

F.W. Parker Charter Essential School

Minutes

Diversity and Enrollment Committee Meeting

Date and Time

Wednesday November 14, 2018 at 5:30 PM

Location

49 Antietam St, Devens, MA 01434

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

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
-

III. Other Business

A. Review calendar & next steps

Calendaring

- 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