

# Handbook

Georgia Association of  
**CURRICULUM &  
INSTRUCTIONAL  
SUPERVISORS**



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# Handbook & Procedures

## INTRODUCTION

The handbook for the Georgia Association of Curriculum and Instructional Supervisors (GACIS) provides information concerning the purposes, organizational leadership, general programs, activities, and resources of the Georgia Association of Curriculum and Instructional Supervisors. It is designed to serve as a resource and procedural guide for the orientation and preparation of officers to assume varied leadership functions within GACIS at the state and district levels.

# HISTORY

The Georgia Association of Curriculum and Instructional Supervisors (GACIS) was organized in April, 1971, as a professional organization for persons working in the field of curriculum development and instructional supervision. The name of the organization was changed by membership vote at the annual summer conference, 1998, to be officially designated as the Georgia Association of Curriculum and Instructional Supervisors (GACIS).

Prior to the organization of GACIS, two professional groups existed within the state to serve supervisory personnel exclusively. The Georgia Department of Instructional Supervision (GDIS), organized in 1955, provided the leadership for supervisors within the former Georgia Education Association (GEA). The Georgia Association of Jeanes Curriculum Directors (GAJCD), organized in 1942, concurrently provided the leadership for Jeanes supervisors within the former Georgia Teachers and Education Association (GTEA). In 1971, under the new parent organization, the Georgia Association of Educators (GAE), a landmark decision was made to merge these two existing groups, GDIS and GAJCD.

A representative committee of persons from both groups was commissioned to develop a merger agreement that established policies for shared organizational leadership. GAJCD was represented by Mrs. Susie Wheeler, President, Miss Tommie C. Calhoun, Miss Florence Butts, and Mrs. Marye E. Gordon as GAE Consultant. GDIS was represented by Dr. Frusanna S. Booth, President, Mr. Sam Dennard, Mrs. Margaret Rodgers, Mr. A. Joe Owens, and Miss Margaret Killian as GAE Consultant. The merger was adopted by the combined memberships, became effective April 1, 1971, and remained as such for a period of nine years.

GACIS affiliated with the Georgia Association of Educational Leaders (GAEL) in 1976. GACIS severed its relationship with the Georgia Association of Educators and changed its constitution.

In 1972, in recognition of the significant contribution to instructional supervision made by Dr. Johnnye V. Cox, GACIS established an annual lecture series in her name, the *Johnnye V. Cox Lectureship*. The lecture was presented at the annual Fall Conference by an outstanding leader in the field of curriculum and supervision until 1998 at which time it was discontinued. The lecture titles and the presenters for each year are located in Appendix E.

# FUNCTIONS

## **Affiliation**

GACIS is an affiliate of the Georgia Association of Educational Leaders (GAEL). GACIS promotes cooperative relationships with the Georgia Department of Education, teacher education institutions of the state, and other educational organizations and agencies. (By-Law 1.3)

## **Headquarters**

The headquarters of GACIS is located at the GAEL Association Headquarters and may be changed by the Board of Directors. The Executive Director shall administer the operation of the headquarters. (By-Law 1.2)

## **Membership**

Membership in GACIS is open to those persons who hold supervisory, coordinating, or consulting positions directly related to the improvement of instruction and curriculum development, or are instructors of curriculum and supervision in public and non-public schools, colleges, universities, Regional Educational Service Agencies (RESA's), or the State Department of Education. Persons aspiring to leadership positions in these areas and retired persons are also eligible for membership. (By-Law 2.1-2.5)

## **Publications**

Newsletters and/or electronic publications are used throughout the year as a continuing means for publicizing important events and reporting timely information regarding the work of GACIS periodically through special reports and publications such as the Georgia Supervisor's Summary. Topics related to the profession are disseminated. These reports promote the study of current issues and shared concerns by the total membership.

## **Finances**

All funds that are received by the association from the payment of membership dues, sale of publications and tickets, and other miscellaneous receipts are deposited into the account of the GACIS General Fund held by the Fiscal Agent, GAEL.

A budget is prepared annually which projects the anticipated income as well as the anticipated expenditures of GACIS. All invoices are submitted directly to the Executive Director for approval and payment by the Fiscal Agent. (By-Law 11.3, 11.4, 11.6)

# MISSION

The mission of the Georgia Association of Curriculum and Instructional Supervisors (GACIS) is to advocate for excellence in public education by providing visionary leadership and professional learning that ensures a rigorous, performance-based curriculum and high quality instruction for all students. (By-Law 1.4)

# BELIEFS

We believe we must:

- ◆ Communicate expectations for learning through a standards-based curriculum.
- ◆ Assess student learning through a balance of formative and summative measures tied to standards.
- ◆ Support all students to meet or exceed their potential.
- ◆ Protect time for instruction that will impact the quality and quantity of student learning.
- ◆ Supervise instruction and monitor results.
- ◆ Foster a continuous improvement model using multiple measures of data and research-based strategies.
- ◆ Provide on-going, job-embedded professional learning.
- ◆ Secure instructional resources and technology for 21st century classrooms.
- ◆ Ensure that a quality teacher serves students in every classroom.
- ◆ Grant local school districts the flexibility to make decisions about the educational improvements for which they are held accountable.

# GOALS

The goals of GACIS are to:

- ◆ Promote and support curriculum development, instructional improvement, and supportive supervision.
- ◆ Represent the unique interests and concerns of instructional supervisors and curriculum leaders.
- ◆ Promote professional growth of individuals engaged in positions as instructional supervisors and curriculum leaders.
- ◆ Provide leadership in the development of emerging roles of instructional supervisors and curriculum leaders.
- ◆ Build effective relationships with the various “in school” and “out of school” publics.
- ◆ Provide an informational network for the purpose of collecting and disseminating information.
- ◆ Cooperate with and support the Georgia Association of Educational Leaders (GAEL) to provide maximum services for members.

