus on learning and teaching as the foundation of education through strong curriculum and instruction, assessment and accountability, and improving state and local efforts to close the achievement gap.

School Finance

ACSA will focus on achieving adequate resources for our school system, commensurate with the standards and expectations for student achievement.

Adopted by the Board of Directors: July 25, 2006

ACSA REGION XIV 2008-2009 BUDGET

Budget

Revenue

State Rebates	\$51,205
Share Draft Interest	100
Conferences	10,000
Carry Over Reserves	60,000

Total \$ 121,305

Expenditures

Administrative Office

President Discretionary	\$700.00
Executive Board Mtgs. (10@\$70)	\$700.00
Materials/Supplies)	\$700.00
ACSA State Annual Conference	\$700.00
President-Elect	
Spring Leadership Advance Meeting	\$15,000.00
Meetings: Directors/Others (5@\$50)	\$250.00
Charter Incentive Rebates	\$1,000.00
Past President	
Nominating Committee	\$200.00
Postage/Printing	\$ 1,000.00
1st Vice-President	
Legislative Action	\$2,000.00
2nd Vice-President	
Programs/Printing	\$1,000.00
Delegate Assembly Mtgs. (4@\$1,600)	\$ 6,400.00
3rd Vice-President	
Recognition and Awards	\$ 3,000.00
4th Vice-President-Communications and Publications	
Newsletter	\$5,000.00
Postage	\$1,000.00
5th Vice-President-Members Handbook and Information	
Handbook	\$3,300.00
Postage	\$1,500.00
6th Vice-President-Member Services	\$300.00
Secretary (supplies)	\$100.00
Treasurer (supplies)	\$200.00
Professional Development Chairperson	
Charter/Committee P.D. Grants	\$10,000.00
Professorial Scholarships	\$5,000.00
Student Scholarships	\$2,000.00
LA County Academic Decathlon	\$200.00
Museum of Tolerance Membership	\$100.00
Professional Breakfast Workshops	\$3,000.00

Sub Total \$64,350.00

ACSA REGION XIV 2008-2009 BUDGET, continued

Professional Services

Executive Manager/Salary	\$16,800.00
Expenses (Travel, hotel, duplication etc.)	\$1,000.00
Benefits (State ACSA)	\$2,520.00
FAX/Telephone	\$350.00

Sub Total \$20,670.00

Supplies

Postage/General	\$1,000.00
Labels/Lists, etc.	\$500.00
Duplication (excluding Exec. Mgr.)	\$1,500.00
General office/operating	\$3,000.00

Sub Total \$ 6,000.00

Conferences

Special Conference Planning	\$450.00
Conference Support	\$1,500.00
Conference	\$15,000.00
Conference Reserves	\$3,000.00

Sub-total \$19,950.00

Charter Rebates

Sub Total \$ 8,635.00

(See Appendix)

<u>Committee Support</u>	Sub Total	\$1,700.00
(See Appendix)		

TOTAL \$ 121,305.00

APPENDIX

Charter Rebates-2008-09 Budget

ABC Unified School District Management Association (ABCMA)	\$390.00
Association of Compton Unified School Administrators (ACUSA)	\$560.00
Association of LA County Office School Administrators (ALACOSA)	\$975.00
Association of Long Beach Education Managers (ALBEM)	\$1,260.00
Association of Lynwood School Administrators	\$250.00
Association of Torrance School Administrators (ATSA)	\$855.00
Bellflower Leadership and Support Team (BLAST)	\$495.00
Beverly Hills Administrators Association	\$80.00
Culver City Administrators Association	\$140.00
Downey Administrators Association	\$390.00
Inglewood Management Association	\$360.00
Norwalk-La Mirada Administrators Association (NLMAA)	\$430.00
Palos Verdes Administrators Association	\$100.00
Management Association of Paramount Schools (MAPS)	\$270.00
Santa Monica-Malibu Association of School Administrators	\$160.00
South Bay Administrators Association	\$1,220.00
Association of Retired Administrators	
Potential Growth/Charter Members	\$700.00
Total	\$8,635.00

