

## Equity Group Committee Minutes

Monday, January 7, 2019

9-10:10 am

Underwood School Conference Room

Present: Orla Higgins Averill, Christine Dutt, Kathy Shields, Maggie Steenstrup, Kerry Prasad

Minutes by: Kerry Prasad

### Focus Groups

- There are 4 focus groups created at our last meeting (find in Google Docs.)
- Each group includes 4 elementary schools
- Who?
  - We will ask the principal at each school to designate a PTO Board person and an engaged family member who is not on the PTO Board to participate in the Focus Groups; ideally, principals will suggest participants by end of Jan. 2019
  - There will be 8 people in each focus group
  - Focus Group participants will be given a copy of the Equity Guidelines before the Focus Group meeting
  - We need a moderator and note-taker for each Focus Group. (there are 7 of us);
  - We will ask permission to audio-record the Focus Group sessions; it might be hard to capture everything, note-taker will lend bias to what is recorded, having an audio recording will be a truer and more thorough record of the conversation.
- When?
  - By end of January
  - Christine will send out a Doodle poll to the EWG and we can figure out dates from there.
  - Focus Groups should meet thing in the morning; gives people chance to phone in
- Where?
  - We would like for Focus Groups to meet at the Ed center in the small conference room
  - Once we have some dates, Kathy will arrange for the Ed Center Conference Room

### Revised Focus Group questions:

1 What is your understanding of the Equity policy and what are your feelings about it? DO you think the majority of your school community knows about the Equity Policy and the Equity Guidelines?

2 Do you dedicate too much, too little, or the right amount of time to fundraising?

3 Do you currently feel that you are able to raise the money you need to fund everything you want to accomplish at your school?

4 What do you view as the advantages and disadvantages of each elementary school contributing to a central pool that will pay for curriculum-related items that fall under the equity cap?

5 What do you view as the advantages and disadvantages of each elementary school contributing to a central pool that will pay for allowed technology spending?

*(Note to moderator: In answering question 5, make sure this question gets addressed: How do you think your fundraising ability would be affected if some portion of the funds you raised were shared by elementary schools throughout the city?)*

What to do with our responses after we get them?

### **Treasurer Survey**

Put in Google Form

Who?

Every Elementary School PTO Treasurer

Christine can check with PTOC to make sure we can use distribution list to get email addresses

When?

Email these out the same week as the Focus groups

Give Treasurers one week to respond.

### **Questions:**

1 Please describe the fund-raising efforts that your PTO does every year.

2 What is your understanding about the percentage of your school community that donates to the PTO fund-raisers?

3 What percentage of your fund-raising do you estimate comes directly from your school community?

4 What are your spending priorities and how do you decide what they are?

### **PTO Board Survey**

Put in Google Form

Who?

PTO Board members at each Elementary School PTO

Each PTO has different Board positions

Can be sent to PTO CoPres and ask them to distribute to board members

Questions

1 Do you feel your community is able to allocate the time it wants to community building? If not why not?

2 Do you currently feel that you are able to raise the money you need to fund everything you want to accomplish at your school?

3 What do you want for your school that you cannot afford?

Next meeting: tentative , Tues, Underwood, 9:30 (Christine or Kathy will follow up with Kathleen about this time)

### **Community Survey**

Who?

Those who receive school emails

We will consult with School Start Time Committee to get ideas about how to distribute the survey

### **Update to School Cmte on 1/14**

The EWG will not be able to answer the question: "What is the feasibility of pooling PTO funds?" by March 4.

On 1/14 SC meeting, Kathy will present our work so far:

We have been meeting, creating focus groups and questions, we have an email address, we will present a report of our work by 3/4; we will have themes to present

Kathy will send memo by today; we should get our edits back to her by tomorrow

Does SC expect a verbal update- Kathy will find out what the SC wants

Anyone on the EWG can come a field questions as a team