

AWARDS

SECTION 2
ACSA POLICIES & PROCEDURES

Section 2 — Awards

Policies:

2.1 Awards for Significant Contributions to Education

ACSA recognizes that awards are an effective means for improving the educational process and for recognizing members' contribution to ACSA and education in their various roles as leaders. ACSA should make awards to individuals who have made significant contributions to education.

2.2 Regions are Encouraged to Recognize Contributions to Education

Regions are encouraged to recognize contributions to education made by individuals within their regions.

Procedures:

2.3 Marcus Foster Memorial Award

An annual award will be given in memory of Dr. Marcus Foster. The description and process for granting the award follows:

2.3.1 The Award

ACSA has established an annual award in the most respected memory of Dr. Marcus Foster, Oakland school superintendent. The purpose of the award is to cause the education profession and citizens of California to remember the ideals by which Marcus Foster gave outstanding leadership to the Oakland Unified School District.

2.3.2 The Recipient

The Marcus Foster Memorial Award shall be granted each year to an administrator who has been selected as the person who most personifies the ideals of Marcus Foster. The honoree shall receive a scholarship for five thousand dollars (\$5,000.00) to be awarded to a high school senior of his/her choice in a high school in either the district in which the administrator works or lives.

2.3.2.1 Current ACSA employees and ACSA state board members are not eligible to receive this award.

2.3.3 The Criteria

The Marcus Foster Memorial Award shall be awarded to the administrator who has demonstrated the qualities of Marcus Foster's leadership style. The person so honored shall have demonstrated that he/she is:

2.3.3.1 An administrator who is a skilled manager of change.

2.3.3.2 An administrator whose management style involves many sectors of the community in addition to broad professional involvement.

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- 2.3.3.3 An administrator who is willing to take risks to improve educational opportunities.
- 2.3.3.4 An administrator who is creative, who is willing to try new ideas and he/she reaches out to children.
- 2.3.3.5 An administrator who speaks out in his/her community on issues that have an impact on children.
- 2.3.3.6 An administrator who respects all people, especially children, as human beings, and who protects the rights of all persons to have full citizenship.

2.3.4 Process

Annually the Awards Committee shall notify the membership that nominations for the Marcus Foster Memorial Award for Administrator Excellence are being accepted.

- 2.3.4.1 All nominations, including those from the Awards Committee, must be in writing on the appropriate form available from State ACSA.
- 2.3.4.2 Nominations must be postmarked by the deadline set by the Awards Committee.
- 2.3.4.3 Recommendations for the award may be made by any member of ACSA, charter groups, committees or regions.
- 2.3.4.4 The Awards Committee shall actively seek and consider all recommendations and recommend to the board of directors the name of the administrator who should receive this recognition.
- 2.3.4.5 The final decision shall be made by the board of directors.

2.3.5 Presentation

The award, when given, shall be presented to the recipient at ACSA's Leadership Summit by the state president or his/her designee.

(Revised: February 2014 Board of Directors)

2.4 **Ferd. J. Kiesel Distinguished Service Award**

A Ferd. J. Kiesel Distinguished Service Award will be given annually to a recipient that meets the criteria. When the committee feels that no nominee has significantly served education the award may not be given.

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2.4.1 The Award

The Ferd. J. Kiesel Distinguished Service Award is the most significant award that ACSA may present to an individual. Its specific design or pattern should be unique and distinctly different from any other award presented by the association or any region.

One or more award may be made annually and in any given year — none may be given. This award shall not preclude or replace the awarding of other recognitions by ACSA, its regions or charters, either to members or non-members.

2.4.2 The Recipient

The recipient of a Ferd. J. Kiesel Distinguished Service Award may be anyone who has made a contribution to public education: an administrator, teacher, legislator, lay person, etc.

2.4.2.1 Current ACSA employees and ACSA state board members are not eligible to receive this award.

2.4.3 The Criteria

The criteria to be used in making a selection shall include but not be limited to the following:

2.4.3.1 The person's contribution shall have had significant impact on public education over a wide geographical area, state or national.

2.4.3.2 The person's contributions shall have had impact on significant segments of public education.

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

2.4.4 Process

Annually, the Awards Committee shall publicize the award, purpose, criteria and process in *EDCAL* or other appropriate publications. In addition, letters will be sent to all region presidents and state committee chairs with appropriate information, soliciting nominations.

All nominations, including those of the Awards Committee, must be in writing on the appropriate form available from state ACSA.

2.4.5 Presentation

The award, when given, shall be presented to the recipient(s) at ACSA's Leadership Summit by the state president or his/her designee.