Committees

Adult Education	\$100.00
Business Services	\$100.00
Classified Education Leaders	\$100.00
Co-Administrators	\$100.00
Curriculum, Instruction and Evaluation	\$100.00
Human Resources	\$100.00
Elementary Education	\$100.00
Legislative Policy	\$100.00
Legislative Action	\$100.00
Member Services	\$100.00
Middle Grade Education	\$100.00
Retirement	\$100.00
Secondary Education	\$100.00
Pupil Services and Special Education	\$100.00
Superintendency	\$100.00
Continuation and Alternative Ed. Options	\$100.00
State Diversity	\$100.00
Total	\$1,700.00

ACSA REGION XIV BY-LAWS

Last Revision: 5-04

ARTICLE I - NAME, PURPOSE, FUNCTION

Section 1 - Name: The organization shall be named the Association of California School Administrators, Region XIV.

Section 2 - Purpose: The general purpose of Region XIV is to promote the advancement of education as listed in the By-laws of ACSA Article 1, Section 1.03. Section 3 - Functions: The functions of the Region shall be as follows:

- A. To provide for the professional development of the Region members.
- B. To maintain direct contact with members and provide convenient means for publicity and the distribution of professional literature.
- C. To assist in the maintenance of professional services for the benefit of charter groups and individual members.
- D. To consider and recommend to the ACSA State Delegate Assembly proposals for the improvement of California schools and for Advancement of school administration.
- E. To aid in the administration of the program and policies of ACSA within the Regions (ACSA By-laws, Article II Section 2.014).
- F. To assist in the promotion of membership in ACSA.

ARTICLE II - MEMBERSHIP

Section I - Qualifications: Region membership shall be consistent with qualifications for membership in ACSA and shall be dependent upon being a member of ACSA (ACSA By-laws, Article III, Section 3.01, 3.02 and 3.03)

Section 2 - Special Membership: The Region XIV Delegate Assembly is authorized to establish special categories of membership. Special members shall not have voting privileges nor shall they be eligible to serve as officers or directors of the Region.

ARTICLE III - ORGANIZATION

Section 1 - Districts: Region XIV - the following school districts in Los Angeles County: ABC Unified, Bellflower Unified, Beverly Hills Unified, Centinela Valley Union High, Compton Unified, Culver City Unified, Downey Unified, El Segundo Unified, Hawthorne, Hermosa Beach City, Inglewood Unified, Lawndale, Lennox, Long Beach Unified, Los Angeles County Office of Education, Lynwood Unified, Manhattan Beach Unified, Norwalk-La Mirada Unified, Palos Verdes Peninsula Unified, Paramount Unified, Redondo Beach Unified, Santa Monica-Malibu Unified, Torrance Unified, Wiseburn, and community college districts and universities servicing these areas.

Section 2 - Charter groups: Charter groups are mailer units of ACSA Board of Directors in accordance with standards noted in ACSA Policies and Standing Rules, Article II, Section 2.03. Charters shall provide on-going activities in conjunction with Region XIV. Charter Presidents and Presidents-Elect shall attend Region Delegate Assembly meetings.

ACSA REGION XIV BY-LAWS

Continued

ARTICLE IV – GOVERNING BODIES

Section 1 - Executive Board:

A. Responsibilities:

The Board shall have administrative responsibilities for the program as stated in the By-laws and the policies and goals established by the Regions XIV Delegate Assembly.

