

## **Policy Committee Meeting**

Tuesday, June 1, 2021 9:00 AM

Via Zoom (US) +1 669-900-9128? Passcode: 936498, 24 School Road, Weston, CT  
06883-1623

### **I. Call to Order**

### **II. Approval of Minutes**

### **III. Discussion of policies, regulations, and bylaws**

A. Sustainability Policy Draft - Update

B. Policy 4111.1 Plan for Minority Staff  
Recruitment

### **IV. Discussion of policies, regulations, and bylaws in future meetings**

A. a. Graduation Requirements b. Use of School  
Facilities c. Energy Management Conservation

### **V. Adjourn**

## **Policy Committee Meeting**

May 4, 2021 - Via Zoom

### Members Present:

Melissa Walker

Hillary Koyner

### **1. Call to Order**

Melissa Walker called the meeting to order at 8:32am. In attendance, William McKersie, Ph.D., Superintendent of Schools, Lisa Wolak, Principal, WHS, In-Coming Superintendent, and Jen Ryan, HR Manager

### **2. Approval of Minutes**

Discussion:

April Minutes were approved.

### **3. Discussion of policies, regulations, and bylaws**

#### 3.A. Sustainability Policy Update

Discussion: Dr. McKersie updated the committee on the current status of the draft Sustainability Policy. The policy and back up information was shared with Ms. Jessica Richman Smith of Shipman and Goodwin for a review from a legal perspective. After a review, Ms. Smith will either attend the next policy meeting or contact Ms. Walker. The committee was asked to review all of WPS policies and regulations to see if any additional ones related to sustainability.

#### 3.B. School Lunch Service (3542)

Discussion: Ms. Ryan presented the committee with the updated School Lunch Service policy. The updates were made to reflect title changes and changes in procedures. Mr. Phillip Cross (Director of Finance and Operations) reviewed and approved of the changes. This will go to the May Board meeting for a first reading.

#### 3.C. Soliciting Prices (Bids & Quotations) (3323)

Discussion: Ms. Ryan introduced the changes to policy 3323. She explained that all changes were suggested by Shipman and Goodwin. Mr. Cross reviewed and approved of the changes. This will go to the May Board meeting for a first reading, with Mr. Cross helping to explain briefly the changes.

#### 3. D. Plan for Minority Staff Recruitment (4111.1)

Discussion: Ms. Ryan presented the one update to the Minority Staff Recruitment Policy. The committee asked for the policy to be discussed at the June meeting, in order to review the District's Diversity Hiring Recruitment plan, as well as the State statutes and Shipman and Goodwin's suggestions that relate to minority recruitment. The committee asked that all material be sent prior to the June meeting.

### **Discussion of policies, regulations, and bylaws in future meetings**

Discussion: The committee was presented with a list of policies and regulations

that need updating. The committee decided to focus on the following for the next few meetings:

- Graduation Requirements - this will be presented to the committee in the fall.
- Special Education policies and regulations if ready
- Facilities policies and regulations (Facilities Use, Energy)

**5. Adjourn** 9:10 am

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**WESTON BOARD OF EDUCATION**

**Weston, CT**

**Meeting Date:** May 17, 2021

**Information Only**

**Action Requested**

**Agenda Item Subject: Weston Public Schools District Diversity Recruitment Plan**

**Submitted by: William McKersie and Lisa Wolak**

**Document Summary/Purpose and/or Recommended Action:**

This is a draft version of WPS District Diversity Recruitment Plan. This document has been developed through WPS participation in the *CES Minority Teacher Recruitment (MTR) Planning Consortium*. The document requires reviews through additional CES workshops, as well as by the WPS administration and ultimately the WPS BOE.

For more Board of Education Meeting and Committee Meeting Information, visit:  
<https://meeting.cabe.org/public/Agency.aspx?PublicAgencyID=47&AgencyTypeID=1>

**Weston Public Schools  
District Diversity Recruitment Plan  
April 2021**

**This document has been developed through WPS participation in the CES Minority Teacher Recruitment (MTR) Planning Consortium. The document requires reviews through additional CES workshops, as well as by the WPS administration and ultimately the WPS BOE.**

**BOE DEI Statement to be added as part of introduction**

The Weston Board of Education and administration strives for diversity in the hiring of teachers, staff, and administrators. WPS is committed to engaging in active efforts to recruit and retain an outstanding and diverse staff. WPS is committed to hiring individuals who best represent the global community, and understand the need to foster an inclusive environment for our staff and students.

