IMPORTANT NOTES:

Increasing Educator Diversity Plan Template



- 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:	Old Saybrook Public Schools
	Old Saybrook Schools believes that all students should have a sense of pride and belonging. By increasing educator diversity, all students will have the opportunity to see themselves represented in the teaching staff and feel a greater sense of pride in themselves, sense of belonging in our schools, and feeling of confidence in themselves.
	If the district promotes its priorities of equity and belonging and publicizes its current diversity, while maintaining an inclusive environment for all students, staff, and families, then we will attract and retain more educators of color and diverse backgrounds.
Team Lead:	Krista Bauchman
Team Members:	J. Perruccio, L. Caruthers, Equity Action Committee (EAC)

	RECRUITMENT												
	Who	Strateg	Strategies/Key Activities				Risks and	Communication/					
Goal	Manages the	(How are we going to do it?)			Progress	Required	Mitigation	Engagement Efforts					
	Goal?												
(What are we trying to do?)	(name, position)	What?	Who Owns This?	By When?	(How will we know if we are on track for success?)	(What people, time, money, and technology will be needed?)	(What could go wrong? How will we make that less likely to happen?)	(Who needs to be consulted/ engaged? What needs to be communicated? To whom?)					

Increase the percent of	Human Resources	Make public district changing	"Director of Public Relations"	September 1, 2024	The percent of diverse	Printed materials with	The district needs to ensure	Communications Director-
ethnically diverse		demographics and diverse student		-	applicants will increase	demographic information,	that its printed/video	regarding materials and
candidates (and candidates		body.			and the delta between	printed materials about	messaging encourages	messaging required.
with diverse backgrounds)		-	"Director of Public		diverse students and	district's strategic plan,	diverse staff to apply.	
applying for educator		Make public the district's	Relations"	September 1, 2024	educators will decrease.	videos about the districts		Human Resources-regarding
positions in our district.		commitment to equity as described in				diversity and commitment	The district will need to have	broadening posting and seeking
		the OS Strategic Plan.				to equity, human	proper messaging by staff	recruitment fair opportunities.
						resources, signage for	who attend recruitment fairs.	
			Human Resources			recruitment booth,		EAC-Review messaging and
		Broaden outreach efforts and		September 1, 2024		funding, time	Committee (EAC) will	attending recruitment fairs.
		distribution of postings including but					review messaging (printed	
		not limited to attending college career					and videos) to ensure	
		fairs, educator recruitment fairs, etc.					inclusive, positive	
							messaging.	
		Expand outreach within the	Human Resources, District					
		community to non-certified staff and	Leadership Team	Ongoing			Include member of the	
		families about certification					(EAC) attend recruitment	
		opportunities.					fairs.	
			Human Resources					
		diverse backgrounds to get feedback		Ongoing				
		on hiring pretaices.						

	HIRING & SELECTION													
	Who	Strateg	jies/Key Activities		Indicators of	Resources	Risks and	Communication/						
Goal	Manages the	(How are we going to do it?)			Progress	Required	Mitigation	Engagement Efforts						
	Goal?													
(What are we	(name, position)				(How will we know if	(What people, time,	(What could go wrong?	(Who needs to be consulted/						
trying to do?)				n	we are on track for	money, and technology	How will we make that	engaged? What needs to be						
		What?	Who Owns This?	Ву	success?)	will be needed?)	less likely to happen?)	communicated?						
				When?				To whom?)						