B. Composition:

1. Officers of Region XIV: President; President-Elect; Immediate Past President: First Vice-President. Legislative Action: Second Vice-President, Programs; Third Vice-President, Recognition and Awards: Fourth Vice-President, Communications and Public Relations; Fifth Vice-President, Member's Handbook and Information; Sixth Vice-President, Member Services; Secretary and Treasurer.
2. State Board of Directors Delegate from Region XIV.
3. Five Directors elected at-large to Region XIV Executive Board.
4. Special members (i.e. Chairperson of Membership and Professional Development, Diversity, Legislative Policy. and Superintendency Committees, President of the Retired Members Charter) may be appointed for a one-year term by the President. They will not have voting privileges.
5. State officers and State committee Chair from Region XIV shall be invited to be Special members of the Executive Board.

C. Nominations and Elections:

1. The officers and directors shall be nominated by a five-member committee appointed by the President and approved by the Executive Board. The Nominating Committee shall make its report to the Region XIV Delegate Assembly at its first meeting of the year following January 1. The immediate Past President, or the President's designee if the Past President is unable to serve, shall chair the Nominating Committee.
2. Nominations may be made from the floor at a general meeting or Region Delegate Assembly providing prior consent has been obtained from the nominees.
3. The election may be held at a general meeting or by mail and must be held prior to May 15.

D. Terms of Office:

1. Officers shall be elected for terms of the following lengths: One year - President. President-Elect and Past President; Two years - First, Second, Third, Fourth, and Fifth Vice-Presidents. Secretary and Treasurer; Three years - State Board of Directors Delegate from Region XIV, Sixth Vice-President, Member Services and the five Directors. Terms of Directors shall be on a staggered basis so that no more than two Director Positions will become vacant each year.

ACSA REGION XIV BY-LAWS

Continued

2. Delegates to the Delegate Assembly shall be the President, President-Elect, State Board of Directors Delegate, First Vice-President, Legislative Action and Past President. Additional delegates, when authorized, will be appointed by the President from the Executive Board and approved by the Executive Board.
3. Terms of office commence on July 1 and terminate on June 30 of the appropriate year the term ends.

E. Vacancies:

1. In the case of a vacancy in the office of President, the Second Vice-President, Programs shall succeed to the office and serve the remainder of the term.
2. A vacancy in the office of President-Elect shall be filled by election at the next regular or special meeting of the Region Delegate Assembly. Nominations shall be made by the current Nominating Committee with additional nominations allowed from the floor with the prior consent from the nominee.
3. Other vacancies shall be filled by the President with the approval of the Executive Board.
4. Members of the Executive Board who miss more than two Executive Board meetings may be removed from their position (by a majority vote of the Executive Board).

F. Duties of Officers and Special Members:

1. President: Call and preside at all meetings of the Executive Board, Region Delegate Assembly and Region. Appoint with the ratification of the Region Delegate Assembly, the chairperson of standing committees. Be ex officio member of all standing committees except the Nominating committee. Follow up on all action taken by the Executive Board and Delegate Assembly. Represent Region XIV at State meetings as required.
2. President-Elect: Assist the President when called upon. Prepare in all respects for succession to the office of president. Coordinate activities of the directors. Provide for a review of the charter and committee activities and responsibilities and report to the Executive Board including recommendations for changes in chairpersons when such action is deemed necessary. Represent Region XIV at State Delegate Assembly.
3. State Board of Directors Delegate: Provide preview to Region Delegate Assembly of State Delegate Assembly agendas. Facilitate discussion to determine desired positions when necessary. Represent Region at State Board of Directors and Delegate Assembly and report actions taken.
4. Immediate Past President: Serve as alternate for Region XIV delegates to State Delegate Assembly, Assist President-Elect with the coordination of charter and committee activities. Serve as Parliamentarian to the Region. Serve as Chairperson of the Nominating Committee and conduct the Region elections.