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(Revised: February 2014 Board of Directors)

2.5 **ACSA Service Award**

The ACSA Service Award will be presented to all outgoing members of state committees, with the exception of the chair. This award will also be presented to region officers and anyone determined by the ACSA president. Likely candidates would be those serving on special ad hoc committees, or those performing special services for the association.

2.6 **Recognition: Region Presidents, State Committee Chairs & Board of Directors**

ACSA will recognize region presidents, state committee chairs and members of the board of directors, who have completed their term of service.

2.7 **Administrator of the Year Awards**

Awards will be presented annually to recognize the outstanding performance and achievement by individual administrators, classified managers or confidential employees in the following school management team employment categories: a-u.

- a) Superintendent
- b) Secondary principal
- c) Middle grades principal
- d) Elementary principal
- e) Central office administrator - county/district
- f) Secondary co-administrator
- g) Elementary co-administrator
- h) Classified manager
- i) Confidential employee
- j) Personnel/Human resources administrator
- k) Adult education administrator
- l) Career technical education administrator
- m) Special education administrator
- n) Superintendent/principal
- o) Business services administrator
- p) Pupil personnel administrator
- q) Curriculum and instruction administrator
- r) Continuation/educational options administrator
- s) Professor of Education
- t) Retired administrator
- u) Technology administrator

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- 2.7.1 Current ACSA employees and ACSA state board members are not eligible to receive these awards.
- 2.7.2 Judging Criteria
An Administrator of the Year Award (categories a - u) will be granted to an ACSA member who demonstrates through his or her overall performance at the school site or district level:
- 2.7.2.1 Strong support for the school management team.
- 2.7.2.2 Exceptional leadership in managing school programs.
- 2.7.2.3 Commitment to educational quality and student achievement.
- 2.7.2.4 Commitment to professional growth.
- 2.7.2.5 Creativity and innovation in dealing with issues and problems facing public education.
- 2.7.3 Nomination Process
Annually, the Awards Committee shall notify each region president and the membership at large that nominations are being accepted for Administrator of the Year awards.
- 2.7.3.1 All nominations must be submitted to the region president in the region where the nominee is employed, on a form provided by the Awards Committee.
- 2.7.3.2 All nominations must be received by the region president prior to being sent to the Awards Committee.
- 2.7.3.3 The region president shall convene an Awards Committee to review all nominations and make recommendations to the region board of directors.
- 2.7.3.4 The region board of directors shall forward to ACSA's Awards Committee the region's nominee for each of the categories listed above. The region may elect not to offer a nomination if in its discretion insufficient nominations were received or nominees did not satisfy the judging criteria.
- 2.7.4 Selection Process
The Awards Committee shall evaluate all region nominations and recommend to ACSA's state board of directors an award recipient for each category. A recommendation may be withheld in a category if in the discretion of the

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committee insufficient nominations were received or if nominees did not satisfy the judging criteria. The final selection of award recipients shall be made by ACSA's board of directors.

2.7.5 Presentation

Recipients will be honored in ACSA publications and at the Leadership Summit.

(Revised: February 2014 Board of Directors)

2.8 Partners in Educational Excellence Award

2.8.1 The Award

Partners in Educational Excellence awards shall be given annually to exemplary school-community partnership programs that promote effective educational performance, enhanced student achievement and strong community involvement in educational quality.

2.8.2 The Recipient

The award will be granted to the outstanding community partnership programs at a state and region level, and will recognize the individual leadership and contributions of the school administrators, educators and community or business leaders involved in the program.

2.8.2.1 Current ACSA employees and ACSA state board members are not eligible to receive this award.

2.8.3 The Criteria

The recipient of this award shall sponsor a program that consistently demonstrates:

2.8.3.1 Sustained, positive impact on student achievement and learning.

2.8.3.2 Effective collaboration between education and community leaders in the creation and implementation of the program.

2.8.3.3 Exemplary management and educational practices that can be replicated by other schools, districts and communities.

2.8.3.4 Innovative approaches to dealing with the complex challenges facing public education.

2.8.3.5 Broad support and active involvement by the community.

2.8.4 Process

2.8.4.1 Nominations will be accepted by the region president from any ACSA member, charter, or committee. Nominations must be in writing on a form provided by the state association.

