Section 7 — Professional Learning

A.	Professional Learning Programs

Policies:

7.1 **Authority for Professional Learning Programs**
The Foundation will provide programs designed to upgrade the professional skills, knowledges, and attributes of educational leaders (as described in professional standards for educational leaders) as authorized in the Foundation's Articles of Incorporation.   (Revised: February 2014 Board of Directors)

7.2 **Program Budgets**
Budgets should be an accurate reflection of the program and should incorporate the board's annual budget assumptions.

    7.2.1   Fee increases stated in the board budget assumptions will be applied to the program's base fee unless otherwise prohibited by grant/contract language. Fee increases will not be applied to the costs of meals and housing.

    7.2.2   All programs will make a profit unless there is prior approval in writing from the executive director.

    7.2.3   Budgets will include all expenses anticipated to be incurred in the planning, conducting and evaluating of the program, including an inter company fee.

7.3 **Program Dates and Locations**
It is the responsibility of the assistant executive director of educational services, or her designee, to select the dates, cities, and hotels for professional learning programs.

    7.3.1   No programs will be scheduled, with the exception of academies, that would compete for attendance of or preparation for ACSA's annual Leadership Summit.

    7.3.2   No programs will be scheduled which conflict with the state delegate assemblies.
                                                (Revised: February 2014 Board of Directors)

7.4 **Program Planning Committees**
Staff will work with program planning committees to develop a program's theme, format, topics, and speakers/presenters.

    7.4.1   Planning committee members may contact potential keynote speakers to determine their availability and appropriateness for the program, but only the assistant executive director of professional development, or her

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designee, shall enter into contract negotiations with speakers. Staff will consult with the assistant executive director of educational services, or designee, before negotiating agreements.

7.4.2   Priority should be given to speakers who are ACSA members. Speakers who are eligible for ACSA membership, but are not members, should only be invited to participate if they have a unique message which cannot be presented by anyone else.

7.4.3   All members of a program planning committee who are eligible for regular membership must be ACSA members.

7.5 **Speaker Contracts**
The assistant executive director of educational services is authorized to sign all speaker contracts.

7.5.1   Any speaker whose expenses are to be reimbursed must have a completed contract on file.

7.6 **Contracts for Music**
The assistant executive director of educational services is authorized to sign BMI and ACAP contracts for music to be played at professional development activities.

Rev. **7.7** **Registration Fees**
10/10 The assistant executive director of educational services, with the approval of the executive director, is authorized to establish registration fees for professional learning programs. Although there may be exceptions due to special circumstances registration fees will be determined in the following manner:

7.7.1   Members Only programs: Programs may be offered for members only. These will generally be programs with very high interest on a very timely topic. For a program in this category there will be only one fee rate and only ACSA members may attend. Member only programs would be products of ACSA rather than FEA.

7.7.2   Programs when non-members are the target audience: Generally this would apply to programs for educators not working in a position that is eligible for membership but aspiring to such a position. For these programs anyone could attend and there will only be one rate.

7.7.3   Programs for any type of school and/or district administrator: ACSA members would receive a discount of one third from the listed program rate. (Generally, educators not eligible for membership would receive the same discount as members.)

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7.7.4   Programs for which the audience is primarily a team of administrators and teachers: If any registrant in a group is an ACSA member then all members of that group would receive a 1/3 discount from the listed program rate.   **(Board of Directors 10/8/2010)**

7.8   Team Registrations
Team registrations may be used as incentives.

7.9   On-Site Registration Fees
On-site registration fees are a minimum of $25.00 greater than pre-registration fees.

7.10   Cancellation Fees
Cancellations must be received in writing and postmarked a minimum of 15 days prior to the program date to be eligible for a refund. A service fee is charged for all cancellations. The following scale will be used for all cancellation requests:

60 days prior	Full Refund less $40 service fee
30 days prior	Full refund less $50 service fee
15 days prior	50% refund
14 days or less	No refund

(Revised October 2003 Board of Directors)

7.10.1   ACSA/Foundation is not responsible for travel expenses incurred due to program cancellation.

Procedures:

7.11   Guidelines for Complimentary Registration Fees
The following grid outlines the maximum of those eligible to receive complimentary or reduced registration:

	Comp.	Pay 67%	Pay 100%
Program Committee Chair	X		
Program Committee (Maximum of 10)	X		
State Committee Chair	X		
State Committee Members			X
Speakers (if eligible for ACSA)		X	
Speakers (if not eligible for ACSA)	X		
Retired Members		X	
Student/Associate Members		X	

(Revised: February 2014 Board of Directors)

7.12 <u>**Guidelines for Complimentary Lodging, Meal, Travel Expenses, and Honorarium**</u>
The following grid outlines the maximum of those eligible to receive complimentary lodging, meal, travel expenses, and honorarium:

	<u>**Lodging**</u>	<u>**Meals**</u>	<u>**Travel**</u>	<u>**Honorarium**</u>
Program Committee Chair	suite	X	X	
Program Committee				
State Committee Chair	X	X	X	
State Committee Members				
Invited Speakers *	X	X	X	X
Speakers requesting a workshop**				

*   <u>Invited speakers</u> are asked by the conference committee to present a keynote, luncheon, clinic, interactive, etc. session at the program. The unique factor is that the conference committee contacts the presenter and requests that they be a part of the program because of their expertise. These speakers may be, but are not limited to, ACSA members.

**   <u>Speakers</u> requesting a workshop typically are responding to a request for presentations announced through *EDCAL* or sent to all members of that job-alike or they have sent unsolicited workshop proposals independent of a request for presentations. The unique factor is that the speaker is interested in presenting the workshop for personal and professional reasons varying from wanting to share a successful practice, to being on the conference program facilitates their securing approval to attend the conference, to augmenting their vita. These speakers may be, but are not limited to, ACSA members.

Section 7 — Professional Development

B.   Co-Sponsored Programs

Policies:

7.13   Authority for Co-Sponsoring Programs
The Foundation may co-sponsor professional learning programs with the California Department of Education, institutions of higher learning, county offices, and professional and trade associations.

The Foundation may also co-sponsor programs provided by private consulting groups when the program is excellent in quality, not currently being offered by ACSA or the Foundation, and a valuable serve to ACSA members.

7.14   Letter of Agreement
A letter of agreement or MOU will be prepared between the Foundation and the co-sponsoring agent.

7.14.1   At a minimum the letter of agreement will include:
a) program content
b) presenters
c) budget

7.15   Mailing Labels
ACSA mailing labels may be provided to co-sponsoring groups.

Section 7 — Professional Development

C.   Vendors

Policies:

7.16   Sponsorship Opportunities
The Foundation may provide opportunities to vendors for visibility by participants at professional development programs.

    7.16.1   Exhibits
    The Foundation may provide an exhibit area for vendors at professional learning programs for a fee.

    7.16.2   Sponsorship Program
    The Foundation may provide opportunities for vendors to sponsor an event, speaker, or program related materials at professional learning programs for a fee.

    7.16.3   Eligibility to Exhibit or Sponsor
    ACSA reserves the right to review all exhibit & sponsorship applications for eligibility. All applications are subject to approval by ACSA based on the following criteria:
    1. The items to exhibit relate to the purpose of ACSA & are consistent with ACSA values.
    2. Exhibit relates to the purpose of the event.
    3. The application lists specific materials and products to be displayed; items must have educational merit.

7.17   Vendor Mailing Labels
Lists of mailing labels of vendors or potential vendors shall not be sold or distributed by ACSA or the Foundation.