ACSA REGION XIV BY-LAWS

Continued

5. First Vice-President, Legislative Action: Keep apprised of all changes in legislation affecting education. Update Region Board of Directors and Delegate Assembly. Organize legislative activities at the Region level, including participation in Legislative Action Day. Chair Region Legislative Action Committee. Organize activities for political and candidate endorsement. Submit articles to the Region newsletter.
6. Second Vice-President, Programs: Provide general meeting programs, planned insofar as possible, to meet the needs of the total membership. Prepare and arrange for activities at the four Region Delegate Assembly meetings. In conjunction with the Professional Development Chairperson. A Special Committee may develop and present to the Board a Region Plan for workshops on an annual basis. The Plan may include objectives of the workshops, proposed times and places, and possible presenters.
7. Third Vice-President, Recognition and Awards: Organize and conduct all Region activities related to Recognition and Awards both State and Regional. Prepare forms. Notify charters and committees. Receive nominations and organize committees to select Region representatives and winners when appropriate and other necessary activities. Recommend appropriate ceremonies and awards to Executive Board.
8. Fourth Vice-President, Communications and Public Relations: Direct communications and public relations for Region XIV, including the Region newsletter and other appropriate communications publications activities with approval of the Executive Board.
9. Fifth Vice-President, Members Handbook and Information: Collect and organize material and information for the Region XIV Members Handbook. Check validity of information. Work with Region Consultant to expedite publication and distribution. Work with the Fourth Vice-President to provide communications and public relations for Region XIV. Be the liaison to the ACSA web site for Region XIV.
10. Sixth Vice-President, Member Services: Chair the Region XIV Member Services Committee and represent the Region on the State Member Services Committee. Maintain current list of Region members, potential members and job classifications. Be responsible for planning and conducting membership promotions and recruitment.
11. Secretary: Provide minutes of all official meetings. Attend to correspondence of the Region as authorized by the President of the Region.
12. Treasurer: Keep an accurate record of all receipts and expenditures of the Region, and present a written report of same at each meeting of the Executive Board and Region Delegate Assembly. Chair ad hoc Fiscal Committee (Including President, President-Elect, and Treasurer-Elect)

ACSA REGION XIV BY-LAWS

Continued

to propose annual budget and monitor fiscal policies. Prepare the annual Regional Financial Report for State ACSA.

13. Professional Development Chairperson: Receive and monitor requests from charters and committees for Professional scholarships to attend appropriate ACSA Professional Development activities. Make recommendations to the Executive Board for funding. Notify applicants of approval and conditions, if any, or rejection. Assist applicants with necessary paperwork.

G. Duties of Directors:

1. Responsible for the coordination, participation and organization of assigned charters and/or committees.
2. Provide a personal contact and communications between the Executive Board and their assigned charters and/or committees.
3. Assist President-Elect in monitoring and supporting charter and/or committee activities.
4. Coordinate charter and/or committee reports to Executive Board and Region Delegate Assembly.
5. Assist the President in making committee chair appointments.
6. Annually review the By-laws and make appropriate recommendations to the Executive Board.
7. Assist the Member Services Chair in membership promotion and recruitment activities with assigned charters and/or committees.
8. Other duties as assigned.

Section 2 - Members of ACSA Delegate Assembly from Region XIV shall include the President, President-Elect, and State Board of Directors Delegate from Region XIV, First Vice-President, Legislative Action and Past President. Other representatives to which the region may be entitled shall be appointed by the President from the Executive Board and approved by the Executive Board for a two-year term or as long as Region XIV is entitled to additional representative(s), whichever is shorter.

Section 3 - Region Delegate Assembly

- A. Responsibilities: Establish policies and affirm positions that promote the priorities set by the State and Region.
- B. Membership:
 1. Region Delegate Assembly shall be composed of the members of the Executive Board (Article IV, Sections I, B 1, 2, 3, 4, 5) the chairperson and Associate Chair of each of the special and standing committees, and the President and President-Elect from each Charter group.
 2. No member shall hold more than one position providing voting privileges in Region Delegate Assembly unless approved by the Region Delegate Assembly.