# ORGANIZATIONAL LEADERSHIP

GACIS provides for active involvement and participation among all of its members through its organization for leadership as well as through the various programs and activities it sponsors. This section addresses the organizational structure of GACIS and describes the major responsibilities and duties of its leaders.

## Executive Director

The Executive Director shall be the executive officer of GACIS. The Director shall conduct the business of GACIS as prescribed by the constitution and bylaws and as directed by the Board of Directors. The complete job description and procedures are located in Appendix C.

The specific duties and functions of the Executive Director are to:

- ◆ Maintain records of all meetings of the association and of the Board of Directors.
- ◆ Approve all financial transactions.
- ◆ Maintain accurate records of all financial transactions.
- ◆ Act as custodian of all property of GACIS.
- ◆ Conduct regular correspondence and mailings.
- ◆ Answer membership requests.
- ◆ Assist the President in preparing agendas for all meetings.
- ◆ Represent GACIS through relationships with groups such as the State Department of Education, State Board of Education, State Legislature, other state education groups, colleges and universities, and non-educational groups.
- ◆ Keep current with developments affecting the administrative and supervisory role in the state and nation.
- ◆ Serve as a resource person in providing materials and information for conferences, meetings, and workshops.
- ◆ Attend and report on meetings of state and national associations.
- ◆ Work with representatives of other educational organizations in coordinating state and federal legislative activities which meet the needs of the membership.
- ◆ Publicize association policy positions through news media and other resources.
- ◆ Serve as editor of GACIS publications.
- ◆ Inform the membership of changes in laws and regulations affecting members of GACIS.
- ◆ Counsel with members related to professional roles, responsibilities, and concerns.
- ◆ Keep informed on the actions and concerns of GAEL and its affiliates.

- ◆ Implement policy formulated by the Board.

## **Executive Board**

The Executive Board may act in lieu of the Board of Directors between Board meetings on all matters except those specifically reserved to the Board in the Bylaws. Executive Board action is required for the expenditure of items not in the adopted budget in excess of \$1000.00.

The Executive Board shall consist of:

- ◆ President
- ◆ President-Elect
- ◆ Past President
- ◆ Secretary
- ◆ Treasurer
- ◆ Executive Director (who shall serve without voting)

## **Board of Directors**

The governing body of GACIS shall be the Board of Directors. The Board establishes general policies and procedures for the organization, makes recommendations to the membership as necessary and may, in the execution of the powers granted, delegate certain of its authority and responsibility to the Executive Board and/or the Executive Director.

Actions include:

- ◆ Supervision, control, and direction of the affairs of GACIS, its committees, and its publications.
- ◆ Determination of policies or changes therein and actively implement these policies or changes.
- ◆ Establishment of the financial policies of GACIS and accountability for GACIS assets.
- ◆ Responsibility for the interpretation of the bylaws and adopting such rules and regulations for the conduct of business as deemed advisable.

The Board of Directors shall consist of:

- ◆ President
- ◆ President-Elect
- ◆ Past President
- ◆ Secretary
- ◆ Treasurer
- ◆ Parliamentarian

- ◆ Directors of each of the GACIS Districts
- ◆ GAEL At-large Representative
- ◆ Chairpersons of Standing Committees
- ◆ RESA Liaison
- ◆ Executive Director (who shall serve without voting)
- ◆ GACIS Consultant (ex-officio)
- ◆ State Department of Education Liaison (ex-officio)

# OFFICERS

GACIS elected officers at the state level include the President, President-elect, Past President, Secretary, and Treasurer.

## President

The President provides leadership in achieving the objectives and policies of the association. It shall be the duty of the President to preside or to arrange for a presiding officer at all meetings. The President is elected by the membership-at-large to serve a one-year term.

The specific duties and functions of the President are to:

- ◆ Serve as presiding officer at all business sessions.
- ◆ Oversee preparation of an agenda for each business meeting.
- ◆ Notify the Executive Board and membership of all meetings, general and special.
- ◆ Serve as ex-officio member of all committees except nominating committee.
- ◆ Serve as chairperson of the Executive Board.
- ◆ Accept applications, every third year, for the position of state Treasurer and provide applications to the nominating committee.
- ◆ Appoint the parliamentarian.
- ◆ Be knowledgeable and able to interpret policies and procedures, constitution, and by-laws.
- ◆ Coordinate activities and involve members in district and state projects.
- ◆ Establish two-way communication channels for participating with and reporting to the districts.
- ◆ Maintain communication with the Executive Director on GACIS activities and business.
- ◆ Attend and report on state, regional, and national professional meetings (schedule permitting).
- ◆ Serve as a member of GAEL Executive Board.
- ◆ Nominate one member for election to nominating committee.
- ◆ Appoint members to GAEL committees when requested by GAEL.
- ◆ Perform all other duties of the office or as prescribed by the Board of Directors.

## President-Elect

The President-Elect shall succeed to the Presidency. The President-Elect is elected by the members-at-large to serve a one-year term.

The specific duties and functions of the President-Elect are to:

- ◆ Perform duties delegated or assigned by the President or the Board of Directors.
- ◆ Perform the duties of the office of President in the event the office is temporarily or permanently vacated.
- ◆ Serve as program chairperson.
- ◆ Cooperatively work with the Executive Director to plan and coordinate all state conferences to achieve the objectives of the association.
- ◆ Serve as a voting member of the Executive Board.
- ◆ Serve as ex-officio member of all committees with the exception of the nominating committee.

## **Past-President**

The Past-President shall hold office for one year after the term as President has expired.

The specific duties and functions of the Past-President are to:

- ◆ Aid the other officers in an advisory capacity so that continuity may be assured.
- ◆ Serve as a voting member of the Board of Directors and the Executive Board.

