



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

**Thursday, April 23, 2020  
Web-Ex Committee Meeting  
10:00 am - 11:30 am**

**Approved Minutes**

The meeting came to order at 10:05 am.

**In attendance:**

Dr. Julio Omier (Chair); Joshua Rowe (Region 2); Roxana Mohammed (Region 6); Stephen Sweitzer (Region 7); Dr. Larry Natividad (Region 14); Joe Austin, Board Liaison; Dr. Tracy Robinson, ACSA—Educational Services Executive.

**Absent:**

Lauren Stroud (Region 1); Kristyn Andrews (Region 4); Kristen Fielding (Region 5); Barbara Woodard (Region 9); Jer Soriano (Region 10); Carrie Schwartz (Region 16); Jeremy Meadows (Region 18). Shane Sands (Region 19).

**Welcome/Introductions (Dr. Julio Omier, Co-Admin. Committee Chair)**

Dr. Omier (Chair) introduced himself and welcomed everyone to the meeting. Dr. Omier explained that due to the recent closure of schools due to COVID-19 on Friday, March 13, 2020, he would like to begin the meeting by asking each region representative to share their current experience with COVID-19 as it relates to their school site and/or district. Dr. Omier asked each committee member to open-up the folder titled: COVID-19 in the Co-Admin. google shared drive to share input. Dr. Omier asked for support in taking minutes for the meeting. Mr. Joshua Rowe (Region 2) agreed to take minutes for the meeting.

**COVID-19- Update by region.**

Mr. Stephen Sweitzer (Region 7) shared that his school site is opened twice a week for teachers. Their senior graduation activities are postponed until late August. Joshua Rowe (Region 2) – shared that his community is only opened for essential workers. Dr. Larry Natividad (Region 14) shared that only essential personnel are authorized on campus and that they are providing free

food for their community. Roxana Mohammed (Region 6) explained that her campus is closed except on Tuesday's from 10-11 so students can pick up books and other materials. Joe Austin (Board Liaison) stated that he would like to share articles that explains the differences between physical distancing vs relational distancing. Dr. Robinson (ACSA—Educational Services Executive) shared that non-exempt staff were sent home on March 14. Support staff was just given the clearance to work remotely from 10-3 pm. Dr. Omier (chair) asked is if their districts were ready distance learning? Joshua Rowe (Region 2)-shared that it took a week or two to get distance learning up and running. Dr. Omier (chair) asked if there were any other challenges due to COVID-19? Joshua Rowe (Region 2) – shared that meeting the demands for Sped. Ed. (meeting IEP deadlines) and ELL students during the COVID-19 epidemic has been a major challenge. Everyone agreed that this was a major challenge for all regions in our state.

### **Reading of ACSA Mission Statement**

Mr. Stephen Sweitzer (Region 7) read the ACSA mission statement.

### **Reading of Co-Administrator Committee Purpose (TBD)**

Roxana Mohammed (Region 6) read the Co-Administrator Committee Purpose.

### **Additions, Corrections or Deletions to the Agenda/Approval of Minutes for 2/27/20.**

Dr. Omier (chair) asked if there were any corrections needed to be made to the Agenda and/or approved minutes for 2/27/20. Agenda and approved minutes for 2/27/20 was unanimous.

### **Reflections Newsletter – Final Draft Review**

Dr. Omier (chair) thanked Dr. Larry Natividad (Region 14); Jeremy Meadows (Region 18) and Shane Sands (Region 19) for their committee review of the newsletter. Dr. Omier (chair) asked for input from the rest of the committee on the Reflections Newsletter and for the committee's approval to post Dr. Larry Natividad (Region 14) article in the newsletter. Joe Austin, (Board Liaison) agreed on keeping the tone neutral instead of focusing on COVID. The committee liked Joe's suggestion. Dr. Omier (chair) asked the committee for the approval to make the changes. The Committee agreed unanimously for new changes and suggestions.

Dr. Omier (chair) stated that he will send the revised changes to the committee by late April, early May 2020. The goal is to send the finalized Reflections Newsletter off in late May 2020.



[ACSA-Co-Administrator Newsletter](#)

### **Co Admin. Academy (2021-2022) Topics**

Dr. Omier (chair) stated that he tried to get Dr. Ron Williams as a guest speaker for today's meeting but was not able to get a hold of him due to the recent COVID-19 outbreak. The team discussed the most important topics to share with Dr. Ron Williams, President Elect to support him with new ACSA Co-Admin. Academy in 2021-2022.

