

MEMOS TO THE BOARD OF EDUCATION

To: The RSD17 Board of Education

Date: 4/11/24

Submitted for Board meeting dated: 4/16/24

Re: *Increasing Educator Diversity Plan Template*

Purpose of the memo: *Board Action*

Executive Summary:

Board Action (MOTION): Motion that the Board of Education approve the Increasing Educator Diversity Plan pursuant to Public Act 23-167 and move further that the Board delegate authority to the Superintendent of Schools to update and revise the Increasing Educator Diversity Plan, as needed, including in accordance with any feedback provided by the Connecticut State Department of Education.

- Policy 4111.3, the Increasing Educator Diversity Plan, was approved by the Board on 2/13/24 and then submitted to the CT SDE.
- RSD17 received a response from the CT SDE to upload a Board approved Increasing Educator Diversity Plan Template.
- RSD17 replied that the Board of Education meeting is scheduled for April 16, 2024, and the plan template would be submitted after approval.
- The template aligns with the policy and operationalizes efforts to increase educator diversity.
- The CT SDE communicated that they will provide districts with feedback on the template, which must be revised and resubmitted to them by 5/15/24.
- The Board must formally approve the revised template for the 5/15/24 submission unless the Board has delegated authority for such revisions to the Superintendent of Schools or equivalent school administrator.
- The template was reviewed at the April 4, 2024 Policy subcommittee.
- Per Shipman and Goodwin's advice, the template needs to be approved, and a motion to be made to delegate the authority to the Superintendent to update the document if required.

CC:

Board Administrator

Superintendent of Schools

Enclosures:

[Increasing Educator Diversity Plan Template](#)

Increasing Educator Diversity Plan Template



IMPORTANT NOTES:

1. Formal approval by your local or regional board of education, or equivalent governing body for schools must be obtained prior to submitting your Increasing Educator Diversity Plan. Be prepared to provide the day, month and year that the plan was approved by the board or equivalent governing body as part of the upload of your submission.
2. In the absence of an original motion or a preexisting board or board equivalent policy expressly conferring authority on the superintendent or equivalent schools administrator to make any necessary Plan revisions, the school board or equivalent governing body will be expected to formally approve any necessary revisions to its Plan prior to resubmitting the revised Plan by May 15, 2024

COVER PAGE	
District:	Regional School District 17
Vision:	RSD17 staff is a diverse and highly qualified group of educators representing the surrounding region and the world we live in. We attract, develop and retain educators who provide students with a rich educational experience that prepares them for productive futures.
Theory of Action	If we intentionally recruit, hire, and select a highly qualified workforce that represents the diversity of our community and state, and build an inclusive and supportive culture, then RSD17 will have a more racially, ethnically, and linguistically diverse educator staff which will benefit our students.
Team Lead:	Jennifer Miller, Assistant Superintendent
Team Members:	Adam Apicella, HKHS Assistant Principal Aaron Puzarne, Director of Student Services Brienne Whidden, BES Principal Dennis Reed, KES Principal Heather Rigatti, STEM Coordinator Jennifer Beermuender, Humanities Coordinator Judy Nacca, Reading Teacher

Increasing Educator Diversity Plan Template



RECRUITMENT							
Goal (What are we trying to do?)	Who Manages the Goal? (name, position)	Strategies/Key Activities (How are we going to do it?)		Indicators of Progress (How will we know if we are on track for success?)	Resources Required (What people, time, money, and technology will be needed?)	Risks and Mitigation (What could go wrong? How will we make that less likely to happen?)	Communication/Engagement Efforts (Who needs to be consulted/ engaged? What needs to be communicated? To whom?)
		What?	Who Owns This?				
Develop and implement recruitment strategies that increase qualified applicant diversity	Jennifer Miller, Assistant Superintendent	Attend Job Fairs to broaden reach	Human Resources and Administrators	Current and ongoing	-HR staff to find, register, and attend. -Cost of registration	-position openings not known at time of Fairs -candidate attendance at Fairs is not robust -miss an opportunity due to lack of awareness of upcoming fairs	Principals Administrators (sped, curriculum) HR Teacher Leaders
		Connect with local universities	Human Resources Administrators	Current and ongoing	-HR staff time -List of contacts	-time constraints -possible costs -need university cooperation	HR Administrators University staff
		Advertise positions on multiple platforms to reach a wider audience	Human Resources	Current and ongoing	-District account with platforms -Cost of posting/registration	-funding	HR
		Post positions early when possible to allow candidates to become interested and complete the application	Human Resources and Administrators	Current and ongoing	-Staff training on this practice	-difficulty in posting early due to unknown early needs, or late passage of the budget	Administrators HR
		Enhance recruitment materials to include more about why people would want to work here	Human Resources	June 2025	-HR staff to develop the "why work here" materials -Cost of design and printing -IT support to post on our website	-funding	HR Administrators Teachers
		Partner with RESCS to increase recruitment opportunities and access new teacher programs	Human Resources	Current and ongoing	-HR staff time -Cost of participating in programs	-funding -lack of qualified diverse candidates available	HR Administrators