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- 2.8.4.2 The deadline for accepting and judging nominations shall be set by the Awards Committee annually.
- 2.8.4.3 Nominations will be solicited through an announcement in *EDCAL*. Nomination forms and letters will be mailed to region leaders and state committee chairs.
- 2.8.4.4 The region president will convene a region awards committee to review all nominations received during the nominating period and to recommend a single partnership program as recipient of this award from the region. The region president will forward the nominating papers of the region recipient to the state Awards Committee for consideration as the state level award recipient.
- 2.8.4.5 After reviewing all region nominations, the state Awards Committee will recommend a single recipient of the state level award. The final decision will be made by the board of directors and announced to the membership.

2.8.5 Presentation

The state Partners in Educational Excellence award shall be presented at ACSA's Leadership Summit by the state president or his/her designee.

Region award recipients will receive recognition from the state to be presented by the region.

(Revised: February 2014 Board of Directors)

2.9 Every Student Succeeding Recognition

- 2.9.1 The Award
Every Student Succeeding Recognition awards shall be given annually to 19 students.
- 2.9.2 The Recipient
The award will be granted to 19 students, one from each region, who exemplified ACSA's mission.
- 2.9.3 The Criteria
The criteria to be used in making a selection shall include, but not be limited to the following:
- 2.9.3.1 Students who made a special effort to overcome adversity, return to school, improve their attendance, etc.
- 2.9.3.2 Students who are active in student conflict resolution, community service, cross-age/peer tutoring, etc.

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2.9.4 Process

- 2.9.4.1 Nominations will be accepted by the region president from any ACSA member, charter, or committee.
- 2.9.4.2 The deadline for accepting and judging nominations shall be set by the Awards Committee annually.
- 2.9.4.3 The Awards Committee will provide each region president with a template of an announcement and application for distribution within their region which can be modified as the region desires.
- 2.9.4.4 Each region selects one student to submit to the Awards Committee. Each region is free to use whatever process is best for their region in selecting the student.
- 2.9.4.5 ACSA will publish stories about the students and their administrator teams prior to the conference. The stories will emphasize what exists in the school structure, including policies and practices that supported the student and enabled them to succeed.
- 2.9.4.6 In any year in which two Adult Education students are not recognized at the state level through the regular Every Student Succeeding process (ESS) the Adult Education Council will be allowed to select an additional one or two ESS recipients so that two Adult Education students are recognized through ESS.
(New: May 2013 Board of Directors)
- 2.9.4.7 Timeline:
- September Region presidents are provided with announcements and applications
 - March Regions to select students and submit information to ACSA
 - August-November *EDCAL* stories to run

2.9.5 Presentation

The 19 students being recognized for the Every Student Succeeding Recognition shall be highlighted at ACSA's Leadership Summit.

(Revised February 2014 Board of Directors)

2.10 The Robert E. Kelly Award for Outstanding Community Service

Annually this award will be given. The description and process for granting the award follows:

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- 2.10.1 The Award
The purpose of this award is to recognize an individual who, upon retirement, has contributed significantly to public education or educational leadership by volunteer work in their community, city or state.
- 2.10.2 The Recipient
The recipient must be a retired ACSA member, who has been retired a minimum of three years. The recipient shall be involved as a volunteer with such groups as: schools, students, youth groups, community groups, education-related regional or state institutions or groups, non-profit organizations.
- 2.10.3 The Criteria
The criteria for the Robert E. Kelly Award for Outstanding Community Service is:
- 2.10.3.1 Significant contribution to the community on a volunteer basis for at least three years.
 - 2.10.3.2 Directly or indirectly helped advance the high quality of public education or educational leadership in California.
- 2.10.4 Process
Annually the Awards Committee shall notify the membership that nominations for the Robert E. Kelly Award for Outstanding Community Service are being accepted.
- 2.10.4.1 Nominations will be accepted by the region president from any ACSA member, charter, or committee. Nominations must be in writing on a form provided by the state association.
 - 2.10.4.2 The deadline for accepting and judging nominations shall be set by the Awards Committee annually.
 - 2.10.4.3 Nominations will be solicited through an announcement in *EDCAL*. Nomination forms and letters will be sent to region leaders and state committee chairs.
 - 2.10.4.4 The region president will convene a region awards committee to review all nominations received during the nominating period and to recommend a single person as recipient of this award from the region. The region president will forward the nominating papers of the region recipient to the state Awards Committee for consideration as the state level award recipient.

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2.10.4.5 After reviewing all region nominations, the state Awards Committee will recommend a single recipient of the state level award. The final decision will be made by the board of directors and announced to the membership.

2.10.5 Presentation

The Robert E. Kelly Award for Outstanding Community Service shall be presented at ACSA's Leadership Summit by the state president or his/her designee.

The award winner will receive a recognition plaque from the state.