ACSA REGION XIV BY-LAWS

Continued

c. Meetings:

1. The Region Delegate Assembly shall meet not less than four times each year. Other meetings of the Region Delegate Assembly shall be held upon the call of the President or by a majority of the Region Delegate Assembly members.

d. Duties:

1. Require and supervise proper accounting procedures and approve all other financial statements.
2. Approve an annual budget.
3. Approve the time, place, and number of meetings of Region XIV as provided by the by-laws and recommended by the Executive Board.
4. Approve committee chairperson appointments and other appointees and their responsibilities unless otherwise provided by the by-laws.
5. Maintain notes of all proceedings of meetings of the Region Delegate Assembly and communicate with the groups they represent.
6. Implement the decisions of the membership.
7. Provide direction to the regional delegates to the State Delegate Assembly.
8. Encourage liaison between Region XIV and other governmental and professional agencies, groups and organizations involved in the programs of public education.
9. Recommend procedures to State ACSA for any changes needed or desired.
10. Exercise such other duties as may be prescribed in these by-laws or necessary for the welfare and benefit of Region XIV.

ARTICLE V - CHARTERS

Section 1 - Charters shall hold local/district/college elections and activities according to the standing rules of ACSA and requirements of the Region.

Section 2 - Charters shall be eligible for rebates from the Region to assist with activities, after submitting year's calendar of meetings, programs and officers including President-Elect and First Vice-President, Legislative Action, and other reports as required. The amount of rebate shall be set by the Region Delegate Assembly.

Section 3 - Charter presidents and presidents-elect must be State ACSA members and shall attend Region Delegate Assembly meetings as voting representatives of their charters and report actions taken to their charters. Alternates for the President and President-Elect may be designated by each charter and, in his/ her absence should attend as a non-voting member.

ACSA REGION XIV BY-LAWS

Continued

ARTICLE VI - COMMITTEES

- Section 1 - There shall be such special and standing committees as the Region Delegate Assembly may authorize. These Region committees shall meet regularly, with a minimum of three meetings per year, unless otherwise approved by the committee chairs.
- Section 2 - Appointment: Chairpersons of Region Committees, who shall serve as region representatives on corresponding state committees and attend all State committee meetings, shall be appointed by the President with the approval of the Region Delegate Assembly for a three-year term except as noted in ACSA Policies and Standing Rules 502.2 (see ACSA By-laws VII. Section 7.02) and notification by ACSA Board (ACSA Policies and Standing Rules 8.1). They shall maintain communication between their State and Regional Committees, the Executive Board and Region Delegate Assembly.
- Section 3 - Committee Chairpersons and Associate Chairs shall be voting members of the Region Delegate Assembly. They shall attend meetings and report activities of their committee and chair follow-up meetings of their Region committee. The appointed Associate Chair shall represent the committee chair at State and Region meetings the chair cannot attend. They both shall attend meetings and report activities of their committee as required.
- Section 4 - Committee Chairpersons and Associate Chairs who may serve as non-voting members of the Executive Board are Professional Development, Legislative Policy, Retired Members, Superintendency and Diversity.
- Section 5 - Inactive chairperson may be removed by a majority vote of the Executive Board.
- Section 6 - When an ACSA member from Region XIV is considering running for an ACSA state office, the potential candidate must declare his/her desire to run for office. The potential/declared candidate should be required to supply a letter of support from his/her superintendent. The Region Board of Directors shall discuss the viability of a particular candidate for a state office. Following a vote, the Region president will sign the candidate's nomination form and forward it to State ACSA. A campaign committee will be formed and a budget established. The Region Board will approve the budget.

ACSA REGION XIV BY-LAWS

Continued

ARTICLE VII - FISCAL PROCEDURES

Section 1 - The Region Delegate Assembly shall require and supervise accepted accounting procedures.

Section 2 - The Region Delegate Assembly shall require an annual review of fiscal records and assure that required reports are forwarded to State ACSA.

Section 3 - A line in the Region budget will be added for this purpose: ACSA state campaigns and funds will be contributed to this program budget annually to prepare for future candidate support. Once the campaign budget is established, a candidate and or campaign committee may petition the board for additional support/funds if a campaign warrants reconsideration.

