

## The logo is a circular seal with a dark blue outer ring. Inside the ring, the words "EQUITABLE OUTCOMES FOR ALL" are written in white, uppercase letters. Below this, in a smaller, white, lowercase font, is the phrase "...for every child, every day, every opportunity". The center of the seal features a stylized American flag with stars and stripes, overlaid with a circular emblem containing a white 'W' on a blue background. Surrounding the central emblem are several colorful, stylized human figures in various colors (red, orange, yellow, green, blue, purple) holding hands in a circle.





# We abide by...



- ❖ Equity of voice
- ❖ Fair & respectful treatment to all
- ❖ Be Punctual-the flow of meeting continues if you are late
- ❖ Be Present...leading to a *Meaningful Engagement*
- ❖ Problems are discussed with a focus on solutions
- ❖ Closure of meeting with decisions that are made by all
- ❖ Be responsive to the assigned tasks
- ❖ Sign in for any meeting that you attend

❖ **Attendance sign in link:**

[https://docs.google.com/forms/d/e/1FAIpOLSfrrmXjIGdHR0\\_1v5DXyF\\_r2MGJRPg2dYFxOJRmBbY3OLRf4g/viewform](https://docs.google.com/forms/d/e/1FAIpOLSfrrmXjIGdHR0_1v5DXyF_r2MGJRPg2dYFxOJRmBbY3OLRf4g/viewform)



## Agenda:

- ★ Ice breaker by student leaders
- ★ Update on newly-formed *diverse department think tank* for input on ‘communication for treatment’
- ★ Review treatment commitment ideas
- ★ Suggest new action steps
- ★ Update on diversity calendar



## Ice breaker by student leaders

- ★ One student on each table
- ★ Introduction
- ★ Question to all members on table:

*Please tell your name, share your favourite hot and cold beverage and tell why is that your favorite beverage.*

- ★ One person from table reports.



In the last meeting, out of **13 processes and strategies**, the committee narrowed down the following two recommendations:

**1: Training on effective communication with all stakeholders ( WORK STARTED)**

*Teachers, parents, students, administrators etc.) from customer service point of view-like timely responses via emails, radios, telephone for colleagues, school admin, parents, and the teachers etc.*

**2: Training on tools and needs appropriate for success**

*These would be alternatives to suspension in the traditional manner. Like consequences that match the offense and are similar to what an adult may face. (e.g: extra work around the school, tasks to build the students character etc.)*

## Training on collaborative communication for a respectful treatment

- **Types of communication:** verbal communication, non-verbal, written-emails/events, visual, or listening
- **Process of communication** (Starting from district office)
  - Courtesy response (samples will be included):** Acknowledging customer via verbal or written (a standard response to go out if an answer is not ready yet, some additional information is required, or the person ultimately responsible to give answer is not available)
  - In-person communication:** Body language, facial expressions, tone of voice, use of appropriate language, communicate later if do not have the answer at the moment, give a patient hearing to understand the requirement/concern,
- Clarify & double check: Do you understand?, Should I repeat that?
- Take a breather: 10 seconds break to formulate your thoughts
- Stay focused: on your customer (parent, student, colleague etc.)
- **Based on time-sensitive issues:** parents calling regarding child's health, grades, transportation, bullying, ,
- **Underestimate people's understanding and over communicate:** Articulate your written or verbal response
- **Choose the right medium for effectiveness based on your audience:** virtual, phone, email, in-person



## **The first step-Research on communication**

**Research started in September, 2023**

- ❖ 15 Courses to improve your communication skills in the workplace
- ❖ Communication in a Leadership Team for Systemic Change in a School District
- ❖ Building Effective School - Family - Community Partnerships in a Large Urban School District
- ❖ Exploring How School District Leaders Make Meaning of Equity in Practice through Positive Behavioral Interventions and Supports
- ❖ Conflict Resolution Education and Positive Behavioral Support: A Climate of Safety for All Learners
- ❖ Educational Leadership to Create Authentic Inclusive Schools: The Experiences of Principals in a Canadian Rural School District
- ❖ How to Improve Communication Skills at Work
- ❖ Communication - Basics and Importance
- ❖ Communication: Characteristics, Process, Types, 7Cs, barriers to communications, & Importance
- ❖ Cultural differences and body language
- ❖ A leader's guide: Communicating with teams, stakeholders, and communities during COVID-19
- ❖ Ana Mendy, Mary Lass Stewart, Kate VanAkin. April 2020.
- ❖ Quick Stress Relief
- ❖ Jeanne Segal, Melinda Smith, Lawrence Robinson. March 2020.
- ❖ Behavioral Communication Style Evaluation
- ❖ Based on the work of Tony Alessandra
- ❖ 8 Great Tricks For Reading People's Body Language
- ❖ Travis Bradberry, Ph.D., TALENTSMART
- ❖ 15 Courses to improve your communication skills in the workplace
- ❖ Communication in a Leadership Team for Systemic Change in a School District
- ❖ Building Effective School - Family - Community Partnerships in a Large Urban School District
- ❖ Exploring How School District Leaders Make Meaning of Equity in Practice through Positive Behavioral Interventions and Supports
- ❖ Conflict Resolution Education and Positive Behavioral Support: A Climate of Safety for All Learners
- ❖ Educational Leadership to Create Authentic Inclusive Schools: The Experiences of Principals in a Canadian Rural School District
- ❖ Non verbal communication
- ❖ How to Improve Communication Skills at Work
- ❖ Communication - Basics and Importance
- ❖ Communication: Characteristics, Process, Types, 7Cs, barriers to communications, & Importance



