



DIVERSITY, EQUITY AND INCLUSION

COMMITTEE REPORT
SEPTEMBER 2021

AGENDA

- DEI Committee's Guiding Statements
- DEI Committee's Definition of Terms
- Summary of the DEI Committee's Work
- DEI Committee's Recommendations
- Joint Development of Goals & Proposed Action Plans
- Next Steps

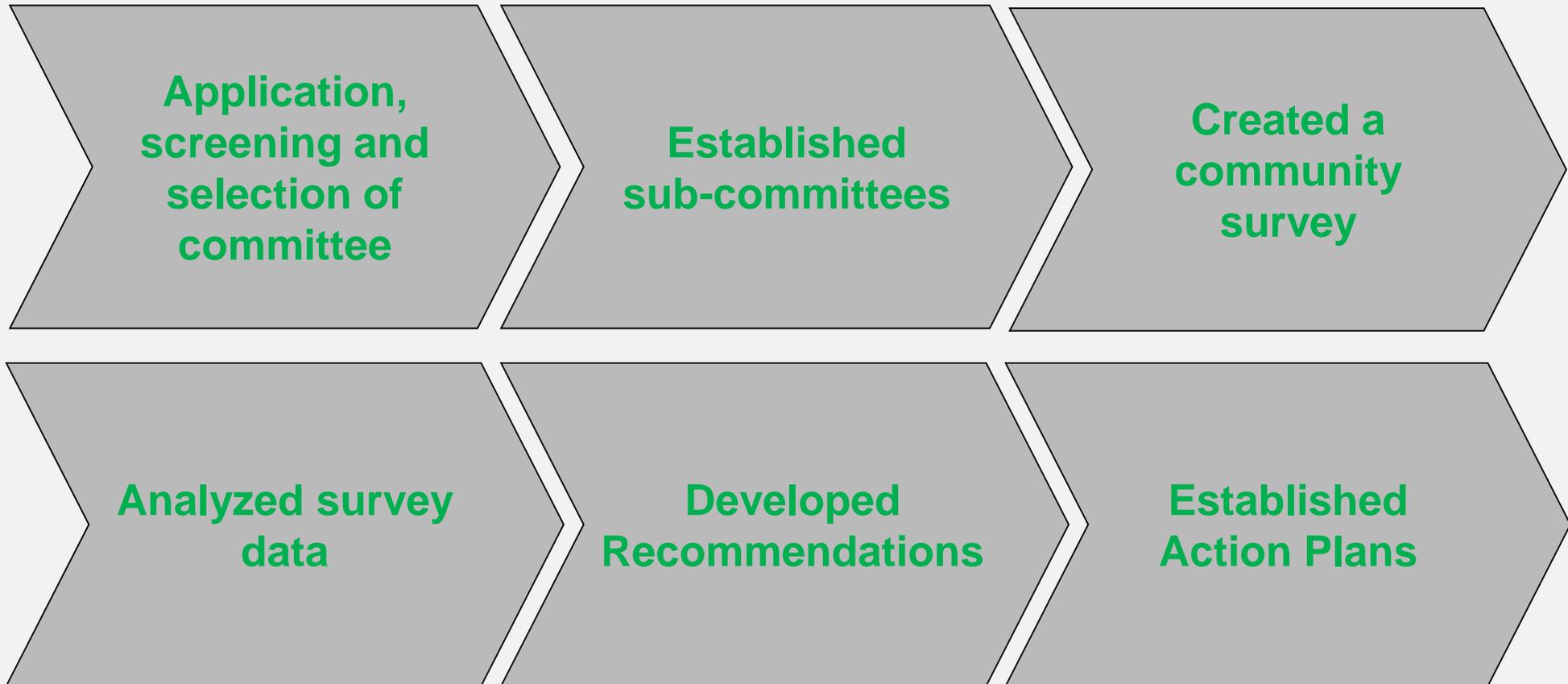
DEI COMMITTEE'S GUIDING STATEMENTS

- We must challenge ourselves to see through another's lens.
- It is important to be respectful and open.
- We believe that diversity strengthens our relationships, schools and community.
- We have a responsibility to prepare our students, staff and others to be inclusive.
- All students and staff can lead and succeed given optimal resources and support.

