



**Association of California School Administrators Co-  
Administrator Committee**

**Thursday, November 16<sup>th</sup>, 2023**  
**Zoom– Committee Meeting**  
**10:00am – 12:00pm**

**In Attendance:**

- Dr. Julio Omier (Committee Chair)
- Dr. Tamerin Tooker (Staff Liaison)
- Audrey Harmon (Staff Support)
- Laura Butler (Board Liaison)
- Heath Bunton (R1)
- Michelle Mahoney (R2)
- Cheryl Lawton (R4)
- Valerie (Val) Park (R5)
- Aviette Brooks (R7)
- Jennifer Anderson-Chaffee (R8)
- Barbara Woodard (R9)
- Chantell Butler (R12)
- Miriam Worth (R13)
- Mark Schiavo (R14)
- Ryan Price (R15)
- Julie Steitz (R18)
- Shane Sands (R19)

**Absent:**

- No Current Representative (R11)
- Jessica Rodgers (R3)
- Lauren Falkner (R6)
- Laurel Gast (R10)
- David Kim (R16)
- Esther Cho (R17)

## AGENDA

### 1. Welcome/Introductions (Dr. Omier)

- ❖ Dr. Omier, Committee Chair - Welcomed current and new members to the Co-Admin. Committee family.

### 2. Review & Adoption of Agenda

- ❖ Audrey Harmon (R0 Staff Support) note-taker for minutes for 11/16/2023.

### 3. Additions, Corrections or Deletions to the Agenda/Approval of Minutes for 9/14/2023.

- ❖ Chantell Butler (R12) read previous minutes Barbra Woodard (R9) moved motion to approve minutes.

### 4. Council Business

- ❖ Reading of ACSA Mission Statement – Read by Cheryl Lawton (R4)
- ❖ Reading of Co-Administrative Committee Purpose -Read by Jennifer Anderson-Chaffee (R8)

### 5. Co-Administrators Dates & Times for 23-24

#### ACSA Co-Admin. Committee Meeting Dates for 2023-2024

Date	Time	Location	Meeting
9/14/23 Thursday	4:30 pm – 6:00 pm	Zoom	Co-Admin. Committee
11/16/23 Thursday	10:00 am – 2:30 pm	Zoom	Co-Admin. Committee Professional Development
2/22/24 Thursday	4:30 pm – 6:00 pm	Zoom	Co-Admin. Committee
4/18/24 Thursday	10:00 am – 2:30 pm	Zoom	Co-Admin. Committee Professional Development

### 6. Book Study Group-Debrief

- ❖ The Six Secrets of Change-What the Best Leaders Do to Help Their Organizations Survive and Thrive-Michael Fullen
- ❖ Breakout rooms (6 different groups) to discuss: 1-6 of the book's theory's, Secrets in Action, and Real-life application in our profession.
- ❖ Brainstorm together on "[The Six Secrets of Change Google Doc](#)".
- ❖ Dr. Omier, Committee Chair shared Secret One: The reason people come to work for X company (GE, Costco) is that they want to be about something that is bigger than themselves. The greater the productivity of higher-caliber employees, the lower the turnover rate, thus customer loyalty is greater. The key is enabling employees to learn continuously and to find meaning in their work and in their relationship to co-workers and to the company as a whole.
- ❖ Dr. Omier, Committee Chair shared Secret two: Connect Peers with Purpose Leaders provide good direction while pursuing its implementation through purposeful peer interaction and learning in relation to results. Foster continuous "purposeful" interaction that led to results and is connected to the vision and mission of the organization/district.

- ❖ Dr. Omier, Committee Chair shared Secret three: Capacity building prevails. Capacity building entails leaders investing in the development of individuals and collaborative efficacy of a whole group or system to accomplish significant improvements. Capacity - up to date on new laws, regulations, resources, etc. Combine Transparency and peer interaction.
- ❖ Dr. Omier, Committee Chair shared Secret four: Learning is the work. Effective organizations see working and learning to work better as one and the same. Find out where the system failed- not an individual. Deep learning is embedded in the culture of the workplace and is the essence of Secret 4.
- ❖ Dr. Omier, Committee Chair shared Secret five: Transparency Rules  
Transparency with data When Transparency is consistently evident, it creates an aura of “positive pressure”
- ❖ Dr. Omier, Committee Chair shared Secret six: Leaders need to set up processes that keep overconfidence in check. Great leaders are listeners. Talk about hope and the future.
- ❖ Dr. Omier, Committee Chair shared: Guidelines for Keeping the Secrets,
  - Seize the synergy
  - Define your own traveling theory.
  - Share a secret; keep a secret.
  - The world is the only oyster you have.
  - Stay on the far side of complexity.
  - Happiness is not what you think.
  - Learn from past mistakes and failures.

## 7. Good of the Order

Questions/Comments/ Highlights/Takeaways from today's meeting:

- ❖ Highlights/Takeaways from Today's meeting
  - Michelle Mahoney (R2) Shared that she really enjoyed the book - great reminders as well as “ah ha” moments for me. Loved the discussion with the new people I met today.
  - Chantell Butler (R12) Shared that her favorite is secret 1- Love Your Employees
  - Mark Schiavo (R14) shared he loved having the opportunity to learn from other professional colleagues. Had really powerful conversations with you and thankful for this great group of administrators.
  - Miriam Worth (R13) shared she liked that it's creating a culture of growth
  - Valerie (Val) Park (R5) shared she enjoyed getting to know different folks and learning from everyone.
  - Aviette Brooks (R7) Shared that secret 1 is my favorite
  - Barbara Woodard (R9) shared she enjoyed the collaboration amongst our peers and getting to hear from the new faces within the group.
  - Cheryl Lawton (R4) Shared that secret 1 - Love your employees!!
- ❖ Complete Co-Admin. Goal form with all Co-Admin. Committee Members
  - Goal for the next meeting: is to share a secret that is most valuable to you!

### **ACTION: Homework:**

- ❖ **Read Book 2: Coherent School Leadership-Forging Clarity from Complexity** -Michael Fullen and Lyle Kirtman
- ❖ **Be ready to share committee reports for the upcoming meeting on 2/22/2024.**

## 8. Adjourned

# Association of California School Administrators

## Co- Administrator Committee

### Purpose Statement

#### ACSA Mission Statement

The mission of the Association of California School Administrators is the driving force for an equitable, world-class education system, and the development and support of inspired educational leaders who meet the diverse needs of all California Students.

#### An educational leader is someone who:

- Puts students first and advocates on their behalf
- Sees the potential in all individuals through the lens of equity and a belief in the power of diversity
- Draws upon the passion and talent of others to develop a shared vision for education
- Builds strong consensus and a commitment to action
- Is principled and authentic
- Is bold and influential
- Is driven to turn possibilities into reality
- Inspires others by nourishing the mind and the heart
- Understands that it is a primary responsibility of leadership to cultivate and promote other leaders

#### Co-Administrator Committee Purpose

- To educate and empower co-administrators and aspiring administrators (vice-principals, assistant principals, deans, coordinators, etc.) in their role as instructional leaders within their schools and communities.
- To promote networking and increase communication among administrators and aspiring administrators.
- To provide access to professional development and mentoring experiences.
- To increase awareness of the co-administrator's role and the importance of that role.