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HIRING & SELECTION								
Goal	Who Manages the Goal? (name, position)	Strategies/Key Activities (How are we going to do it?)	Who Owns This?	By When?	Indicators of Progress (How will we know if we are on track for success?)	Resources Required (What people, time, money, and technology will be needed?)	Risks and Mitigation (What could go wrong? How will we make that less likely to happen?)	Communication/Engagement Efforts (Who needs to be consulted/ engaged? What needs to be communicated? To whom?)
		What?						
Improve hiring and selection practices to increase educator diversity		Require anti-bias training to administrators to ensure equitable practices	Human Resources	June 2025	-completion certificates -updates to hiring practices if needed	-quality training program -cost of training -time of staff	-training will need to be on a recurring cycle -fidelity to process -ongoing monitoring needed	-training organizations -administrators -HR
	Human Resources	Review and refine bank of interview questions to ensure they give candidates an opportunity to share how they would contribute to our district vision	Human Resources	June 2025	-completion of updated interview question lists	-knowledge of appropriate/effective questions -time to collaboratively create a question bank -appropriate staff	-questions don't yield useful information -questions aren't used	-administrators -HR
		Use multiple criteria to make hiring decisions	Human Resources Administrators	6/1/2025 and ongoing	-updated documented hiring process	-collaboration time with the administrator team to define these	-fidelity to process	-administrators -HR
		Provide a welcoming and supportive onboarding process to ensure there are no unnecessary roadblocks	Human Resources Administrators	ongoing	-employee survey -employee retention rates	-District administrator and teaching staff to participate in activities such as New Teacher Academy, mentoring, etc.	-inconsistent implementation -employee feedback is used to refine/improve	-administrators -HR -teachers

Increasing Educator Diversity Plan Template



RETENTION								
Goal (What are we trying to do?)	Who Manages the Goal? (name, position)	Strategies/Key Activities (How are we going to do it?)	Indicators of Progress	Resources Required	Risks and Mitigation	Communication/Engagement Efforts (Who needs to be consulted/ engaged? What needs to be communicated? To whom?)		
		What?	Who Owns This?	By When?				
Continue to grow an inclusive culture to increase retention of a qualified, diverse educator staff	Administrative Team	Implement support through a high quality New Teacher program and TEAM program	Human Resources Administrators Teacher Leaders	current and ongoing	-retention rates -survey data	-funding -time -staff -materials	-Human Resources -administrators -teacher leaders -new hires	
		Provide opportunities for new teachers to develop a network of support throughout the district	Administrators District Staff	current and ongoing	-evidence of professional development opportunities -schedule of administrator and new teacher meeting opportunities -survey data	-instructional coaches, teacher leaders -guaranteed opportunities for supportive conversations with administrators	-fidelity of implementation -safe-environment needed	-Human Resources -administrators -teacher leaders -new hires
		Implement culturally responsive curriculum and instruction to support the culture and climate	Curriculum Coordinators Principals Teachers	current and ongoing	-curriculum council agendas and templates -professional learning schedules	-expertise -time -funding for curriculum work and professional learning	-fidelity of implementation -ongoing commitment required	-curriculum coordinators -principals -teachers
		Collaborate with area schools and RESCS to offer affinity groups for support networking	Human Resources Administrators Teacher Leaders	June 2025	-schedule of opportunities	-regional contacts -creation of groups -time to participate	-travel time -scheduling issues -availability of opportunity	-area districts -RESCS -principals -new hires