## **Secretary**

The Secretary shall oversee and direct the proper recording of proceedings of the Board of Directors in addition to GACIS meetings. The Secretary shall also attend to the correspondence of the association. The Secretary is elected by the membership-at-large to serve a two year term.

The specific duties and functions of the Secretary are to:

- ◆ Send copies of all minutes to the President and Executive Director within two weeks of the adjournment of all business meetings.
- ◆ Place all official papers in the permanent file of the association maintained by the Executive Director.
- ◆ Perform duties specified by the Board of Directors.

## **Treasurer**

Upon the recommendation of the Nominating Committee and the President and approved by the Board of Directors, the Treasurer is elected to a three-year term by the membership-at-large. The Treasurer shall be bonded.

The specific duties and functions of the Treasurer are to:

- ◆ Oversee/direct GACIS funds and financial records.
- ◆ Review accounting procedures for the handling of GACIS funds.
- ◆ Review annual audit by a certified public accountant.
- ◆ Disseminate audit findings to the Board of Directors and membership.
- ◆ Report on the financial condition of GACIS at all meetings of the Board of Directors and at other times as called upon by the President.
- ◆ Perform duties as specified by Board of Directors.

## **Parliamentarian**

The President appoints the Parliamentarian annually for a one-year term.

The specific duties and functions of the Parliamentarian are to:

- ◆ Attend all business sessions of GACIS.
- ◆ Monitor business procedures using the most current edition of *Robert's Rules of Order Newly Revised*.

# OTHER LEADERSHIP

## District Directors

GACIS is organized for leadership at the district level in accordance with the RESA districts. District constitutions compatible to the state constitution provide the framework for operation at the district level. Each district selects a director and designs a yearly plan or program to meet its unique needs and interests. See Appendix D for District Organization including school systems in each district.

The leadership of the District Director is an important key in promoting the mission, goals, and purpose of GACIS.

Specific functions and duties of the District Director are to:

- ◆ Preside at all district meetings.
- ◆ Facilitate communication with the state officers by attending all GACIS Board of Directors meetings, planning sessions, and orientation workshops.
- ◆ Respond promptly to all requests from state officers for special reports and projects.
- ◆ Prepare regular communications for the district membership.
- ◆ Appoint a district membership chairperson.
- ◆ Assist the chairperson toward the accomplishment of a successful membership drive and to maintain a current membership directory.
- ◆ Make provisions for regularly scheduled programs and meetings.
- ◆ Attend and encourage member participation in all GACIS programs and activities.
- ◆ Be knowledgeable of and support the GACIS constitution and by-laws at the state and district levels.
- ◆ Establish procedures for selecting a nominee for the Distinguished Service Award.
- ◆ Establish procedures for selecting a nominee for the Flanders Scholarship.
- ◆ Make use of the various human and material resources available in GACIS.
- ◆ Provide information about district activities for publication in the *Georgia Supervisor's Summary*.

## GAEL Representative

A GACIS member shall be nominated and elected by the membership at the GAEL Winter Conference to serve a term of three years on the GAEL Board of Directors as the GAEL Representative from GACIS.

The GAEL Representative, President, President-Elect, and Past-President of GACIS serve as a four-member committee to represent GACIS.

Specific functions and duties of the four-member committee are to:

- ◆ Represent the association in all matters of business concerning GACIS and GAEL.
- ◆ Serve as a liaison between GACIS and GAEL and its affiliate associations.
- ◆ Attend all GAEL Board of Director meetings.
- ◆ Report to the Board of Directors and membership on actions of the GAEL Board.

### **RESA Liaison**

The RESA Liaison serves as the link between the GACIS organization and the statewide network of RESA's. The RESA Liaison is appointed annually for a one-year term by the current president.

The specific duties and functions of the RESA Liaison are to:

- ◆ Attend all Board of Director and business meetings of GACIS.
- ◆ Promote communication, involvement, and participation at local and state levels.

### **State Department of Education Liaison**

The State Department of Education Liaison serves as a link between GACIS and State Department of Education to promote and support the objectives of GACIS. The State Department Liaison is appointed by the State Department of Education leadership as well as the GACIS president and serves as an ex-officio, non-voting member.

### **GACIS Consultant**

The GACIS Consultant shall be associated with an institution of the University System of Georgia. The Consultant serves as a resource person to the officers and the Board of Directors of GACIS. The GACIS Consultant shall serve at the direction and discretion of the GACIS President and Board of Directors.

The specific responsibilities and duties of the Consultant are to:

- ◆ Promote the organization via newsletters, brochures, and special publications.
- ◆ Serve in communication and public relations of the organization.
- ◆ Assist with conference planning, resources, and dissemination of conference details.
- ◆ Attend Board of Directors meetings.
- ◆ Serve as an ex-officio, non-voting member.

# STANDING COMMITTEES

The GACIS Standing Committees are Legislative, Membership, and Nominating. The Chairperson of Standing Committees shall serve on the Board of Directors.

## Legislative Committee

The Legislative Committee shall be composed of a chairperson and one representative from each district. The Legislative Chairperson is appointed by the President and approved by the Board of Directors to serve a three-year term and to serve on the GAEL Legislative Committee.

The specific responsibilities and duties of the committee members are to:

- ◆ Study current needs of education.
- ◆ Develop and recommend a legislative program and priorities for approval by the Board of Directors.
- ◆ Conduct a program of support for desirable legislation.
- ◆ Serve as a channel of communication and information concerning educational legislation at the local, state, and national levels.
- ◆ Promote the GACIS objectives.

The specific responsibilities and duties of the district representatives are to:

- ◆ Assist in the establishment of the GACIS legislative priorities.
- ◆ Keep district GACIS organizations informed on current matters of concern and action.

