



Mt. Lebanon School District

Dr. Marybeth Irvin
7 Horsman Drive
Pittsburgh, Pennsylvania 15228
412-344-2038
MIrvin@mtlsd.net

March 13, 2023

Request for Proposal (RFP): Diversity, Equity and Inclusion Audit

Objective

The Mt. Lebanon School District, in Pennsylvania, is soliciting proposals from qualified individuals, organizations, or firms to conduct a comprehensive audit of the District's K-12 curriculum and policies, practices, and procedures with an equity lens that will result in actionable recommendations.

District Description

Mt. Lebanon School District is a nationally recognized and award-winning school district consistently ranked as one of the top districts in the region and state. The District is comprised of seven neighborhood elementary schools (grades K-5), two middle schools (grades 6-8), and one high school (grades 9-12). The combination of a highly trained staff with educated and committed families results in approximately 5,400 students who achieve local, state, and national honors in academic, athletic, and arts arenas. The District operates an annual budget of approximately \$110 million.

The community of Mt. Lebanon is coterminous with the school district. It is a Pittsburgh suburb with a national reputation for excellence. Located six miles from downtown Pittsburgh, it is easily accessible to all the city has to offer. This six-square-mile predominantly residential community is home to 32,000 residents who are highly educated and have a strong commitment to public education. More information about the school district is available at this [LINK](#).

Background Information

In 2020, the District formed a community Taskforce to assess our diversity, equity and inclusion needs. The Taskforce was co-led by the assistant superintendent and an outside consultant from the Pennsylvania School Board Association. Approximately 40 members, representing faculty, staff, families, students and community members met approximately every three weeks. In the course of nearly nine months, the Taskforce worked together to create a vision for the District, which included desired outcomes and suggested action steps. The final plan was presented to the Board of School Directors in June of 2021. Following the presentation, the District was charged to move forward, with several of the action steps included in the Superintendent's Goals for the 2021-22 and 2022-23 school years. In addition, the Board of School Directors adopted the following Equity Statement:

The Mt. Lebanon School District is committed to providing a safe, inclusive, and welcoming school environment that recognizes and celebrates the diverse identities of all members of our school community, including students, their families, faculty, and staff. All students, regardless of background, identity, or ability, will be supported to reach their full potential and pursue their unique talents. The District will provide resources in a just and equitable manner and remove barriers to allow students to thrive academically, socially, and emotionally.

The Board has also added a specific board committee for DEI that meets monthly. We have reached the point where appropriate groundwork has been laid, and are ready to proceed with next steps. These include an equity audit of our K-12 curriculum and of our processes and procedures through a DEI lens. The specific goals as identified by the Taskforce are:

1. Create accountability and transparency through policies, procedures, and metrics to support equity and inclusion.
2. Utilize culturally responsive and inclusive curriculum and instructional strategies for all students.

Project Description

The District is seeking a thorough review through an equity lens that assesses procedures, policies, curriculum and teaching practices, to identify opportunity gaps. Additionally, the findings will include suggestions, recommendations, and a strategic plan to implement diversity, equity, and inclusion throughout the district.

Guiding Questions - Processes and Procedures

- Does the District consistently communicate in a manner that reflects a range of diversity of cultures?
- Does the District operate with organizational empathy and accountability?
- Are there existing barriers (physical, financial, technological, other) that create opportunity gaps?
- How is data collected and used to ensure equity of outcomes?

Guiding Questions - Curriculum and Instruction

- Is diversity, equity, and inclusion explicitly embedded in the District curriculum?
 - Which backgrounds, identities, perspectives, and experiences are represented in our curriculum?
 - Do learners see their own experiences reflected and see experiences that are different from their own?
 - Who can engage fully with the curriculum?
- Do our instructional and pedagogical practices address opportunity and achievement gaps?
- How do we ensure fidelity and accountability for implementing culturally responsive curriculum and instructional methods?

Proposal Submission Requirements

The successful candidate may be an individual who serves as a prime contractor, a

public or private education organization, or an ad hoc research and consulting group.

They must demonstrate experience as a leader implementing current research and effective practices with (1) School Curriculum and Instruction, and (2) Processes and Procedures through the lens of equity, inclusion, and diversity, at the elementary, middle, and high school levels.

Proposals should include the following:

- Description of plan
- Estimated timeline
- Budget
- Brief vita outlining key qualifications
- Work samples from previous evaluations or audits
- References/contact information from former and/or current clients

Budget

Please provide an expected budget for your proposal. The exact total of the contract will depend on the scope of work and qualifications of the evaluator or team.

Evaluation Criteria

- Proposer's experience
- Evaluation of the plan
- Evaluation of the presented materials

Submission

Proposals, including the professional vitae of all external consultant(s), must be submitted to Marybeth D. Irvin, Ph.D., Assistant Superintendent at mirvin@mtlsd.net or Mt Lebanon School District, 7 Horsman Drive, Pittsburgh, PA 15228 by 4:00 p.m. on April 15, 2023.