



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

**Thursday, September 17, 2020
Web-Ex Committee Meeting
4:30 pm – 6:00 pm**

Draft Minutes

The meeting came to order at 4:30 pm.

Present:

Dr. Julio Omier-Co-Admin. Chair; Josh Rowe-Region 2; Roxana Mohammed-Region 6;
Barbie Woodard-Region 9; Felix Jones-Region 12; Stuart Bushnell-Region 3;
Troy Fresch-Region 17; Kristen Fielding-Region 5; Samuel Dovlatian--Region #16;
Dr. Amanda Richard-Region 11; Kristyn Andrews-Region 4; Barbie Woodward-Region 9.

Absent:

Mary Hazlett-Region 13; Keith Kerney-Region 15; Shane Sands-Region 19.

Welcome/Introductions (Dr. Julio Omier, Chair)

Dr. Omier (Chair) introduced himself and welcomed everyone to the meeting.
New and returning members introduced themselves to the entire committee.

Note-taker

a. Chair/President selects note-taker for minutes for 9/17/20.
Kristen Fielding (region 5) is note taker

Council Business

- a. Reading of ACSA Mission Statement. ACSA Mission was read aloud Joshua Rowe-Region 2
- b. Reading of Co-Administrator Committee Purpose. Co-Admin. Committee Purpose was read aloud by Roxana Mohammed-Region 6
- c. Additions, Corrections or Deletions to 9/17/20 Agenda & Draft Minutes on 4/4/23/20. Committee reviewed minutes. Minutes were approved by unanimous vote.

Co-Administrators Dates & Times for 2020-2021

Dr. Omier (chair) reviewed the Co-Admin. Committee dates & times for 2020-2021. Due to COVID, each meeting for 2020-2021 will be through WebEx and/or Zoom.

DATE	Time	Location	Meeting Type
09/17/2020	4:30pm - 6:00pm	Web EX	Committee Meeting
11/04/2020	10:00am - 2:30pm	Web Ex	Leadership Summit
02/25/2021	4:30-pm - 6:00pm	Web Ex	Committee Meeting
04/22/2021	10:00am - 2:30pm	Web Ex	Committee Meeting Social Following Meeting

Review Co-Admin. Goals for 2019-2020

Dr. Omier, Chair reviewed with the committee the 2019-2020 goals and the success of our 1st ever published ACSA-Co-Admin. Newsletter.

We will have a book talk to support our roles and responsibilities as Co-Administrators: Book Title: [Opening Doors: An Implementation Template for Cultural Proficiency](#)

We will set up a google Co-Admin shared folder to include best practices for Co-Admin. https://drive.google.com/drive/folders/1BhAHg_fXwo111lq-j-fj-vdx2IufzAGW?usp=sharing

We will have a Co-Admin Newsletter (*Reflections*) that will be published once a year (Spring) for ACSA to share out with Region Presidents.

[ACSA-Co-Administration Committee Newsletter-Reflections- May 2020](#)

Set-up goals for 2020-2021

Dr. Omier (chair) reviewed data from google form that he shared with the committee.

Please complete google form below to support us in developing our goals for 2020-2021
https://docs.google.com/forms/d/e/1FAIpQLSczLmVP15pokRHMMighTgyrPwXWCBMOiM3Ma-K-9yz2QaKugA/viewform?usp=pp_url

Co-Administrator's Committee Goals 2020-2021

* Required

A culture of collaboration where everyone's voice is heard is essential to a successful organization. Please fill out the this short survey to support me in developing the Co-Admin. Committee Goals for 2020-2021. Thank you, Dr. Omier, Co-Admin. Committee Chair.

Name *

Your answer

Last Name *

Your answer

Data results: Social Emotional Learning (SEL) and School Budget (LCFF/LCAP) are the two areas of Professional Development the committee will like to focus for 2020-2021.

Dr. Omier (chair) Proposed Support for Co-Admin through informal meetings on Zoom on the first and/or last Wednesday of every month at 7:30 am – 8:30 am or 4:00 pm to 4:30 pm. The Committee agreed to meet the first Wednesday of every week from 4:30 to 5:30 pm via Zoom to allow of the regions across the state to share ideas and best practices and collaborate with one another for support.

