

**MAEC & CSD Technical Assistance Planning Meeting
2-13-18 @ 1 PM**

Time	Min	Item	Action / Person/ Due Date																																													
1:00		Welcome & Introductions Discussion: Mary Cooke, Director of HR Dr. Sylvia Henderson, Assistant Superintendent Dr. Dan Shelton,, Superintendent Tonya Guinn, Supervisor Student Services Ade Kuforiji, Chief Financial Officer Karmen Rouland, Assoc. Director of Technical Assistance and Training, Center for Education Equity/MAEC Charo Basterra, Vice President and Deputy Director, Center for Education Equity/MAEC																																														
		Overview of Capital School District ● Demographics of students and schools ○ http://profiles.doe.k12.de.us/SchoolProfiles/District/Default.aspx?checkSchool=0&districtCode=13&district=Capital <table><tr><th colspan="3">Enrollment by Race/Ethnicity</th></tr><tr><th></th><th>2016-17</th><th>2017-18</th></tr><tr><td>African American</td><td>51.4%</td><td>50.5%</td></tr><tr><td>American Indian</td><td>1.0%</td><td>1.1%</td></tr><tr><td>Asian</td><td>2.6%</td><td>2.4%</td></tr><tr><td>Hawaiian</td><td>0.3%</td><td>0.2%</td></tr><tr><td>Hispanic/Latino</td><td>11.9%</td><td>12.8%</td></tr><tr><td>White</td><td>29.4%</td><td>28.9%</td></tr><tr><td>Multi-Racial</td><td>3.4%</td><td>4.2%</td></tr></table> <table><tr><th colspan="3">Other Student Characteristics</th></tr><tr><th></th><th>2016-17</th><th>2017-18</th></tr><tr><td>English Language Learner</td><td>4.5%</td><td>6.5%</td></tr><tr><td>Low Income</td><td>51.9%</td><td>48.9%</td></tr><tr><td>Special Education</td><td>17.6%</td><td>20.0%</td></tr><tr><td>Enrolled for Full Year</td><td>100.0%</td><td>N/A</td></tr></table> ● Mission/Equity Priorities ○ Strategic Plan Implementation http://www.capital.k12.de.us/page/3505 ○ SI 2 - Meeting the Needs of the Whole Child History of cultural & equity work: - Introduction to cultural competency - administrators - Book study, Gorski’s Case Studies on Equity & Race - administrators	Enrollment by Race/Ethnicity				2016-17	2017-18	African American	51.4%	50.5%	American Indian	1.0%	1.1%	Asian	2.6%	2.4%	Hawaiian	0.3%	0.2%	Hispanic/Latino	11.9%	12.8%	White	29.4%	28.9%	Multi-Racial	3.4%	4.2%	Other Student Characteristics				2016-17	2017-18	English Language Learner	4.5%	6.5%	Low Income	51.9%	48.9%	Special Education	17.6%	20.0%	Enrolled for Full Year	100.0%	N/A	
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		- Implicit Bias training - upcoming next week - administrators Policies & procedures: - Code of Conduct revised to “Student Success Guide” Goals: - Gaps in discipline outcomes - Gaps in academic achievement (SES & race) Current focus: - Drive action across organizations in the area of equity - Begin with a community meeting to make a plan of action	
		Discussion of TA request and needs: - Could start with data inquiry tool (collecting perspective data from multiple stakeholders to then drive action planning) - Original request - facilitated staff & community forum to build common understanding of issues and common language (Courageous Conversation structure) - Differentiated content & delivery across stakeholder groups (administrators, staff, parents, community) - Collect data first to identify issues - could start with Focus Groups (10-12) - Recommended plan: - Focus Group - Public Forum - Information from focus groups can be shared - Everyone must feel they had a chance to be heard - Must explicitly address transparency at every step Action Steps: - Official request for focus groups - Question creation - School Climate - School/Community/Family Relationship - Ideas for actions - Focus group participant criteria - Focus group facilitation (60-90 minutes) - Report compiled - Community Forum planning & facilitation	
		Gates Foundation funding opportunity: The Bill and Melinda Gates Foundation has released a Request for Proposals to fund Networks for School Improvement (NSI). According to the RFP, "An NSI is a group of secondary schools working in	

		partnership with an Intermediary organization to use a continuous improvement process to significantly increase the number of Black, Latino, and low-income students who earn a high school diploma, enroll in a postsecondary institution, and are on track in their first year to earn a credential with labor-market value. Secondary school teams work collaboratively to identify, test, and refine solutions that target a problem and reach an aim common across the network. An NSI's aim is to improve outcomes that are predictive of high school graduation and postsecondary success. " MAEC's is trying to identify schools that would be interested in working with us and joining the network. In order for schools to participate, they must meet certain criteria where 50% of the student body should be African American, Latino, or low-income.	
1:55		Closing and next steps	

Notes for Focus Groups:

1. All groups need to be strategically selected across multiple groups
 - a. Community
 - i. 2 from religious organizations
 - ii. 2 from business leadership groups
 - iii. 2 from non-profit partners
 - b. Students
 - i. 2 Daylight
 - ii. 2 Athletes
 - iii. 2 Arts
 - iv. 2 Non-affiliated