## **Co Admin. Academy Topics for Co-Admin. Academy 2021-2022:**

- Socio-Emotional Learning
  - Restorative Practices
- MTSS/PBIS
  - Trauma Informed Practices
- Campus Culture
  - Tough Parents
  - Tough Teachers
  - Staff Evaluations
    - Certificated and Classified
- Curriculum and Instruction
- Statewide Testing
  - ELPAC
  - CAASPP
    - CAA
- CTE
- Budget
  - LCFF
  - LCAP
- Special Education

### **Book Talk – Opening Doors (2019-2020)**

#### [Opening Doors: An Implementation Template for Cultural Proficiency](#)

Dr. Omier (chair) asked the team if they liked the book. General consensus of the book has been very positive and has supported all of co-administrator's to self-reflect and support their personal and professional growth.

### **Lauren, Josh, Kristen Stephen - Chapter 4**

#### Chapter 4: Framing Your Work with a Cultural Lens

- A commitment to examining your own values, assumptions, and behaviors.
- A commitment to working with your colleagues to examine your school's and/or your district's policies and practices.
- A commitment to being an integral part of the community you serve by learning with and from the community.
- Inclusive core values and Inclusive guiding principles was the major theme in this chapter. Leaders must set the example of an inclusive environment. The primary role of school leaders is to ensure that students have an opportunity to become educated to the highest levels possible. As leaders in our profession, we must continue to challenge the status quo to ensure Social Justice, Equal Access and Equity for all students is our core belief. The support of Social and Emotional Learning are important pieces as well.
- In what ways do I lead my school / district to develop and live authentic and inclusive core values and mission statement?

Larry, Kerry, Shane - chapter 5

- Chapter 5: Student Access through a cultural lens
  - As district and site leaders we need to continue asking questions to ensure access and equity for all: Examples of such questions may include:
    - What is it that we can do that embrace students' culture?
    - What data do we need to collect to determine if we are living our mission?
    - What programs are in place that authentically serve all students?
    - What do data show about which programs (e.g. special education, Gifted & Talented Education, elective, extracurricular, visual and performing art) serve all demographic groups?
  - Knowing which questions to ask and then understanding the answers to these questions is not a quick or easy process.
  - The author's acknowledge that becoming cultural proficient, whether individually or at a school, and/or as a district is a journey and takes time. The first step is to self-reflect, then lead by example and core values of equity and access for all.

**Next year's book: Leadership and Self Deception**

Book will be sent at home residence due to COVID: Please add home address to google doc [https://docs.google.com/document/d/1\\_vyA9p6Y0keij2ZwxFTsb7xVugP5U-0Whh-f\\_r14VR4/edit](https://docs.google.com/document/d/1_vyA9p6Y0keij2ZwxFTsb7xVugP5U-0Whh-f_r14VR4/edit)

**Report from ACSA (Dr. Tracy Robinson)**

No report was given.

**Advocacy & Legislative Update**

No report was given.

**Representative & Committee Reports**

No report was given.

**Professional Development**

For 2020/2021 the team would like more training on ZOOM and how to use the Google Suite.

**Good of the Order-Questions/Comments**

- Dr. Omier (chair) thanked everyone on the committee for their hard work this year and representing their regions. He expressed the importance of always working as team.
- Dr. Omier (chair) reminded everyone to continue using the ACSA website as a resource. He also reviewed the CDE website for up to date on distance learning, COVID-19, state testing, etc.
- **ACSA Town Hall**
  - WebEx next week on running for VP for ACSA. (Joe Austin)
  - Next Wed. 4/29/20 1 p.m. to 3 p.m.

- **Highlights/Takeaways from today’s meeting**

Key takeaways

- Co-Admin. Newsletter – 1<sup>st</sup> publication – May 2020. Very positive across the state and regions.
- How we communicate as Co-Administrators through our core values, social justice lens, Language and Tone are important for to the success of student learning.
- Kudos to all regions for being flexible during COVID-19. Being flexible is important.

**Meeting Dates and Locations 2020-2021**

Due to Covid-19, all meetings may be through WebEx for 2020-2021

Committee will meet only on evenings or weekends. Six special day-long “regional” meetings will be held bringing together co-administrators from three adjoining ACSA regions.

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

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**Adjourned**

11:13 am – Meeting was adjured.

# 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.