Book-Study: Reading "leadership and Self-Deception;" Committee should read "Part 1" by our next meeting, November 4, 2020 (pages 3-50); Part 2 by (59-112) by February 25, 2021; Part 3 (pg. 121-170) by April 22, 2021. we will have a discussion at the Leadership Summit; read with the following lens: How does this idea/concept/theory pertain to me? Self-reflection. How does this reflect my personal/work sphere? How does this reflect on all stakeholders? Dr. Omier (chair) will send a Google doc sheet (shared folder) where you can write your thoughts about the book.

21st century technology skills – ex. Zoom, Tablet, google forms. Slides, etc.

Dr. Omier (chair) will like to continue focusing on 21st century technology skills to support Co-Admin. on their roles as Co-Administrators. Focus: Zoom, Tablet, Screencastify, google forms, google slides, etc.

The Co-Administration Committee agreed upon the following goals for the 2020-2021 academic year:

- 1) The Co-Admin. Committee will continue to have a virtual Newsletter – *Reflections* to highlight our focus items for 2020-2021 to share with ACSA and Region presidents. o [ACSA-Co-Administration Committee Newsletter-Reflections- May 2020](#).
- 2) The Co-Admin. Committee will continue to have a book study to support us in our roles as Co-Administrators, i.e. (continue to self-reflect as an instructional leader with the focus of student learning outcomes). 2020-2021 book study: Leadership and Self-Deception
3. The Co-Admin. Committee will continue to use 21st Century Technology skills throughout the year to support us in our roles as Co-Administrator's, i.e. (Zoom, Tablet, Screencastify, google docs, google forms, google slides, etc).
4. The Co-Admin. Committee agreed to meet on the first Wednesday of every month via Zoom; (4:30 pm to 5:30 pm) to allow all of the regions across the state to share ideas and best practices and collaborate with one another for support.

Report from ACSA (Dr. Tracy Robinson)

Dr. Tracy Robinson, welcomed everyone and reminded everyone of the ACSA's strategic 2018-2021 plan.

Advocacy & Legislative Update-

Lauren Stroud-Region 1-gave report on SB98; she will have updates in November regarding COVID relief; ACSA is advocating for how the state will address funding and loss of learning due to COVID.

Representative & Committee Reports

Region 1: (Lauren) many schools have opened; her school in a hybrid model

Region 2: (Josh) fires hitting hard;

Region 3: (Stewart) no updates; fires impacting area

Region 4: (Krysten) fires impacting region; region chapter is providing support

Region 5: (Kristen) region is planning for virtual socials and Leadership Summit opportunities

Region 9: (Barbie)- goals to address loss of learning

Region 11: (Amanda) - SEL support for students; administrative self care

Regions 12_: (Felix) region districts infiltrated by malware;

Region __: (Mary)

Region 14: (Larry) ACSA workshop on diversity and inclusion; region is encouraging members to participate in academies.

Region 15: (Keith) absent

Region 16: Samuel - superintendent (LAUSD) is holding COVID testing sites at district schools (42 total); currently dedicated to employees and dependents; 24 hours turn-arounds

Region 17: (Troy) -No report

Region 10: (Jeremy) vacancy – Was promoted to principal

Region 14: (Crechena Wise Board Liason) -proud of work going on in Region 14; equity is on the forefront of conversations.

Additional Comments-Open

Roxanna (region 6) shared information about Highway 5 to Higher Ed:

<https://docs.google.com/spreadsheets/d/1zWbzS2b3V0Vzp7gUpTjwf25djeUJ5gEMeSL6HtKGGZO/edit#gid=0>

Dr. Omier (chair) shared Coachella Valley Regional Virtual College Fair at

www.ntbweek.com

Good of the Order

Highlights/Takeaways from today's meeting (to report to region/state)

Meeting Highlights/Topics

- The energy of this Co-Admin. Committee is positive and exciting.
- Connecting with other Co-Admin. across the state is important for support and professional growth.
- Dr. Julio Omier, Co-Admin. Chair, has established a shared leadership model where everyone's voice is heard and valued across all regions in the state.

Adjourned

Meeting adjourned at 5:59 pm

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.