

REIAC Meeting Minutes 8/21/2018

Start: 6:10pm Ended: 7:46pm

Committee Members Present:

Pilar Duvivier, Cathy Sanchez, Kristen Masson-Diedhiou (Chair), Paris White (Co-chair), Richard Heyl de Ortiz, Tricia Bowen, Deborah Fialkow

Establish minute-taker and Chair for next meeting

Tricia Bowen volunteered to be minute taker and chair of next meeting.

Confirm date and time of next meeting

September 4th @ 6:00 pm at the DO

Approval of minutes

Minutes from last meeting was approved by a vote of 7.

Process by which to share/collaborate on documents

Keith Baisley, Director of Integrated Technology attended our meeting and gave an overview of how to use the shared drive. Everyone on the committee was sent an email invitation by Keith. Committee members email needed to sign on to the shared drive. Keith can be reached at kbaisley@new.paltz.edu, if anyone needs further assistance with accessing and creating file in the drive.

We requested an email address or some kind of distribution list so that students/staff can contact the committee. If email address is cc'd on all of the committee's communication, then it would be easy for new members to access previous email discussions.

Hiring protocols and processes

Review the information we have received regarding outreach beyond OLAS

The committee reviewed Superintendent Rice's email regarding the EP position advertising.

Taking steps to advertise beyond OLAS is a good strategy. Are there more specific places to get qualified candidates?

Discuss additional means of outreach

The committee came up with the following hiring recommendations to the BOE regarding advertising beyond OLAS.

1. Outreach to Colleges
 - <https://www.newpaltz.edu/edadmin/>
 - <https://www.mville.edu/programs/educational-leadership>
 - <https://www.albany.edu/epl/>
 - <https://www.rocklearn.org/m2/>
 - <http://www.qc.cuny.edu/Academics/Degrees/Education/ECP/leadership/Pages/default.aspx>
2. [Indeed.com](#)
3. Format the job description similar to Boces, so that it is picked up via a Google Jobs search. This would be free advertising for the district.
4. Outreach to Diversity Orgs:
 - Association of Latino Administrators and Superintendents (ALAS): alasedu.org
 - National Alliance of Black School Educators: <http://www.nabse.org/employment.html>

Review the bank of interview questions and create scenarios

The committee duplicated our existing AP interview questions and made modifications to tailor the questions towards the Elementary Principal position. The new EP question bank can be reviewed [here](#).

We discussed interview scenarios. Kristen suggested one scenario, "You hear that an African American child was told by a group of white students to sit at the back of the bus. How would you handle this situation?" Paris, and Cathy volunteered to come up with additional scenarios. Click [Interview Questions and Scenarios](#) to review and add scenarios.

Revisit the plan for the hiring process for new principal at Duzine

During our discussion of the hiring process for new Elementary Principal at Duzine, we agreed to reach out to get two (2) parents of color volunteers for the EP interview committee. Maria will

reach out to all parents at Duzine. We agreed that expanding the search for volunteers to include parents of students just leaving the school. Recent graduates and their parents could have valuable input based on their longer length of experience in the hiring school. We discussed how to make the interview experience more empowering and impactful for parent representatives, and decided that the process used to select the Lenape Principal seemed to work for both staff and parents. We do not currently have a hard copy of the steps used during that process. From what we can piece together, there was two rounds of interviews. The first round involved a separate interview session with staff and a separate interview with parents. The second round involved a combined interview with both staff and parents where everyone could vote on which candidate to recommend to the Superintendent.

Reviewed Maria's new timeline for P and AP positions. Question raised, is this the right time of the year to get an adequate pool of applicants? Kristen stated that it was usually the time of the year of education jobs opening and that it was usually a short window. Answers still pending for outstanding questions:

1. Is there a preference for certification in the age group for which someone is hired to work with?
2. Are cover letters scanned for racial equity experience?
3. Can several REIAC members be selected to become part of the screening process?

Recommendation - Administrators should be certified to teach the grade level for which they are being hired as an Administrator.

Maria Rice has a hard rule around hiring committee membership, where only parents with students in the building can participate. The REIAC recommends that that rule be modified to include the following:

1. Add two committee members.
2. Extend invitation to parents whose kids are leaving the school to be part of the interview process.
3. Some people in the interview were allowed to ask unscripted questions, can this be extended to include all search committee members?
4. Use the process used to select the Lenape Principal documented somewhere. That process was acceptable to both the parents and the teachers on that hiring committee.

Review the breakdown of Racial Equity Expenses

Several members of the committee would like to take the Undoing Racism workshop – Pilar, Paris, Alana, and Kristen. We should reach out to Carlos. Should this workshop be mandatory for all staff or should it be on a voluntary basis? We recommend that allowing the diverse population of staff that interact, in an unstructured way, with students be allowed to take the workshop, i.e., bus drivers, lunchroom and playground monitors.

When there is a racist incident, the committee would like to see all staff present for the discussion on how to handle the incident, to show students that the staff is onboard with the school policy. It's also a teachable moment for students as well as staff.

Review our identified immediate priorities

We did not have time to review this list. It will be added to next month's agenda.

Request for clarification on confidentiality

We did not have time to discuss this topic. It will be added to next month's agenda.

Bias Awareness Curriculum Project

We discussed that the committee did not have the required expertise with curriculum to examine it for bias. We are aware that there was a "Summer 2018 Bias Awareness Curriculum Project", conducted by teachers in each school. We would like a chance to meet with those groups to hear their ideas and provide feedback from a parent/student perspective.

Other

Deborah requested that we add additional students to the committee. We all agreed that our student members brought valuable information and insight to the committee and that adding additional students from the existing applicants would be a good thing.