**Background:**

In 2019 Weston Public Schools applied and was awarded a state grant of \$3000 from RESC Alliance MTR Regional Initiative Funding. These funds were to be allocated for workshops with CES Minority Teacher Recruitment (MTR) Planning Consortium in increasing minority candidates to apply to Weston Public Schools. With the pandemic, funding was put on hold for the 2019-2020 school year. For the school year 2020-2021 the grant monies were to be used for expanding recruiting partnerships with diverse organizations as well as professional development for WPS staff. WPS began working in workshops with CES MTR and other Fairfield County school districts in November 2020 to create this District Diversity Recruitment Plan.

**District Intent**

Recruit more diverse candidates for Weston Public Schools job openings in Administration, Faculty, and Staff

To create and sustain a more inclusive school climate that values and supports all students and staff, and does not tolerate discrimination based on race, ethnicity, sexual orientation or other perceived differences. (See: WPS District Goals 2020-21 - Healthy Learning Environment Goals)

Provide regular professional learning for administrators and staff in diversity, equity, and inclusion.

## **Policies**

There are two WPS Board of Education policies that speak to the recruitment process that may be found at these links:

- [Recruitment and Selection Policy and Regulation 4111](#)
- [Plan for Minority Recruitment Policy 4111.1](#)

WPS is committed to prohibiting race-based and other forms of discrimination, and any such discrimination in employment decisions is expressly prohibited by Board policy found at this link:

- [Non-Discrimination Policy and Regulation 4118.11](#)

## **ANNUAL GOALS**

### **Goal 1: To ensure all policies, goals, and action steps aligned to the WPS District Diversity Recruitment Plan are reviewed and evaluated on an annual basis**

Action 1. Review of Policy 4111.1 Plan for Minority Staff Recruitment Policy for effectiveness

Action 2. Review of District Diversity Recruitment Plan to monitor achievements, create new goals, to evaluate and reconcile gaps

## **YEAR ONE OF THREE YEAR PLAN (2021-2022 TO 2023-2024)**

This multi year plan consists of goals and action steps that will serve to frame this district work. It should be noted that all action steps will not be achieved in the first year. There are specific areas of focus that will be prioritized for 2021-2022 under each goal.

### **Goal 1: Create recruitment partnerships with organizations and candidates**

Action 1. Continue to work with CES Regional and Statewide MTR Planning Consortium

Action 2. Continue national collaboration with diversityined.com and diversejobs.net

Action 3. Expand use of the Handshake platform to link to historically diverse colleges and universities students and their alumni. Handshake is an online job posting, virtual career fair platform that works with Universities and Colleges to “ensure that all college students have equal access to meaningful careers...Handshake has become the leading early career community in the US.”

Action 4. Develop contacts with state training institutions, colleges and universities educational institutions, including those with diverse enrollments, to publicize job

openings and solicit referrals for administrative internships and student teaching opportunities

Action 5. Develop contacts with minority/diverse community organizations and WPS school alumni to publicize job openings and solicit referrals

Action 6. Connect with all applicants to create relationships for when openings occur

Action 7. Connect with alumni groups

**Goal 2: Develop and implement consistent and equitable hiring processes at every level**

Action 1. Recruit WPS staff to serve on district committee to review and revise hiring processes as to be aligned with WPS DEI mission.