2.11 The Valuing Diversity Award

2.11.1 The Award

The Valuing Diversity Award shall be given annually to an administrator who has epitomized ACSA's mission statement by his/her superior efforts in promoting diversity and support for all of the children, parents, and staff at their school or district.

2.11.2 The Recipient

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

2.11.3 The Criteria

The person selected to be honored with this award should exhibit superior efforts in:

- 2.11.3.1 Fostering positive district office and school climates that promote the awareness and celebration of diversity.
- 2.11.3.2 Empowering and supporting staff to take risks in developing programs for all students.
- 2.11.3.3 Developing strong community partnerships to ensure success for all students.
- 2.11.3.4 Involving educators and the community in the development of effective and comprehensive outreach and community programs that address issues of diversity.
- 2.11.3.5 Modeling and valuing the maintenance of high academic standards for all students.

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2.11.3.6 Sharing pertinent information regarding diversity with parent and professional organizations.

2.11.4 Nomination Process

Annually, the awards committee shall notify each region president and the membership at large that nominations are being accepted for the Valuing Diversity Award.

- a) All nominations must be submitted to the region president in the region where the nominee is employed, on a form provided by the Awards Committee.
- b) All nominations must be received by the region president prior to being sent to the Awards Committee.
- c) The region president shall convene an Awards Committee to review all nominations and make recommendations to the region board of directors.
- d) The region board of directors shall forward to ACSA's Awards Committee the region's nominee. The region may elect not to offer a nomination if in its discretion insufficient nominations were received or nominees did not satisfy the judging criteria.

2.11.5 Selection Process

After reviewing all region nominations, the state Awards Committee will recommend a single recipient of the state level award. The final decision will be made by the Board of Directors and announced to the membership.

2.11.6 Presentation

Recipients will be honored in ACSA publications as well as at the Annual Valuing Diversity Conference sponsored by the Diversity/Equal Education Opportunity Committee and at the State Leadership Summit.

(Revised February 2014 Board of Directors)

2.12 Establishing, Eliminating, or Changing Statewide ACSA Awards Programs

An action to establish an awards program or make changes to an existing awards program may be proposed by a region, charter, member, or committee of state ACSA. Awards to be presented by ACSA will be administered by the Awards Committee unless other arrangements are specified by the ACSA board of directors.

2.12.1 Statewide awards programs must meet the following criteria:

- a) The award must be connected to ACSA's mission and the furtherance of high quality public education or educational leadership in California.

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- b) The nomination or application process should be open to qualifying individuals throughout the state.

2.12.2 To propose establishment of a new ACSA award, a region, charter, member, or committee must submit an application to the Awards Committee, which will in turn make a recommendation to the board of directors. The application should include:

- a) Name of the award
- b) Purpose of award program
- c) Eligibility criteria
- d) Recommended nomination or application process
- e) Recommended criteria for selecting award recipients
- f) Who is to bear initial and ongoing costs of establishing the award (State ACSA, the region or other group proposing the program, etc.)
(New: Sept. 1996 Board of Directors)

2.13 **Friend of Public Education Award**

2.13.1 The Award

The Friend of Public Education Award shall be given annually to one or two nominees that demonstrate significant commitment and/or legislative or policymaking contributions to public education.

2.13.2 The Recipient(s)

The award will be granted to a state or federal level elected or appointed official who demonstrates leadership on behalf of public education through legislative and policy development, advocacy and political efforts or other significant commitment on behalf of public education.

2.13.3 The Criteria

Nominees shall:

- Demonstrate a significant commitment and/or legislative contribution to public education
- Demonstrate leadership on behalf of public education
- Recognize and support school and district leadership
- Supports key Pre-K through adult education legislative proposals
- Support ACSA's legislative platform
- Recognizes the significance of ACSA's role in public education

2.13.4 The Process

Nominations will be accepted by the VP's for Legislative Action from any ACSA member, charter, or committee or council. Nominations must be in writing on a form provided by the state association. Governmental Relations

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staff shall provide background analysis on each nominee and also suggest nominees for consideration when requested to do so. Nominations will be solicited in the winter prior to ACSA's annual Legislative Action Day which occurs in the spring. The VP's for Legislative Action shall review nominees and deliberate during their annual February meeting. The nominees shall be determined by consensus unless a vote of the majority is required. The recommended nominees shall be presented to the ACSA Board of Directors for final approval.

2.13.5 Presentation of Award

The Friend of Public Education award(s) shall be presented during ACSA's annual Legislative Action Day. If the recipient is unable to accept the award on the scheduled date(s) other arrangements shall be made to present to the recipient.

(New: July 2014 Board of Directors)