The specific responsibilities and duties of the Legislative Committee Chairperson are to:

- ◆ Work closely with the Executive Director, President, and Executive Board.
- ◆ Serve on the Board of Directors.
- ◆ Support the legislative priorities of GACIS and GAEL.
- ◆ Represent GACIS during the General Assembly.
- ◆ Coordinate GACIS legislative goals and priorities with GAEL legislative goals and priorities.
- ◆ Assist in the dissemination of legislative information to the Legislative Committee, GACIS Board of Directors, GACIS members, and GAEL Legislative Committee.

## Membership Committee

The Membership Committee shall seek to increase membership in GACIS. Membership committee members are elected by the membership-at-large to serve three-year terms. Each year one member rotates off after the third year of service and a new committee member is elected. The membership chairperson is the committee member who is serving during the third year of service on the committee. Each District Director will designate a district-level membership chairperson who will work cooperatively with the Membership Chairperson to promote GACIS membership.

The specific responsibilities and duties of the Membership Committee Chairperson shall be to:

- ◆ Present a plan to the Executive Board for increasing membership.
- ◆ Develop and promote activities designed to increase and enhance membership in GACIS.
- ◆ Work closely with the Executive Director, President, and Executive Board.
- ◆ Serve on the Board of Directors.

The specific responsibilities and duties of the members of the Committee shall be to:

- ◆ Promote membership in GACIS.
- ◆ Increase and improve benefits and services to the members.
- ◆ Assist with membership recognition and hospitality at conferences and other activities.
- ◆ Serve as an ambassador for GACIS.
- ◆ Cooperatively work with other committees and officers to support and expand membership.
- ◆ Actively recruit new members.

## Nominating Committee

The Nominating Committee shall be composed of three members. Nominating Committee members are appointed by the President and are elected by the membership to serve for three years. The nominating chairperson is the committee member who is serving during the third year of service on the committee.

The specific responsibilities and duties of the members of the Nominating Committee shall be to:

- ◆ Nominate the officers of the association and the at-large member as the GAEL Representative to represent GACIS on the GAEL Board of Directors.
- ◆ Present the list of all nominees to the membership at the GAEL Winter Conference for installation at the GAEL Summer Conference.
- ◆ Reconvene, on call, to fill any vacancy as needed.

# AWARDS & SPECIAL COMMITTEES

## **Distinguished Service Award Committee**

The Distinguished Service Award Committee shall consist of the President and the two immediate past recipients of the Distinguished Service Award. The chairperson shall be the previous year's recipient. The committee will honor the recipient with a plaque and \$500.00 to be used in any manner that the recipient desires. Recipient selection criteria are located in Appendix A. The application and other forms are located on the GACIS website.

## **Flanders Scholarship Committee**

The Flanders Scholarship Committee shall consist of the GACIS Treasurer, the previous year's recipient(s), and a member appointed annually by the President. The chairperson shall be the previous year's recipient. If there is more than one recipient the President will appoint one of the recipients to serve as chairperson. The committee will award a \$1,000.00 scholarship annually to one or more recipients; however, the total amount is not to exceed \$1,000.00. Recipient selection criteria are located in Appendix B. The application and other forms are located on the GACIS website.

## **Program Committee**

The program committee shall consist of the President-Elect and three members. The President-Elect shall serve as chairperson of the program committee. The President shall appoint the three members annually. The program committee assists with the planning of conferences and special programs.

## **Special Committees**

Special committees may be designated to carry out the needs and functions of the organization. The Executive Board shall recommend members, duties, and terms of service of special committees for approval by the Board of Directors.

# CONFERENCES

## **Fall Conference**

The Fall Conference provides an opportunity to learn from and interact with national speakers, local education practitioners, and to network with colleagues. Corporate sponsors and vendors display the latest products for curriculum leaders and teaching and learning. The Distinguished Service Award and the Flanders Scholarship are presented. A Board of Directors' Meeting and a General Business Meeting are held to conduct the business of the association.

## **Winter Conference**

The Winter Conference provides members an opportunity to connect research recommendations, strategies, and best practices to improve instruction. Working with recognized experts in the field of curriculum and supervision, GACIS members explore new ideas, resources, strategies, and skills to inform teaching practices and to benefit students.

## **Annual Conference-Summer**

The Summer Conference is held in conjunction with the Summer GAEL Conference. Working collaboratively with GAEL and the six affiliates provides numerous opportunities for members to hear national speakers, representatives from a variety of education agencies, and colleagues. The GACIS Annual Meeting with installation of officers is held during the conference.

# Appendix A

# **DISTINGUISHED SERVICE AWARD**

## **For Supervision of Instruction**

### Recipient Selection Criteria

One of the most coveted honors in GACIS is the Distinguished Service Award for Supervision of Instruction. The award, which was established in 1971 and funded by Dr. Johnnye V. Cox through 1990, is presented annually at the GACIS Fall Conference. The award is presented to a supervisor in Georgia public education selected for making the most significant contribution to the supervision of instruction during the preceding year.

Guidelines for eligibility, criteria for selection, procedures for nomination and selection at the district and state levels were adopted by GACIS on September 26, 1979. The forms and application are located on the website.

GACIS began making the yearly presentation of the award at the annual Fall Conference in 1980.

### **Award**

The award shall consist of a plaque so inscribed as to indicate the name of the award, the recipient's name, the year of the award, and the name of the association making the award. In addition to the plaque, the recipient shall receive a check for \$500.00 to be used in any manner the recipient desires.