ARTICLE VIII - REGIONAL MEETINGS

Section I - Meetings:

Two meetings, or more if necessary, to which the entire Region XIV membership is invited (i.e., conferences, awards night, recruitment activities, etc.) shall be held each year. In addition, special meetings may be called by the President with the approval of the Region Delegate Assembly, provided a minimum of two weeks notification is sent to the general membership.

Whenever the Region participates in the planning of a regional conference that involves a registration fee (e.g. Diversity Conference), the registration form will clearly indicate that there will be no refunds for cancellations made after a specified date (a minimum of 72 hours advance notice). Additionally, the Region will ensure that all registrants are prepaid before attendance is permitted (this includes payment at the door when appropriate).

Section 2 - Voting:

A majority vote of the members in attendance at any regular or special meeting of the organization shall be necessary to transact business.

ARTICLE IX - PARLIAMENTARY PROCEDURE

Section 1 - Rules of Order: All proceedings of this organization shall be conducted in accordance with Sturgis Standard Code of Parliamentary Procedure, where they do not conflict with these by-laws.

Section 2 - Amendment: These by-laws may be amended or modified by a majority vote of those present at a Region Delegate Assembly meeting provided the proposed by-laws change has been brought to the attention of the Region Delegate Assembly at least three weeks prior to the meeting.

SCHOOL ADMINISTRATORS' SPECIAL SERVICES (SASS)

Operations/Services

SASS is a separate corporation established specifically to provide membership benefits programs to ACSA members. SASS also provides benefits to enrolled participants of an affiliate organization, the 1,000 member Association of California Community College Administrators (ACCCA).

The SASS Board of Directors is composed of the same members as the ACSA Board of Directors. Both SASS and its Insurance Trust Fund are tax exempt under Section 501 (c) (9) of the Internal Revenue Code. SASS income is derived from interest on its investments. In addition, an annual service fee of \$12.50 per member is charged to ACCCA.

SASS Benefit Programs Available to Members:

Included with ACSA and ACCCA membership at no additional cost to members:

- Professional Liability Insurance (\$1,000) free to all active members working at a school district or county office of education.
- Accidental Death and Dismemberment (\$10,000) insurance free to all regular members.

For information regarding these two benefits, please call Carlota Cabrera in ACSA Member Services at (800) 608-ACSA, x2272.

Voluntary insurance is offered to ACSA and ACCCA members at group rates. Premiums are payable via monthly payroll deduction or direct quarterly billing.

- Member and Family Group Life Insurance
- Disability Income Protection Insurance
- Accidental Death and Dismemberment (AD&D) Insurance
- Cancer Medical Reimbursement Insurance

For information regarding these insurance offerings, please call ACSA's insurance administrator, Thomas E. Mestmaker and Associates, at 1-877-472-6722.

Available to ACSA and ACCCA members through A+ Insurance Company:

- Auto & Home Insurance
- Personal Excess Liability

For information, please call A+ at 1-866-680-5142.

FOUNDATION FOR EDUCATIONAL ADMINISTRATION

The ACSA Foundation was created to help carry out the educational, scientific and charitable purposes of the Association of California School Administrators. The Foundation conducts programs to:

- Advance education in the field of school administration.
- Develop and improve educational administration by conducting conferences, seminars and workshops.
- Engage in research in the field of educational administration and disseminate the results to the public by means of journals, videos and other appropriate publications.
- Assist federal, state and local agencies in training and research programs in the field of educational administration.

THE ACSA STORE

The ACSA Store offers one-stop shopping for all official ACSA logo items. Perfect for Region or Charter gifts or just to treat yourself. Items include clothing, hats, watches, portfolios, pens and much more. Official ACSA Region and Charter past president pins are also available.

Email shopACSA@acsa.org or call (916) 329-3829 for details.