Action 2. Ensure a fair and equitable district wide hiring process which may include:

- Blind resume reviews of qualified candidates redacting information to eliminate unconscious bias
- Form hiring committees to include trained DEI staff
- Ensure interview process is sensitive to all applicants
- Standardize interview questions districtwide
- Utilize flexible interview times (alternatively in video)
- Establish interview norms to create a comfortable and welcoming environment

Action 3. Review for exclusive language and unconscious bias, revise, and maintain inclusive and unbiased job descriptions/postings

Action 4. Maintain and expand advertising to include media targeted to diverse groups

Action 5. Continue to participate in local/state/national job fairs and expand to include newly formed partnerships

Action 6. Increase participation in professional development opportunities focused on non-discrimination hiring practices and diversity recruitment

**Goal 3: Develop social media and promotional tools to attract a more diverse workforce**

Action 1. Incorporate WPS commitment to recruit a diverse workforce on district website

Action 2. Review and revise major communications mechanisms (Website, social media, and publications) to clearly articulate WPS commitment to an inclusive district climate

that values and supports all students and staff and promotes diversity, equity and inclusion

Action 3. Create promotional items to be posted electronically as well as distributed at events

Action 4. Join/follow key groups on social media to promote and support reciprocal interests

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## PLAN FOR MINORITY EDUCATOR RECRUITMENT

In accordance with Sections 10-4a(3), 10-220(a), and 10-156ee of the Connecticut General Statutes, the [\_\_\_\_\_] Board of Education (the “Board”) has developed the following written plan for minority educator recruitment:

1. All recruiting sources will be informed in writing of the Board's non-discrimination policy.
2. The Board will develop contacts with local training and educational institutions, including those with high minority enrollments, to publicize job openings within the school district and to solicit referrals of qualified minority candidates.
3. The Board will develop contacts with local minority community organizations to publicize job openings within the school district and to solicit referrals of qualified minority candidates.
4. The Board will maintain, or expand, as appropriate, its help-wanted advertising to include print and/or broadcast media that is targeted to minorities.
5. The Board will participate in local job fairs, including those that are sponsored by minority community organizations or otherwise targeted toward minorities.
6. The Board, or its designee, will maintain records documenting all actions taken pursuant to this plan, including correspondence with recruitment agencies and other referral sources, job fair brochures and advertising copy.
7. The Board will review on an annual basis the effectiveness of this plan in increasing minority applicant flow and attracting qualified candidates for employment.

### Legal References:

Connecticut General Statutes §10-4a (3) Educational interests of state identified  
Connecticut General Statutes §10-220(a) Duties of boards of education  
Connecticut General Statutes §10-156ee Duties re minority teacher recruitment

ADOPTED: \_\_\_\_\_  
REVISED: \_\_\_\_\_

7/30/2018  
Technical Revisions 9/16/20

Personnel

### PLAN FOR MINORITY STAFF RECRUITMENT

In accordance with Sections 10-4a(3) and Section 10-220(a) of the Connecticut General Statutes, the Board of Education has developed the following written plan for minority<sup>1</sup> staff recruitment:

1. All recruiting sources will be informed in writing of the Board's nondiscrimination policy.
2. The Board will develop contacts with local training and educational institutions, including those with high minority enrollments, to publicize job openings within the school district and to solicit referrals of qualified minority candidates.
3. The Board will develop contacts with local minority community organizations to publicize job openings within the school district and to solicit referrals of qualified minority candidates.
4. The Board will maintain, or expand, as appropriate, its help-wanted advertising to include print, online, and/or broadcast media that is targeted to minorities.
5. The Board will participate in local job fairs, including those that are sponsored by minority community organizations or otherwise targeted toward minorities.
6. The Board, or its designee, will maintain records documenting all actions taken pursuant to this plan, including correspondence with recruitment agencies and other referral sources, job fair brochures and advertising copy.
7. The Board will develop partnerships with the Regional Education Service Center and other appropriate organizations to facilitate minority staff recruitment.
8. The Board will review on an annual basis the effectiveness of this plan in increasing minority applicant flow and attracting qualified candidates for employment.

Legal References:     Connecticut General Statutes Section 10-4a(3)  
                               Connecticut General Statutes Section 10-220(a)  
                               Public Act 16-41, An Act Concerning the Recommendations of the  
                               Minority Teacher Recruitment Task Force

POLICY ADOPTED:     October 21, 2002  
 POLICY REVISED:     March 17, 2014  
                               August 26, 2019

WESTON PUBLIC SCHOOLS  
 Weston, Connecticut

**<sup>1</sup>We note that we use the word “minority” throughout this memorandum because it is the term used in the relevant laws. However, we recognize that the term “minority” is no longer the term of choice for purposes of referencing persons of color.**