### **Eligibility**

Any GACIS member who serves in an instructional leadership position in Georgia public education is eligible for the award if he/she meets the following qualifications:

1. Certification in Instructional Supervision (I.S.) or in Administration and Supervision (A.S.) at the fifth-year level or beyond.
2. Full time employment in an instructional leadership position in Georgia public education.
3. Five years experience in an instructional leadership position in Georgia public education.
4. Current membership in:
  - ◆ Georgia Association of Curriculum and Instructional Supervisors
  - ◆ District GACIS organization
  - ◆ Georgia Association of Educational Leaders
  - ◆ National Association of Supervision and Curriculum Development and/or other national associations related to areas of specialization.
5. Not a former recipient of the Distinguished Service Award at the state level.

## Criteria

Selection of the recipient shall be based on distinguished service in the area of instructional leadership at the local, district, region, state, and national levels. The service rendered shall be judged as performed primarily for improvement of instruction.

## Procedures For Nomination and Selection

GACIS in each district shall nominate one prospective candidate each year for the Distinguished Service Award. The recipient of the award shall be selected from the candidates named by the districts. Specific procedures to be used in the nomination and selection on the district and state levels are as follows:

### District Level

Candidates may be nominated for the award by instructional leaders at the district level. Supporting data shall be provided as indicated on the application form.

Each district shall submit one nomination to the state selection committee no later than June 30 each year. (Procedures for selection and recognition of nominees at district level may be determined by each district.)

### State Level

A state selection committee of three persons, consisting of the president of the association and the two immediate past recipients of the Distinguished Service Award for Supervision of Instruction shall consider the nominations made from each district and shall select the winner of the award. Should one of the three designated persons be unable to serve, the third past immediate award recipient would serve. The immediate past recipient shall serve as chairperson.

The president of the association shall arrange for the preparation and presentation of the Distinguished Service Award for Supervision of Instruction at the annual Fall Conference of the association. Only the winner will be recognized at the Annual Fall Conference.

*Revised: Summer, 1999 and 2005, 2010*

# Appendix B

# THE FLANDERS SCHOLARSHIP

## Guidelines and Procedures

### Recipient Selection Criteria

The Flanders Scholarship was established in 1995 to honor Dr. Robert Flanders who served as the GACIS treasurer from 1970 to 1995. During these years, he was an outstanding steward of the organization's money.

### Award

The official title of the award is: *The Flanders Scholarship*. The \$1,000.00 award is given annually to one or more recipients. The number of recipients and the amount of each award, not to exceed \$1,000.00, are left to the discretion of the Flanders Scholarship Committee. The award presentation is made at the Fall Conference by the chairperson of the committee.

### Eligibility

The award goes to a member of GACIS who is pursuing a higher degree in the area of Educational Leadership or Curriculum and must be used by the recipient to pay expenses incurred for tuition or books while pursuing that higher degree. In order to apply for the award, the individual must meet the following qualifications:

1. GACIS member for the prior two years.
2. Current membership in:
  - ◆ Georgia Association of Curriculum and Instructional Supervisors (GACIS).
  - ◆ Georgia Association of Educational Leaders (GAEL).
1. Enrolled in an accredited college or university.
2. Pursuing a higher degree in educational leadership.

### Criteria

The following criteria will be taken into consideration:

1. The contributions the applicant has made to GACIS at the district and state levels.
2. The contributions that the applicant has made to education in general.
3. The applicant's financial and/or professional need for the scholarship.
4. The applicant's professional goals and personal educational beliefs.
5. The applicant's interest and participation in instructional improvement, character, and leadership skills.

The completed application should be no more than five pages, including the application and the letters of support.

## **Procedures**

Each GACIS district is asked to nominate a candidate for the award each year. Applications are due to the Executive Director by June 30<sup>th</sup>. The applications will be collected and sent to the Flanders Scholarship Committee chairperson. The chairperson will distribute copies of the applications to members of the committee. The committee will review each application and make its decision. The recipient will be recognized at the Fall Conference.

# Appendix C

## **EXECUTIVE DIRECTOR JOB DESCRIPTION AND PROCEDURES**

The Executive Director shall be the executive officer of the association. The Executive Director shall conduct the business of the association as prescribed by the Constitution and By-Laws and as directed by the Board of Directors.

### **Qualifications**

The Executive Director should be able to:

- ◆ Work effectively with the public, the education community, and political figures.
- ◆ Demonstrate ability in the field of education administration and instructional supervision.
- ◆ Speak effectively.
- ◆ Organize programs for groups of people.
- ◆ Accept and delegate responsibility and authority.
- ◆ Demonstrate good judgment in personal and professional life.
- ◆ Exhibit knowledge of major issues in educational administration.
- ◆ Portray a philosophy of education in harmony with stated purposes GACIS.
- ◆ Carry out programs established by the governing board.

### **Primary Performance Responsibilities**

Responsibilities of the Executive Director are to:

- ◆ Maintain records of all meetings of GACIS and the Board of Directors.
- ◆ Approve all financial transactions.
- ◆ Act as custodian of all property of the association.
- ◆ Maintain accurate records of all financial transactions.
- ◆ Conduct the regular correspondence and mailings of the association.
- ◆ Answer membership requests.
- ◆ Assist the President in preparing an agenda for all meetings.
- ◆ Represent GACIS through relationships with groups, such as the State Department of Education, State Board of Education, State Legislature, other state education groups, colleges and universities, and non-educational groups.

- ◆ Keep current with developments affecting the administrative and supervisory role in the state and nation.
- ◆ Serve as a resource person in providing materials and information for conferences, meetings, and workshops.
- ◆ Attend and report on meetings of state and national associations.
- ◆ Work with representatives of other educational organizations in coordinating state and federal legislative activities which meet the needs of the membership.
- ◆ Publicize association policy positions through news media and other resources.
- ◆ Serve as editor of association publications.
- ◆ Inform the membership of changes in laws and regulations affecting members.
- ◆ Counsel with members on professional roles, responsibilities, and concern.
- ◆ Keep informed on the actions and concerns of the GAEL and affiliates.
- ◆ Implement policy formulated by the Board of Directors.