DEI COMMITTEE'S DEFINITION OF TERMS

- **DIVERSITY:**The broad set of visible and invisible dimensions encompassing all the ways in which people, processes and perspectives differ within the Methacton community.
- **EQUITY:**The result of ensuring each individual has what they need to lead and succeed. Equity includes identifying and removing personal and system barriers that limit the full participation of all individuals and groups.
- **INCLUSION:**The active process of welcoming, respecting, supporting, connecting and valuing while acknowledging the uniqueness or identity of all Methacton family members.

SUMMARY OF THE DEI COMMITTEE'S WORK



Joint Work Session - August 17, 2021

- Attendees included:
 - Dr. Bruce Campbell, District's DEI Consultant
 - District Administrative Council
 - DEI Leadership Team
 - Members of the DEI Committee
- Discussion among DEI Committee and District Administration with preliminary draft Action Plans/SMART Goals based on committee recommendations.
- The work resulted in the creation of draft SMART Goals for each group that will be shared, reviewed and considered by the administration as they prepare the District's Strategic Plan.

DEI Committee's General Recommendations

The following recommendations will be considered as part of the input into the District's Strategic Plan development:

- It is recommended by the committee that the Methacton School District's DEI Office is properly staffed and provided with resources and support.
- It is recommended by the committee that the Methacton School District review, reflect and consider revisions to the communication and transparency of information being shared with district stakeholders.
- It is recommended by the committee that the Methacton School District review, update and communicate the Code of Conduct policy.
- It is recommended by the committee that the Methacton School District review, update and communicate the reporting process for DEI related issues. (This process should include what happens after an issue is reported, who is part of the process, and how/what outcomes will be reported while adhering to confidentiality requirements).

DEI Committee's Recommendations

The following recommendations will be considered as part of the input into the District's Strategic Plan development:

Community Outreach

- It is recommended that the district develop and execute a long term action plan and assessment to collaborate with external partners or entities to meet DEI relevant needs, provide resources and support, and share information, advocacy, or services that align with the Methacton School District mission.

Curriculum

- It is recommended that the district conduct a curriculum audit to assess curriculum and resources for instruction through a diversity, equity and inclusive lens to ensure it encompasses a wide range of diverse voices and experiences.

Human Resources

- It is recommended that the district develop, execute and assess a multi-tiered plan and partnership to recruit, hire and retain personnel from a diverse candidate pool.

Professional Development

- It is recommended that the district develop, execute and assess a recurring training series for all district personnel on DEI as related to their role and impact within our education community.

Student Life

- It is recommended that the district develop a recurring action plan and assessment to learn, develop, educate and highlight the student life experiences of all of the students within the Methacton School District.

COMMUNITY OUTREACH

- **DRAFT Goal:** The district will increase positive stakeholder experience by 25% over 5 years.
 - **Sub-Goal 1.1:** Establish baseline data (Year 1)
 - Create system to track feedback. Establish instruments (questions) methods (online, QR code, survey, mailer, etc.) and frequency.
 - Strategy:
 - Be deliberate to ensure access to information is available to all stakeholders (language, access to technology, etc.)
 - **Sub-Goal 1.2:** Develop partnerships with community businesses and programs that include diverse groups.
 - Strategy: Create an advisory board consisting of local business leaders, universities/colleges, students, teachers, parents, alumni, administrators, and community leaders to evaluate our program and review aggregated data on an annual basis.

Community Outreach Continued:

- **Sub-Goal 1.3:** Develop and implement a shared site and process for reporting incidents and concerns regarding DEI issues within the school community. (Year 1)
- Strategies:
 - Create a reporting structure that ties into SIS discipline codes for students and staff; use data points to determine how to address identified challenges.
 - Information is collected as it occurs.
 - Information is reported annually to the Board/community, twice a year to the district DEI committee.
- **Sub-Goal 1.4:** Outlining and communicating the process by which an incident is investigated. (Year 1)
- Strategies:
 - Communicate the forms/systems utilized in the investigation process and points of contact.
 - Add process to student/parent handbook.
- **Sub-Goal 1.5:** Provide professional development for teachers and administrators to properly communicate DEI related matters that are reported to the appropriate stakeholders. (Year 1).

