



October 19, 2018

Good Morning SD 308 Family!

Each Friday we will provide you with a quick list of important announcements, personnel information, awards, and shout outs! You can review past editions on the intranet under the Communications tab. **Thank you for sending in article ideas...**submit content for future Friday Updates to: communications@sd308.org.

DEI Staff Survey

In efforts to gather information to inform the district's equity focused school improvement efforts, the district is engaging in an Equity Context Analysis Process (ECAP) to determine the extent to which educational equity is evident in our school district. The ECAP was designed by the district's equity partners Midwest and Plains Equity Assistance Center (MAP) and involves several data collection activities, including the completion of staff questionnaires, parent/caregivers questionnaires, and school visits.

You can take the survey between October 19 and November 2. The ECAP Staff Questionnaire takes between 15-20 minutes to complete. Starting October 19 you will be provided an opportunity to complete the Staff questionnaire.

Survey Links: [Administrator Questionnaire](#) and [Staff Questionnaire](#)

See attached PDF for more details.

Meemic Grants Applications Open

You're invited to nominate a school to receive a \$500 grant from Meemic that can be used online at Office Depot, Inc. It only takes a few minutes to nominate.

www.MeemicFoundation.org/ForOurSchools.

Join the free Meemic Foundation Club to be directly connected to this and other Meemic Foundation opportunities to support schools. Traditional grant applications are open through 12-31-18 www.MeemicFoundation.org/Traditional.

Graduate Open House

Aurora University will be sponsoring a graduate open house on Tuesday, October 23, 2018 at DAC, Room 61 (Enter through Door #2), 3:00 pm - 7:00 pm. (Information presentation times: 3:00 pm, 4:30 pm, and 6:00 pm.)

While all graduate program options will be available for discussion during the open house time-frame, there will be specific presentations on a new **Master of Arts in Curriculum and**

Instruction: Teaching Diverse Learners program beginning in January 2019. Please contact Heidi Podjasek, director of professional development, for more information.

Field Trip Instructions

As a reminder, a certain process needs to be followed for field trip requests, below is a list of steps to assist you with correctly completing the district-level request.

1. Submit google doc field trip request ([found on Intranet](#))
2. Review the "Estimated Costs" of trip that you will receive after google doc has been processed (usually next day)
3. Have your building administrator (and SpEd Director if necessary) review and approve field trip request
4. Scan and submit approved field trip request to fieldtrips@sd308.org
5. Enter trip information into Trip Tracker
6. **Wait** until "FINAL APPROVAL" has come back from the district office before proceeding with trip processing
7. Submit chaperone list to ckrachtus@sd308.org (at least 5 days prior to trip)

TONIGHT! OFEE Wine Tasting Event

Join us in showing support for our foundation! The Oswego Foundation for Education Excellence is hosting a wine tasting fundraiser at Fox Valley Winery tonight from 5-7pm. The \$35 ticket includes four wine samples and a commemorative glass, tickets are available at the door. T-shirts and wine glasses are also for sale. For more information, visit the event page [here](#).



October 19, 2018

Dear SD308 Staff,

In efforts to gather information to inform the district's equity focused school improvement efforts; the district is engaging in an Equity Context Analysis Process (ECAP) to determine the extent to which educational equity is evident in our school district.

Educational equity is "when practices, policies, curricula, resources and school culture are **representative** of all students, such that each student has **access** to, **participate** and make progress in high quality learning experiences, resulting in **high outcomes** regardless of individual characteristics and cultural identities."

The ECAP was designed by the district's equity partners Midwest and Plains Equity Assistance Center (MAP) and involves several data collection activities, including the completion of staff questionnaires, parent/caregivers questionnaires, and school visits.

Survey Access – October 19- November 2

The ECAP Staff Questionnaire takes between 15-20 minutes to complete. Starting October 19 you will be provided an opportunity to complete the Staff questionnaire.

Administrator Questionnaire: https://www.surveymonkey.com/r/CUSD_308_Admin.

Staff Questionnaire: https://www.surveymonkey.com/r/ECAPStaff_2018.

Allow 15-20 minutes to complete. November 2 will be the last day to submit your responses.

Privacy

Data from completed questionnaires will be aggregated across respondents and combined with other data to develop overall district summary, to be prepared by the MAP Center. Please note that no identifying information will be shared in the district summary, only aggregated themes and trends will be summarized, and all schools will be anonymized.

If you have any questions about this questionnaire, please contact LaTonya Simelton, Diversity, Equity and Inclusion Coordinator at deic@sd308.org or call 630-636-4364. Please submit your completed questionnaire by November 2, 2018

Thank you,

SD308 Diversity, Equity and Inclusion Core Team