## **Terms of Employment**

The Executive Director is employed for 200 days from July 1 to June 30 at a salary to be determined by the Board of Directors. A multi-year contract, not to exceed three years, may be offered upon majority vote of the Board of Directors.

## **Compensation and Benefits**

The salary and benefits of the Executive Director shall be established annually by the Board of Directors, upon the recommendation of the Executive Board. GACIS shall support the membership of the Executive Director in professional organizations.

## **Evaluation of the Executive Director**

The Executive Board shall evaluate the performance of the Executive Director at least once annually. The method of evaluation shall be agreed upon by the Executive Director and the Executive Board. The findings of the evaluation shall be reported to the Board of Directors. The Executive Director shall provide quarterly reports of activities to the Board of Directors.

## **Recruitment and Appointment of Executive Director**

The Executive Director shall be the executive officer of GACIS and shall be directly responsible to the Board of Directors for the administration of the association. The Board of Directors shall vest in the Executive Director the necessary authority and provide the Executive Director with appropriate personnel

to carry out such administration. The Board of Directors shall appoint an Executive Director.

### **Vacancy of the Executive Director**

In the event of vacancy of the Executive Director, a Search Committee shall advertise, receive applications, screen and interview, and subsequently present the name of its nominee for Executive Director to the GACIS Board of Directors for consideration. A Search Committee shall be formed composed of members in the following positions of GACIS:

- ◆ Current President
- ◆ Current President-elect
- ◆ Immediate Past President
- ◆ Treasurer

If, for any reason, any person serving in a position above is no longer representing the association, the Board of Directors may reaffirm that person or may name another person who can currently and appropriately serve on the Search Committee.

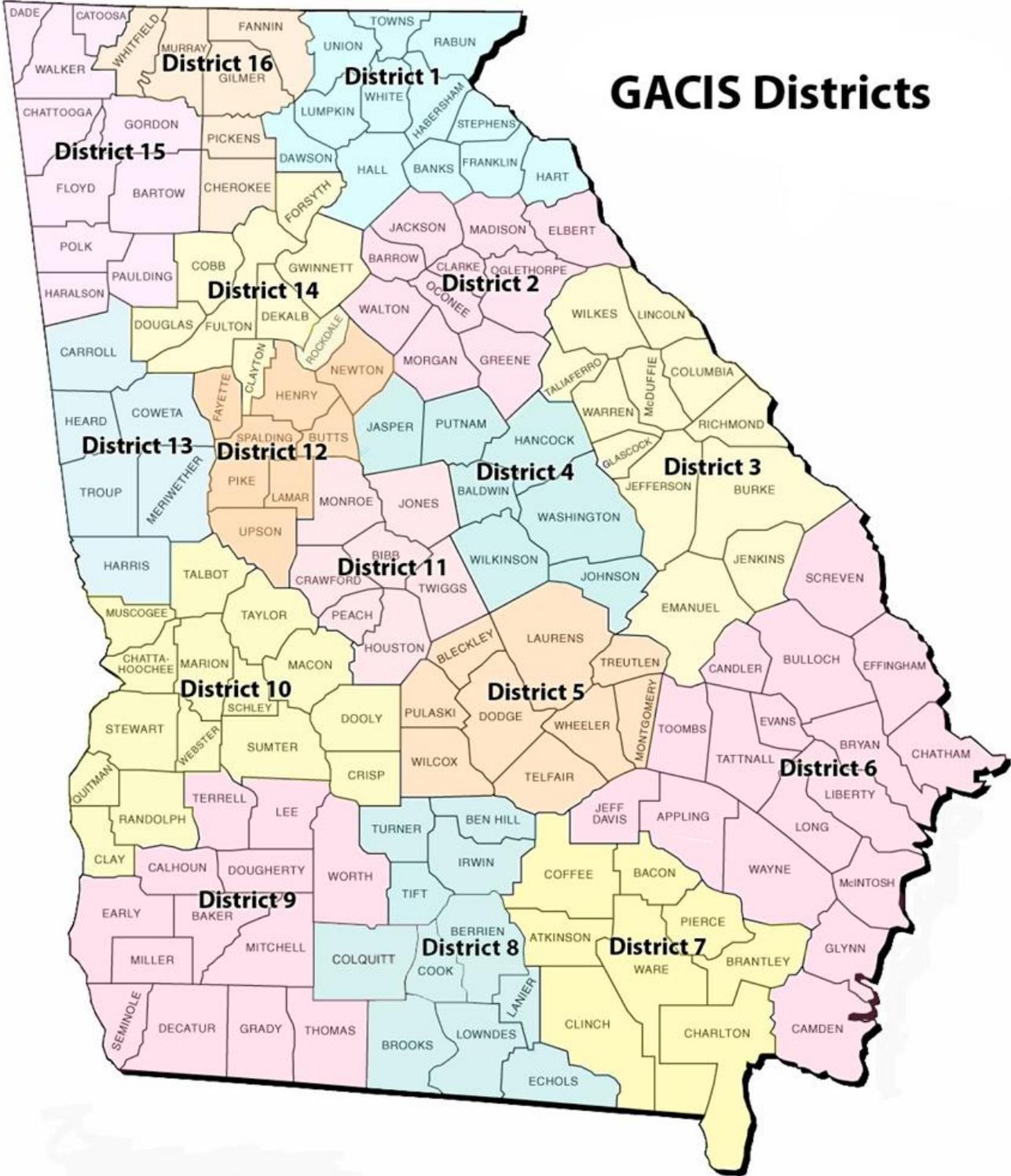
### **Resignation of the Executive Director**

The Executive Director shall provide the President of GACIS with thirty (30) days notice of resignation.