CURRICULUM

- **Draft Goal I:** To assess the curriculum resources utilized by teachers to ensure that a wide range of diverse and balanced voices are presented.
 - **Sub-Goal I.I:** Review and analyze curriculum content and resources used to convey that content in order to ensure that it is inclusive and balanced
 - Strategies:
 - Assessment of all content and resources used at all levels
 - Provide teachers and librarians with guidelines for reviewing existing content and resources through a diversity, equity and inclusion lens
 - Consult with Supervisor of Diversity, Equity and Inclusion

Curriculum Continued:

- **Draft Goal 2:** To assess the instructional practices and the assessments used by teachers to ensure that a wide range of diverse and balanced voices are presented.
 - **Sub-Goal 2.1:** Review instructional practices and the assessments utilized in the classroom in order to ensure that they are inclusive and balanced
 - Strategies:
 - Assessment of all instructional practices and the assessments utilized at all levels
 - Provide teachers and librarians with guidelines for reviewing existing instructional practices and the assessments utilized through a diversity, equity and inclusion lens
 - Consult with Supervisor of Diversity, Equity and Inclusion

Curriculum Continued:

- **Draft Goal 3:** To be as transparent as possible regarding curriculum; its development and implementation to serve all students.
 - **Sub-Goal 3.1:** Review how the District conveys information on the District website about how curriculum is developed and implemented so that all stakeholders can have ease of access to this information
 - Strategies:
 - Assessment of current website and how it presents curriculum information
 - Tie curriculum information into and relate it specifically to the District's Strategic Plan
 - Provide clear, detailed and specific links that present the Pennsylvania state-mandated curriculum and Methacton's resources to implement that curriculum.

HUMAN RESOURCES

- **Draft Goal 1:** Recruit and retain diverse and culturally competent administrators, faculty, and staff.
 - **Sub-Goal 1.1** Develop recruitment opportunities within the district.
 - Strategies:
 - Partner with local universities to bring potential candidates to the district (beginning with observations, student teaching, and then post positions at the college or university).
 - Promote the Introduction to Education through Dual Enrollment courses in grades 9-12.
 - Formalize the support program to encourage instructional Aides and PCAs to pursue advancement.
 - Partner with NMTCC to investigate the development of an early childhood program.
 - Develop an Educational Career Academy with a mentor component for students grades 7-12.
 - Create a recruitment video for educators from within Methacton.
 - Develop incentives for educators to support student observations & student teachers.

Human Resources Continued

- **Sub-Goal 1.2** Develop recruitment strategies and tools to attract diverse candidates for employment in all hiring pools.
 - Strategies:
 - Attend job fairs focused on diverse candidates.
 - Investigate grant opportunities for tuition reimbursement/tuition forgiveness for new hires if they stay for two years or more.
 - Partner with local universities, especially HBCUs and HSIs.
 - Create a recruitment video that reflects the diversity of MSD.
 - Offer teachers salary step placement based on experience to be competitive with other districts (1:1).

Human Resources Continued

- **Draft Goal 2:** Develop a more inclusive district-wide calendar to be reflective of the community members, vision, and missions of the MSD. Use the holidays and observations to culturally educate students and community members.
 - Strategies:
 - Adopt additional holidays partnering with the NMTCC sending schools.
 - Distribute a monthly information sheet regarding culturally relevant holidays and observations internally and externally.
 - Recognize holidays of minority groups when coordinating local assessment calendars.
 - Utilize holiday observations as opportunities for culturally relevant education for students, community members, and staff.

Human Resources Continued

- **Draft Goal 3:** Support students and staff in creating a safe and responsive environment
 - Strategies:
 - Define the relationship between the SRO and the district's mental health professionals.
 - Utilize district mental health professionals to support students through the incident process.
 - Continue to partner with outside organizations to support mental health and school safety and meet student needs.
 - Provide education/explanation to staff, students, and parents about the incident process.
 - Add an additional layer of support in creating a plan to communicate, support, and care for a victim post-incident.
 - Increase and improve the utilization of Safe2Say, SAP, and other mental health resources within the district.

