

# F.W. Parker Charter Essential School

## Minutes

### Diversity and Enrollment Committee Meeting

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#### **Date and Time**

Wednesday November 14, 2018 at 5:30 PM

#### **Location**

49 Antietam St, Devens, MA 01434

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#### **Committee Members Present**

C. Igoe, G. Penna, M. Munford, S. Reinhorn, T. Sumner, Z. Basma

#### **Committee Members Absent**

A. Hamilton, P. Madera

#### **Guests Present**

C. Regan-Davi

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### **I. Opening Items**

#### **A. Record Attendance and Guests**

#### **B. Call the Meeting to Order**

M. Munford called a meeting of the Diversity, Equity and Inclusion Committee of F.W. Parker Charter Essential School to order on Wednesday Nov 14, 2018 at 5:34 PM.

#### **C. Approve Minutes**

S. Reinhorn made a motion to approve minutes from the Diversity and Enrollment Committee Meeting on 10-10-18 Diversity and Enrollment Committee Meeting on 10-10-18.

G. Penna seconded the motion.

The committee **VOTED** unanimously to approve the motion.

### **II. Translation & Accessibility**

#### **A.**

## Review of docs

### Website Accessibility

- Google Translate is pretty good SO if you change it to being a webpage, then it would work okay
- Any download or PDF or PowerPoint is not translated
  - "Right to Attend" document -- only one on Enrollment
- Whole website:
  - "Mission"
  - "About" tab, etc
- Under College info, there's a 2-pager of what gets sent to college --- that could be good on the Enrollment page
  - more stuff like sample narratives, etc.

Action: Turn most of this into webpages so Google Translate can help us out. Nicky will now do the "Right to Attend" doc.

## B. Application

### Application Process

- Invitation to self-identify comes AFTER the application process
- Have to have an **informal process of identifying families we want to follow up with**
  - front office staff would figure out who to focus on
  - after offers of admission + waitlist, **WE** partner them with families of color, etc.
- Could use other proxies like geographic diversity
  - target cities like Leominster & Fitchburg
- How many come in to see Parker vs. apply online?
  - probably 2/3 set foot on campus
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## III. Other Business

### A. Review calendar & next steps

#### Calendar

- Looking at our "Goal Setting Document" and Glenn's table
- Broken into 5 buckets
- Community & Communications
- Resource Development
- Full-time Diversity Role (Director)
- Data Collection & Analysis
- MCPSA Weighted Lottery campaign

- staff preference & diversity preference on the agenda
- representatives recognized, Todd and Katrina leading the charge
- collaborative partners are set

**Christine shared:**

- trying to "date before we marry" so broader outreach would be great
- already ask for committee members twice a year
- PLP in-person recruitment was most successful

**B. Update from Lawrence Academy**

Colin shares that NEMNet wasn't great bang for your buck for LA

- funnel was too broad (not necessarily interested in the area/type of school)
- tech was clunky

Hiring

- finding success
- faculty reaching out their networks
- posting all over the place

Faculty Dev & Growth

- ongoing work with partner org
- sent teachers to diversity conferences all over (rotating who goes)

Curriculum

- Identifying gaps in representation in the curriculum

Also have Director of Diversity, Enrollment & Inclusion to look at whole experience

**IV. Closing Items**

**A. Adjourn Meeting**

C. Igoe made a motion to adjourn the meeting.

M. Munford seconded the motion.

The committee **VOTED** unanimously to approve the motion.

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 6:40 PM.

Respectfully Submitted,  
M. Munford