The Executive Director shall work with the officers and the newly elected director in such a way as to make a smooth transition of duties and responsibilities.

The Executive Director shall be compensated for accumulated, unused leave when employment terminates with GACIS, computed at a daily rate of pay multiplied by the number of unused days accumulated. Accumulation of leave shall be limited to thirty (30) days.

# Appendix D



## **GACIS DISTRICT ORGANIZATION**

GACIS district membership is composed of personnel from the educational entities in each of the counties listed under the district designation.

**District One (Pioneer RESA)**

Banks, Dawson, Franklin, Habersham, Hall, Hart, Lumpkin, Rabun, Stephens, Towns, Union, White, Gainesville City

**District Two (Northeast Georgia RESA)**

Barrow, Clarke, Elbert, Greene, Jackson, Madison, Morgan, Oconee, Oglethorpe, Walton, Commerce City, Jefferson City, Social Circle City

**District Three (Central Savannah River Area RESA)**

Burke, Columbia, Emanuel, Glascock, Jefferson, Jenkins, Lincoln, McDuffie, Richmond, Taliaferro, Warren, Wilkes

**District Four (Oconee RESA)**

Baldwin, Hancock, Jasper, Johnson, Putnam, Washington, Wilkinson

**District Five (Heart of Georgia RESA)**

Bleckley, Dodge, Laurens, Montgomery, Pulaski, Telfair, Treutlen, Wheeler, Wilcox, Dublin City

**District Six (First District RESA)**

Appling, Bryan, Bulloch, Camden, Candler, Chatham, Effingham, Evans, Glynn, Jeff Davis, Liberty, Long, McIntosh, Screven, Tattnall, Toombs, Wayne, Vidalia City

**District Seven (Okefenokee RESA)**

Atkinson, Bacon, Brantley, Charlton, Clinch, Coffee, Pierce, Ware

**District Eight (Coastal Plains RESA)**

Ben Hill, Berrien, Brooks, Colquitt, Cook, Echols, Irwin, Lanier, Lowndes, Tift, Turner

**District Nine (Southwest Georgia RESA)**

Baker, Calhoun, Decatur, Dougherty, Early, Grady, Lee, Miller, Mitchell, Seminole, Terrell, Thomas, Worth, Pelham City, Thomasville City

**District Ten (Chattahoochee-Flint RESA)**

Chattahoochee, Clay, Crisp, Dooly, Macon, Marion, Muscogee, Quitman, Randolph, Schley, Stewart, Sumter, Talbot, Taylor, Webster

**District Eleven** (Middle Georgia RESA)

Bibb, Crawford, Houston, Jones, Monroe, Peach, Twiggs

**District Twelve** (Griffin RESA)

Butts, Fayette, Henry, Lamar, Newton, Pike, Spalding, Upson

**District Thirteen** (West Georgia RESA)

Carroll, Coweta, Harris, Heard, Meriwether, Troup, Carrollton City

**District Fourteen** (Metro RESA)

Clayton, Cobb, DeKalb, Douglas, Forsyth, Fulton, Gwinnett, Rockdale, Atlanta City, Buford City, Decatur City, Marietta City

**District Fifteen** (Northwest Georgia RESA)

Bartow, Catoosa, Chattooga, Dade, Floyd, Gordon, Haralson, Paulding, Polk, Walker, Bremen City, Calhoun City, Cartersville City, Chickamauga City, Rome City, Trion City

**District Sixteen** (North Georgia RESA)

Cherokee, Fannin, Gilmer, Murray, Pickens, Whitfield, Dalton City

# Appendix E

# OFFICIAL REQUIREMENTS FOR GAEL PRESIDENT REPRESENTING GACIS (By-Laws Article 1.5)

## Qualifications: The applicant must

- have been a *member* of GACIS *and* GAEL for a minimum of the immediate past three years.
- have been a full time employee for a minimum of two years in his/her current school district.
- possess an exemplary record of service to the profession of educational leadership.
- exhibit leadership characteristics that are considered a positive role model for others.
- make a commitment to be employed full time in a K-12 public school system in Georgia in a supervisory, coordinating, or consulting position directly related to the improvement of instruction and curriculum development for a minimum of two years from the date of being named as the GAEL president-elect. In the event of unforeseen circumstances and the nominee cannot meet this commitment, the Board of Directors may name another GACIS member to fill or complete the term(s) as GAEL president-elect and/or GAEL president.
- make a three year commitment to devote the time and leadership to serve as the GAEL president-elect, GAEL president, and GAEL past-president.
- have the support of his/her superintendent and immediate supervisor.

## Selection Criteria\*

- |                                                                     |           |
|---------------------------------------------------------------------|-----------|
| • Service/involvement in GACIS and GAEL                             | 20 points |
| • Demonstrated leadership and management skills                     | 20 points |
| • Experience and skills to lead a state-wide organization           | 20 points |
| • Contributions to the educational leadership profession            | 20 points |
| • Membership in professional education organizations (list in vita) | 10 points |
| • Community involvement (list in vita)                              | 10 points |

## Additional Requirements

- The applicant's direct supervisor and superintendent must be notified, approve and support the application and the applicant's time commitment if selected.
- To be considered, the complete application packet shall include:
  - ✓ The completed application form,
  - ✓ \*A summary of activities related to the Selection Criteria (Maximum 3 pages),
  - ✓ Vita of professional career that includes as a minimum educational preparation, employment history, lists of membership in professional and community organizations, awards and special recognitions (Maximum 3 pages).

## Deadline

The application packet must be emailed, postmarked or faxed to the address and by the deadline set by the Executive Director.