PROFESSIONAL DEVELOPMENT

- **Draft Goal 1:** Create and communicate a protocol for reporting incidents for use by staff, families, and students.
 - **Sub-Goal 1.1:** Create and communicate protocol
 - Strategies:
 - Central office will create and communicate protocol to Admin team.
 - Building principals will communicate protocols to staff and students-ensure ease of reporting
 - Reiterate use of Safe 2 Say
 - Investigate additional systems for staff/students/families to report incidents.
 - **Sub-Goal 1.2:** Communication to the community or those involved that a problem was addressed.
 - Strategy:
 - Use of meetings and professional development sessions

Professional Development Continued

- **Sub-Goal 1.3:** Communicate to our school community what we believe and will teach students related to DEI
 - Strategies:
 - District webpage
 - Building newsletters
 - Student morning news journals
- **Draft Goal 2:** Establish elements of common culture at each building that promote equity, diversity and inclusion.
 - **Sub-Goal 2.1:** Use restorative practices to address issues among students
 - Strategies:
 - Departments work collaboratively to identify a strategy and plan for related needs and training
 - Table top discussions with school staff to create preparedness for addressing situations
 - All staff and contractors are provided PD
 - **Sub-Goal 2.2:** Promote the understanding that our schools are environments where it is safe to report issues.
 - Strategy:
 - Provide PD on this topic for all staff

Professional Development Continued

- **Sub-Goal 2.3:** Build into schedules time (20 min) to address SEL needs.
 - Strategies:
 - Development of PD
 - PD for staff
- **Draft Goal 3:** Provide Professional Development for staff, students and families to support DEI goals.
 - **Sub-Goal 3.1:** Teach staff how to identify and respond to incidents of intolerance in the moment.
 - Strategies:
 - Curriculum Department provide PD related to micro-aggressions/implicit bias/insensitivity
 - Provide PD for principals about how to respond/speak to parents related to incidents
 - Curriculum Department provide PD on this topic for staff
 - **Sub-Goal 3.2:** Provide and follow up on trauma-informed approach.
 - Strategy:
 - Use of meetings and professional development sessions
 - **Sub-Goal 3.3:** Provide professional development on how to build and sustain culture in the classroom.
 - Development of Professional Development
 - Professional Development for staff

STUDENT LIFE

- **Draft Goal 1:** Consistent implementation of discipline reporting from all staff.
 - **Sub-Goal 1.1:** Posting the code of conduct in each classroom and around the building
 - Strategies:
 - Revision of the Code of Conduct to make the language student friendly made into laminated posters to be displayed in every classroom with the Bullying Policy.
 - **Sub-Goal 1.2:** Provide a point person (coordinator) for each building for students to explain occurrences
 - Strategies:
 - Respond to complaints and/or concerns
 - Gather and funnel information to the Supervisor of DEI
 - **Sub-Goal 1.3:** Cover the mandated discipline reporting and the process of action for professional staff
 - Strategies:
 - Review of protocols and required information in a staff meeting
 - Staff completing the disciplinary referrals and following protocols established by the building principals

Student Life Continued

- **Draft Goal 2:** Titration of the use of the current warrior logos
 - **Sub-Goal 2.1:** Removal of the warrior and apache' logos from clothing apparel in the MSD
 - Strategies:
 - All apparel orders must be approved by building administrators.
 - Universal across all buildings in MSD
 - Inclusive of all MSD apparel across sports, clubs, Home and School, spirit wear, etc.
 - Applied consistency in the use of the official and approved MSD logos across the district
 - **Sub-Goal 2.2:** Removing of the Native American heads and signage (all paraphernalia) in MSD
 - Strategies:
 - Remove all culturally insensitive materials in buildings across MSD
 - **Sub-Goal 2.3:** Removal of the Native American Mascots from all schools
 - Strategies:
 - Removal of all culturally insensitive mascots in buildings across MSD.

NEXT STEPS

- Continue with Strategic Planning Process
- Interview process for the position of Supervisor of DEI is underway
- Administration will consider all input and feedback during development of strategic plan
- A presentation of the Strategic Plan for the Board of School Directors is scheduled for February 22, 2022.

ACKNOWLEDGEMENTS

- Thank you to the DEI Committee whose hard work and dedication to the preliminary work has brought us to this point.
- A special thanks to the DEI Leadership Team. While we had some changes on the fly to our group, you were a great help and brought the needed communication to the table. Thank you for leading and fostering great “courageous conversations” in your subgroups and in the work completed on August 17.
- Thank you to the community for your support as we continue to move forward into a diverse and inclusive learning environment for our students.

Thank You for Your Support!