

Meeting Minutes/Notes

SECONDARY EDUCATION COUNCIL MEETING

November 1, 2023

11:00 AM – 4:00 PM

SAFE Credit Union Convention Center

1400 J Street, Sacramento, CA 95814

Meeting Room: Ballroom A – 10 (Second Level)

(Parking available at 900 13th Street: enter on 13th between J & I Streets)

Hybrid Meeting

Zoom links:	Joint Meeting	11:00 AM – 12:00 PM, 1:00 – 1:40 PM Common Link - Council Business Meeting #1
	Council Only	1:40-4:00 PM SEC - 1:40pm-4pm

11:00 – 11:25 AM Ballroom A – 9 | MGE & SE Councils meet together

- 11:00 AM Call to Order (motion and second)**Chrissy Moore, Heather Conkle**
Open Business Meeting
- Adopt Agenda
 - Confirm Council Secretary
 - [Membership Roster](#)
 - Confirm Attendance
 - Affirm [ACSA Mission](#)

Notes:

The agenda was adopted and we confirmed attendance with roll call in-person and on zoom.
We also read the ACSA Mission.

- 11:05 AM Welcome & Networking.....**Derrick Lawson**
- Concentric Circles (in-person and virtual)
 - [Networking Slides](#)

Notes:

- 11:15 AM ACSA [NASSP](#) Spotlight**Derrick Lawson, Terri Daniels**

ACSA NASSP Affiliation: [Overview](#)

- **Guests: Aaron Huff, President, NASSP
Ronn Nozoe, Executive Director, NASSP
James Taube, Director, Membership, NASSP**
- **NASSP Value to ACSA Members**
- **NASSP Website Highlights (Networks, Advocacy, Resources)**
- **Conferences and Member Benefits ([NASSP Membership Video](#))**

Notes:

NASSP President Aaron Huff spoke with us about NASSP.

ACSA Executive Director Edgar Zazueta also came to welcome NASSP colleagues and encourage the Elementary, Middle Grades and Secondary Councils .

NASSP Board Member (and ACSA member, R19) Derrick Lawson spoke about opportunities for NASSP members.

The National School Leaders Advocacy conference was announced: March 11-13, 2024 in Washington DC.

LEAD: National Student Leadership Conference, November 10-12, 2023 in Arlington, VA

UnitED: Annual School Leaders Conference (NAESP/NASSP), July 15-17, 2024 in Nashville, TN

11:25 – 11:50 AM Ballroom A – 9 | EE, MGE, SE Councils meet together

11:30 AM Ladder of Engagement for Council Service.....Derrick Lawson, Mary Gomes****

Welcome and Greetings.....Dr. Edgar Zazueta****

- **Executive Director, ACSA**

Notes:

Draft of the continuum for the Ladder of Engagement for Council Services was shared. This is a tool for Council members to reflect on how we are providing service and support on the Council and to other administrators in our regions.

11:50 AM **Move to ACSA Governmental Relations Luncheon Room**

**Noon – 1:00 PM [ACSA Governmental Relations](#) Luncheon (boxed lunch)
Meeting Rooms 9 – 11, 2nd Level (near Outdoor Terrace)**

Notes:

ACSA’s Advocacy in Action team presented an overview of state budget and policy outcomes.

This information can be found on the ACSA website (see link above).

1:10 – 1:30 PM Ballroom A – 9 | | *Continued:* EE, MGE, SE Councils meet together

1:10 PM Context for Council Bylaws Revision Process.....Derrick Lawson, Mary Gomes****

- **ACSA Committee & Council Structures**
- **ACSA Strategic Plan**
- **Original EEC/MGEC/SEC Bylaws Development**

Notes:

Katherine Castleberry (R14) and Rene Rickard (R13) introduced themselves as candidates for ACSA Vice-President.

Derrick Lawson spoke about Bylaws changes for each council and shared a membership video for NASSP.

1:30 PM **CalKIDS Program: The first step toward college.....Stanley Zeto**

- Deputy Executive Director, ScholarShare Investment Board
CA State Treasurer’s Office

Notes:

Deputy Director Stanley Zeto provided an overview of the program to provide kids and families across California with access to funds to pursue higher education. It encompasses several components:

Component 1: Newborns

Children born in CA born after July 1, 2022: see accounts already created for them but families must log-on to activate the account. After high school graduation, funds may be requested for higher education. Funds may be combined with other sources including FAFSA, or similar grants.

Component 2: Students

Established automatically for eligible low income students beginning in the academic year 2021-2022. Covers costs such as books and tuition. It is very flexible and not limited to institutions in California.

Support: Administrators can help by disseminating information regarding this program on district/school websites, social media, and school events. Ensure our families are aware that this program is available.

1:40 PM **Move to Ballroom A-10**

1:45 – 4:00 PM **Ballroom A – 10 | SE Council Business Meeting**

1:45 PM **Council Business Operations.....Heather Conkle**

- Approve Meeting Notes: [03-16-23](#)
- Affirm Council Purposes & Vision, Council Goals

Confirm Council Leadership Volunteer.....Heather Conkle

- Legislative Policy Committee Representative
- Curriculum, Instruction & Accountability Council Liaison

Key Dates.....Heather Conkle

- 2023-24 Key Council Meeting & Activities Dates

Notes:

Meeting notes from 3-16-23 approved. Motion: 1st - Lito Garcia (R10), 2nd - Erica Tejada (R19). We are seeking volunteers for the curriculum and Instruction liaison: Felicia Limbrick (R12) will be representing; back-up by Bonnie Munguia (R18).

