

**SCOTIA – GLENVILLE CENTRAL SCHOOLS**  
**Office of the Superintendent**



**DRAFT – Version 1**

**DATE:** January 22, 2024  
**TO:** Scotia-Glenville Board of Education Members  
**FROM:** Susan M. Swartz, Superintendent  
**RE:** Charge for DEI Strategic Planning Work Group

**I. Purpose:**

The Diversity, Equity, and Inclusion Strategic Planning Work Group will work to identify focus areas and goals that lead to short and long-term systemic change. Information from the Phase 1 DEI assessment will be used to identify, understand, and address challenges related to diversity, equity, and inclusion across the district.

**II. Committee Goals and Objectives:**

The Diversity, Equity, and Inclusion Strategic Planning Work Group will work with Tangible Development to achieve the following goals and objectives:

- 1) Create a DEI Commitment Statement that underscores the district's commitment to diversity, equity, and inclusion.
- 2) Create a draft Diversity, Equity, and Inclusion Strategic Plan that focuses on embedding DEI into every aspect of the organization.
- 3) Design and implement professional development supporting the strategic plan that shifts the "work" of promoting DEI across the organization to our stakeholders.

**III. Committee Composition:**

The Diversity, Equity, and Inclusion Strategic Planning Work Group will be composed of diverse stakeholders representing various segments of the school community, including:

Students

Parents and guardians

Teachers and school staff

School administrators

Local community members

Members of the Diversity, Equity, and Inclusion Strategic Planning Work Group will include those invited to attend and volunteers.

#### **IV. Diversity, Equity, and Inclusion Strategic Planning Work Group Structure and Operations**

The Diversity, Equity, and Inclusion Strategic Planning Work Group shall meet regularly, at least once a month to work towards completion of its goals.

The Diversity, Equity, and Inclusion Strategic Planning Work Group shall maintain open communication channels with the Superintendent's DEI Council and communicate their progress to the Scotia-Glenville community through this group.

The Diversity, Equity, and Inclusion Strategic Planning Work Group shall document its findings, recommendations, and actions taken in meeting minutes and reports to be shared with the Superintendent's DEI Council.

#### **V. Accountability and Reporting:**

The Diversity, Equity, and Inclusion Strategic Planning Work Group shall provide regular updates and progress reports to the Superintendent's DEI Council. These reports shall include an overview of activities, findings, recommendations, and any recommended changes to policies, procedures, or initiatives.

#### **VI. Duration:**

The Diversity, Equity, and Inclusion Strategic Planning Work Group shall continue its work until the established goals and objectives are met, and a more inclusive and equitable school environment is achieved. The committee's effectiveness and necessity will be periodically reviewed by the Superintendent's DEI Council.

This Committee Charge serves as a guiding document to outline the purpose, goals, composition, structure, and responsibilities of the Diversity, Equity, and Inclusion Strategic Planning Work Group. The committee's work is integral to promoting diversity, equity, and inclusion within our K-12 public school community and fostering a more equitable and respectful school culture.