## 2nd step : creating an action plan

**Preliminary introduction and feedback:** Setting up a *diverse department think tank* -October 15

*(Members from various departments of district)*

First meeting with the *diverse department think tank* : October 24, 2023 followed by feedback and recommendations

### Task force members :

1. Ciara Reyes (Communication)
2. Gwen Kane (Human Resource-Workers Comp-FMLA)
3. Jackie Shikany (Business Services)
4. Amy Troutt (Ed. Tech)
5. Raymond Mora (Human Resource Specialist-Region 2)
6. Erika Williamson (Academic Support)
7. Lidia Vittore (MTSS)
8. Elizabeth Fox (Social Services)
9. Roger Toops (Material Management)
10. Jenifer Pease (Budget Finance)
11. Jason Carpenter (Payroll)
12. Isabel Contreraslopez (Purchasing/capital projects)
13. Joan Rolfes (Curriculum/Instruction)
14. Diane Kemps (Human Resource Specialist-Region 5)
15. Lori Mora (Assistant Superintendent)

2. First meeting with the *diverse department think tank*: October 30, 2023
3. Share out ideas with Equitable Outcomes for All Committee: November 1, 2023
4. Third meeting with the *diverse department think tank*: Nov. 6, 2023
5. Training on communication for treatment to *diverse department think tank*: By December 10, 2023
  - Gather feedback via survey
4. Pilot at district office: Date TBD



## District wide communication process ideas- by diverse department think tank

### We commit to...

1. keeping all departments involved, informed about all essential updates in a timely manner.
  2. provide communication to impacted staff instead of only directors and supervisors when applicable.
  3. choosing the appropriate team member(s) for the content of a meeting.
  4. respond to emails within 48 hours
  5. return calls within 48 hours
  6. Communicating in multiple ways (drill down to what does that mean?)
  7. check -in with our team members on a weekly basis, and encourage them to self-reflect with targeted questions.
  8. Starting all communication with positive intentions  
Should the following four agreements be expectations for every meeting and team member?  
~Be Impeccable With Your Word,  
~Don't Take Anything Personally,  
~Don't Make Assumptions,  
~Always Do Your Best.
1. What else (from students, parents, staff, and community members' point of view)

**Please form groups as follows:**

- ❖ Students
- ❖ Parents
- ❖ School staff
- ❖ District staff
- ❖ Community members

- Once your group reviews all suggestions, please create the ones that work better for your group.
- Share out with the whole group.
- Whole committee finalizes the ideas.



# Diversity calendar Update



We are looking for other resources that fit our need better.

- ❖ <https://sps.cuny.edu/about/cied/diversity-calendar>
- ❖ <https://www.cu.edu/ssc/dio/calendar> -Easiest
- ❖ <https://diversity.uiowa.edu/Celebrations/january-2023-celebrations>
- ❖ [https://www.ucl.ac.uk/equality-diversity-inclusion/sites/equality\\_diversity\\_inclusion/files/diversity\\_calendar\\_22-23.pdf](https://www.ucl.ac.uk/equality-diversity-inclusion/sites/equality_diversity_inclusion/files/diversity_calendar_22-23.pdf)
- ❖ <https://www.pta.org/docs/default-source/files/why-pta/2022/multicultural-calendar-22-23.pdf>

# EOFA committee meetings dates for 2023-2024

The meetings will take place last Wednesday of every month.

Date	Time
August 30, 2023	4:15-5:30 pm
September 27, 2023	4:15-5:30 pm
November 1, 2023	4:15-5:30 pm
December 13, 2023	4:15-5:30 pm
January 31, 2024	4:15-5:30 pm
February 28, 2024	4:15-5:30 pm
March 27, 2024	4:15-5:30 pm
April 24, 2024 (Last Meeting)	4:15-5:30 pm