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- 2:05 PM Council Strand at Leadership Summit.....Heather Conkle, Mary Gomes**
- **Recruit Council Member Room Monitor for Session**
 - **Room Monitor Script and Responsibilities**
 - **Leadership Summit Highlights**

Notes:

We are taking off a leadership strand session. There were other important sessions during that time slot and we canceled the Hot Topics in Secondary Education which would have included a panel discussion. When we gathered topics of interest from secondary administrators, there were 9 responses with various topics. The proposal was made to have a “Lunch and Learn” type event via zoom after school or during a lunch hour. The Council members could be the panel to discuss the topics. The topics will be sent to the Council to see who has expertise in these areas to lead the discussions.

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- 2:10 PM Victory Protocol.....Heather Conkle**

Notes:

Heather demonstrated a protocol for tackling topics and situations in Secondary Education. Victory protocol document was shared.

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- 2:20 PM Begin Council Bylaws Revision Process.....Heather Conkle, Mary Gomes**

Notes:

The Council discussed the Bylaws and the best way to work on the revisions. We lay our current Bylaws next to the ACSA strategic plan and the Bylaws of the other two Councils. The goal will be alignment with these documents.

2:30 PM Break

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- 2:40 PM Open Forum, Hot Topics, Best Practices Sharing..... All**

Notes:

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- 3:00 PM January 2024 [Meeting Planning](#).....All**

- **ACSA Directive: At least one Council meeting per year to be open to job-alike group statewide.**
- **Professional Learning: Member-Presented & Guest Presentations**

Notes:

January 18, 2024, 9:00am to 12:00pm for a job-alike. This meeting will be open for all principals. We need potential topics: A-G, Dual Enrollment, etc. See the planning meeting document with more detail.

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- 3:10 PM Reports, Updates:**
- **[ACSA Board](#).....Mehereen (Rene) Rickard**
 - **[Council President Report](#).....Heather Conkle**
 - **Council Legislative Policy Committee Rep.....*Under Recruitment***
 - **[CA Interscholastic Federation \(CIF\)](#)..... Erika Tejada**
 - **CA Career Resources Network (CalCRN).....John Merris-Coots**
 - **[CA Dept. of Education \(CDE\)](#).....Kyle Castleman**

Notes:

[These report summaries can be found in this folder.](#)

ACSA Board Notes:

- Working to consolidate ACSA platforms to be more efficient and save costs.

Council President’s Notes:

- NASSP Conference was a dynamic experience and encouraged us to attend the national conference in Nashville, TN.

Erika Tejada is the Legislative Policy Committee Rep and also the representative for CIF.

John Merris-Coots spoke for CalCRN and CDE. He reported that they have a new platform for career with staff and students. Career Platform and Career Options - a free downloadable platform.

Kyle Castleman reviewed information from the CDE and updates from the department.

3:30 PM Discussion: Strategies for Increasing Council Impact..... All

Notes:

Shared ideas to increase participation in events.

- NVC, shared the Administrative Celebration, Admin brings a guest and it is highly attended.
- Hosting virtual events with gift card prizes are also well attended.
- K-12 collaborative continues their monthly meetings

Increasing Impact:

The virtual event with hot topics for secondary administrators should bring some attendance and impact. We also offered charter ideas to increase attendance and engagement. After-hours events, such as golfing, dinner/happy hour events, speakers, student recognition events, often bring crowds. There have been some state-wide virtual events around education topics and also a recommendation has been made for small-group virtual meetings for supporting new administrators has been a good link to support our colleagues. We also talked about reaching out to all administrators, both ACSA and non-ACSA to show that we support each other and try to increase membership.

3:40 PM Travel Claim Submission Process.....Mary Gomes

- **Fillable EEC Travel Expense Claim Form**
- **Submission Link**

Debrief Meeting & Prepare [Meeting Summary](#) All

Announcements

- **[K-12 Site Administrator Leadership Network Meetings \(Free!\)](#)**

(W) 4:00-5:00 PM

Date	Topic
November 1, 2023	SEL and Self-Care for Site Leaders and Staff
December 6, 2023	Building Relational Capacity (Your Support System)
January 10, 2024	Time Management and Exponentially Expanding Your Resourcefulness
February 7, 2024	Dealing with Difficult People
March 6, 2024	Security and Safety: Campus Climate and Restorative Student Relationships Dealing with Social Media Challenges
April 10, 2024	Planning Meaningful Professional Developments Aligned to School Needs
May 1, 2024	Closing the School Year with Celebration and Grace, Opening the New Year with Inspiration and Hope

- **Council Business Meeting #2**
(M) 9:00 AM – 12:00 PM
 - **January 18, 2024**

Good of the Order

4:00 PM **Adjourn (motion and second)Heather Conkle**

Notes:

Motion to Adjourn: 1st - Lito Garcia (R10), 2nd - Felicia Limbrick (R12).
