

A stylized graphic of a globe on the left side of the page. The globe is green with white grid lines representing latitude and longitude. It is partially obscured by black curved lines and circles that suggest a person's profile or a stylized 'E' shape.

Executives In Residence

HOST SERVICE AGENCY APPLICATION

A Yearlong Opportunity
of Professional Development
for ESA Leaders
July through June

Association of Educational Service Agencies

Executives in Residence

Host Service Agency Application

HOST SERVICE AGENCY INFORMATION

CEO/Superintendent: _____

Agency: _____

Address: _____

Telephone Number: _____

E-Mail Address: _____

Website: _____

HOST SERVICE AGENCY DEMOGRAPHICS
Size of Service Agency:

_____	Number of Employees	
_____	Number of Districts Served	_____
_____	Number of Schools Served	_____
_____	Number of Students Served	_____
_____	Overall Service Agency Budget	
_____	Number of Programs: List	_____

**Governance of Service Agency (i.e., Board of Directors-
number, elected, etc.):**

Service Agency Background: Please attach history, guide to services, annual accountability report, and/or other relevant information for intern.

Unique Service Agency Characteristics (i.e., special programs)

Executives in Residence

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1. Brief agency description: _____

2. Brief description of your CEO experience, regional national involvement, personal leadership perspective: _____

APPLICATION DEADLINE

To be considered for the Executives in Residence HOST Service Agency, you must submit your application by MAY 1.

HOST SERVICE AGENCY COMMITMENT

As CEO/Executive Director, I pledge to commit to the planning and execution of a successful site visit, which will include a detailed look at agency programs and services, as well as time spent discussing personal leadership perspectives and experiences. (An "insiders look at how the job gets done!"): _____

Service Agency _____

Signature _____

Title _____

MAIL COMPLETED APPLICATION TO:

AESA (Association of Educational Service Agencies)
53 Hotchkiss Grove Road
Branford, CT 06405-5409

For more information, please call 703.875.0739
Brian Talbott, Executive Director

Executives in Residence

Visitation Requirements

HOST SITE SELECTION REQUIREMENTS

In order for an ESA to be given consideration as an Executives in Residence host site, the Executive Director/CEO of the potential host site must complete the following:

- » Be a member of AESA;
- » Read and sign the enclosed statement of assurances;
- » Prepare an agency profile with the following information:
 - » Name and location of the ESA;
 - » Executive Director/CEO contact information;
 - » Summary of programs and services offered (limit 1 page);
 - » Demographic description of members served, including size and number of school districts, etc.;
 - » Brief description of the governance structure of the ESA;
 - » Annual budget information, including ESA staff, and administrative structure; and
 - » Mission, vision, and goals of the ESA.

Prior to consideration as a host site, the ESA profile and statement of assurances should be returned to the AESA office at: 53 Hotchkiss Grove Road, Branford, CT 06405-5409

PROGRAM SUGGESTIONS

Spring

- » Cohort Selection

Summer CEO Conference

- » Cohort Kick-Off
- » Program emphasis is ESA leadership—Council and AESA staff to meet with cohort group to talk about leadership, AESA, and challenges of ESA leadership
- » Graduate residents to assist with orientation of new cohort as possible

September "Call to Action" Legislative Meeting

- » Program emphasis is state and federal legislation, advocacy, and the relationship between ESAs and the legislative process—Council and AESA staff to meet with cohort group to talk about legislative issues
- » Research potential residency sites for visitations

December AESA Annual Conference

- » Program emphasis is local board governance and programs/services of ESAs nationally – Council and AESA staff to meet with cohort group to talk about board/CEO relationships and the development/implementation of ESA programs/services
- » Attend AESA Foundation Board Meeting
- » Attend Cohort Roundtable/Breakout Discussion with Graduates
- » Attend AESA Annual Business Meeting

January – June

- » Schedule Residency Site Visitation(s)
- » Complete Co-Hort Project

STATEMENT OF ASSURANCES

Each resident selected to participate in the AESA Executives in Residence Program will complete a 1 or 2 one-week residency requirement. The residency requirement can be done at one host site or split between two host sites (1 or 2 one-week). The residency requirement is to be completed within 12 months of beginning the Executives in Residence Program. In order for the residents to be able to complete the residency requirements, ESAs from across the county need to be identified as possible visitation sites. Without the commitment and participation of host sites for the residency requirement, this program cannot provide the experiences necessary for the participating residents.

ESAs may participate as a host site by reviewing and signing this statement of assurances and returning to the AESA office at: 801 N. Quincy Street, Suite 750, Arlington, VA 22203

1. I understand and support AESA, the Council, and the Council's intent in the development and implementation of the Executives in Residence Program.
2. I understand the purpose of the program is to produce more ESA leaders who are prepared to enter formal leadership positions; to cultivate future AESA national leaders; and to increase networking and communication across the nation's ESAs.
3. I understand the residency requirement is designed to be experiential in nature and I agree to communicate with the resident in order to develop a residency experience that will assist in meeting the learning goals identified by the visiting resident.
4. I understand the importance of planning a visitation schedule that encompasses opportunities for the resident to better understand governance, leadership, programs and services, state/local challenges, board relationships, etc., and I agree to build a schedule that identifies the impact these things have on my ESA.
5. I agree to provide AESA an agency profile to be used by participating residents in selecting a host site for their resident visitation and I understand the resident will determine the ESA site they wish to visit.
6. I understand the importance of this experience being comprehensive, meaningful, and rigorous enough to be challenging to the residents and I understand the significance of this opportunity in the development of future ESA leaders.
7. I understand by signing the statement of assurances I am requesting consideration for becoming a host site and I understand AESA will make the final determination regarding ESA participation as a host site for the Executives in Residence Program.

Signature of ESA Executive Director

ESA Name

Date