The Nominating Committee will review, evaluate, and rank all applications. The Chairman of the Nominating Committee shall submit the names of all applicants and the name of the person being recommended to serve as the GAEL president-elect to the Board of Directors for approval. (By-Laws Article 9.5)

## APPLICATION TO SERVE AS GAEL PRESIDENT

Name:	School System:
Position:	E-mail address:
Work Address:	Home Address:
Work Phone:  FAX:	Home Phone:  Cell (optional):
Number of years in Education:  Current school system:  Current Position:	Have you been a member for three years in  GACIS?  GAEL?
Total number of years as a member of  GACIS:  GAEL:	Other GAEL affiliate(s) list and number of years:
I am aware of and support this application and the time commitment involved if the applicant is selected:	
<hr/> <div style="display: flex; justify-content: space-between;"> <span>Supervisor’s Signature</span> <span>Date</span> </div>	
<hr/> <div style="display: flex; justify-content: space-between;"> <span>Superintendent’s Signature:</span> <span>Date</span> </div>	
Applicant’s Signature:	Date:

Attach: 1) A three page (maximum) summary addressing each of the Selection Criteria items listed in the Official Requirements for GAEL President Representing GACIS ; and 2) A vita (three page limit) of professional career that includes as a minimum educational preparation, employment history, membership in professional and community organizations, awards and special recognitions.

# Appendix F

## JOHNNYE V. COX LECTURESHIP

In recognition of the significant contribution to instructional supervision made by Dr. Johnnye V. Cox, GACIS established an annual lecture series in her name. The lecture was presented at the annual fall conference by an outstanding leader in the field of curriculum and supervision. Johnnye V. Cox Lectures included:

- 1972 Johnnye V. Cox, *Supervision Today, Yesterday and Tomorrow*
- 1973 John W. Mazola, *The Lincoln Center for Performing Arts*
- 1974 Roger Jacobi, *The Arts and the Disciplines*
- 1975 Ben Harris, *Supervision Helping People: Concerns about Effectiveness*
- 1976 Thomas J. Sergiovanni, *Education, A Special Case; An Overview and Critique of Existing Models of Administration and Supervision*
- 1977 Mildred E. Swearingen, *Beyond the Basics: Leadership We Need to Get Us There*
- 1978 Louis J. Rubin, *Continuous Curriculum Development*
- 1979 Elliott W. Eisner, *Mind as Cultural Achievement: Toward an Expanded Conception of Human Literacy*
- 1980 Jack R. Frymier, *Practical Principles of Educational Leadership*
- 1981 Herbert A. Sang, *Professionalization of the Role of the Supervisor*
- 1982 Richard Neville, *Supervisory Excellence in a Changing Society*
- 1983 F. Anthony Gregori, *Instructional Leaders Reaching Out: Learning Styles*
- 1984 John L. Goodlad, *Sharing the Vision: What Schools Should Teach*
- 1985 Harold Shane, *Teaching and Learning in the Micro-Electronic Era*
- 1986 Lawrence Lezotte, *Effective School Research*
- 1987 Azalea Francis, *Staff Development - A Worthwhile Investment*
- 1988 Ben Harris, *The Ten Tasks of Supervision Revisited*
- 1989 Elliott W. Eisner, *What I Learned in the Third Grade: A Professor Returns to the Classroom*
- 1990 Carl Glickman, *Pushing School Reform to a New Edge: What it Means to Educate in Georgia*
- 1991 Edith Grimsley, *Supervision in Georgia: Our Unique Legacy*
- 1992 Sherry Schiller, *Educational Futurist: Countdown 2001*
- 1993 Ray Bruce, *Georgia Supervision in 1993 - A Return to Our Roots*
- 1994 Beauty Baldwin, *Beyond Oz; Heart, Brains and Courage*
- 1995 Judy Olson-Ness, *It's In Every One of Us*
- 1996 Jan Kettlewell, *Georgia P-16 Council*
- 1997 William Mitchell, *It Happens So Fast*
- 1998 Dudley Flood, *Conquests and Challenges in Education*

The Dr. Johnnye V. Cox Lectureship discontinued in 1998.

# Handbook Revisions

The 2013 revision reflected the addition of the Official Requirements for GAEL President representing GACIS and the Application to Serve as GAEL president.

The 2010 revision reflected an update and reorganization of information. The official website was utilized as a source of information to accompany the revisions.

The 2005 revision reflected Constitutional and By-Law changes that required membership approval and editorial changes were made for clarification.

1998-1999 revision reflected an official name change from Georgia Association of Curriculum and Instructional Supervision to Georgia Association of Curriculum and Instructional Supervisors. Other editorial changes were made for clarification.

The 1994 and 1996 revisions contain editorial changes and constitutional/bylaw changes that required membership approval.

The 1988 revision included only editorial changes needed for clarification.

The 1987 revision included changes necessitated by the GAEL constitution adopted in July, 1987, as well as editorial and handbook organization changes made by Dr. Alfredo Stokes, Dr. Faye Montgomery and Executive Board members.

The 1985 revision included recent amendments to the constitution, revised goals, functions for committee members and the Legislative Committee and the responsibilities of instructional leaders.

# Acknowledgments

The following committee members are commended for their work in the development and refinement of the GACIS Handbook:

2010 Committee: Members of the Board of Directors

2005 Committee: Members of the Board of Directors

1998 Committee: Margie Kamerer, Chairperson; Lynn McCoy, Janet Wiley, Gloria Pylant

1996 Committee: Montene Lewis, Chairperson; Linda Lang, Maggie Bowden, Gayle Hughes

1994 Committee: Montene Lewis, Chairperson; Mary Lou Jordan, John Reynolds

1988 Committee: Betty Benson, Chairperson; Gwen Mundy, Alfredo Stokes, Faye Montgomery

1987 Committee: Betty Benson, Chairperson; Gwen Mundy, Mae Kendall, Faye Montgomery

1985 Committee: Betty Benson, Chairperson; Sara Donley, and Bert Griffin