Ensure that all candidates,	Human Resources,	Members of interview committees	Human Resources, All staff	Before all hiring	Hiring documents/	Training materials,	Time to review hiring	EAC-regarding organizing sub-
regardless of background	District Leadership	will complete state training on	involved in hiring committees			Human Resources, Time	documents, policies,	committee and work load, and
or ethnicity are treated	Team	unconscious bias.	_		questions will be		procedures, questions.	timeline.
without bias and leave the		https://portal.ct.gov/SDE/Talent_Office/Workfo	Human Resources, District		reviewed and modified			
interview having a positive		rce-Diversity/Diversity-Training-Guide-for-	Leadership Team, EAC	December 2024	to ensure alignment to		Sub-committee of EAC to	District Leadership Team-
experience.		Hiring-Recruiting-Diverse-Educators			the OS Strategic Plan		review materials.	regarding changes to hiring
					goal of equity.			documents, policies, procedures,
		Review screening protocols and						questions.
		hiring policies/ processes to be sure	Human Resources, District		The percent of diverse			
		they are aligned to the OS strategic	Leadership Team, EAC	December 2024	educators hired will			Any policy changes will need to
		plan goal of equity.			increase.			passed by Board of Education.
		Review hiring protocols and hiring						
		11 1 / 11 11 1						
		of a hiring team prior to participating	District Leadership Team					
		in hiring.		Ongoing				
		g.						
		Offer interviews to diverse	H B D: 4.74					
		1 11 1 2 2 1 1 2 2 1 1 1 1 1	Human Resources, District	December 2024				
		forms.	Leadership Team, EAC	December 2024				
		Utilize interview questions that						
		provide insight to educators						
		qualifications and strengths while						
		demonstrating a commitment to						
		equity.						

	RETENTION													
Goal	Who Manages the Goal?	Strategies/Key Activities (How are we going to do it?)			Indicators of Progress	Resources Required	Risks and Mitigation	Communication/ Engagement Efforts						
(What are we (name, p trying to do?)	(name, position)	What?	Who Owns This?	By When?	(How will we know if we are on track for success?) (What people, time, money, and technology will be needed?)		(What could go wrong? How will we make that less likely to happen?)	(Who needs to be consulted/ engaged? What needs to be communicated? To whom?)						
Create a safe, inclusive, and supportive district climate to increase retention rates of diverse	Human Resources, District Leadership Team, Safe School Climate Teams	Analyze current hiring data and exit interviews to identify any areas of need.	Human Resources, EAC	September 1, 2024	Teachers report a positive, inslusive, and supportive climate and culture in the district as	Human Resources, Time	Lack of support or lack of communication between educators and administrators could result in concerns not	District Leadership Team needs to communicate to create entry plans and communication structures for each building that						
educators.		Ongoing commitment to the Strategic Plan goal of equity.	District Leadership Team District	Ongoing	described in climate surveys and exit interviews.		being quickly addressed and staff feeling unsupported.	are aligned to each other and the strategic plan.						
		E .	Leadership Team, Safe School Climate Teams	Ongoing	Retention of all staff, including diverse educators.		A plan needs to be outlined for ongoing supports for new teachers to Old Saybrook for each building. New teachers							
		Develop a system of ongoing support and communication for all new educators to the district.	District Leadership Team	Septemebr 1, 2024			need to understand best communication pathways for each building. Must include check-in times within the first year to build trust and support.							

Increasing Educator Diversity Plan Template



·	WestEd.org RECRUITMENT													
Goal	Who Manages the Goal?	Strategies/Key Activities (How are we going to do it?)			Indicators of Progress	Resources Required	Risks and Mitigation	Communication/ Engagement Efforts						
(What are we trying to do?)	(name, position)	What?	Who Owns This?	By When?	(How will we know if we are on track for success?)		(What could go wrong? How will we make that less likely to happen?)	consulted/ engaged?						
Increase the percent of ethnically diverse candidates applying for educator positions in our district.	Human Resources	Make public district changing demographics and diverse student body. Make public the district's commitment to equity as described in the OS Strategic Plan.	"Communications Director" "Communications Director"	September 1, 2024 September 1, 2024	The percent of diverse applicants will increase and the delta between diverse students and educators will decrease.	printed materials about district's strategic plan, videos about the districts diversity and commitment to equity, human resources, signage for recruitment booth,	The district needs to ensure that its printed/video messaging encourages diverse staff to apply. The district will need to have proper messaging by staff who attend recruitment fairs.	Communications Director-regarding materials and messaging required. Human Resources- regarding broadening posting and seeking recruitment fair opportunities.						
		Broaden outreach efforts and distribution of postings including but not limited to attending college career fairs, educator recruitment fairs, etc. Expand outreach within the community to noncertified staff and families about certification opportunities.	Human Resources Human Resources, District Leadership Team	September 1, 2024 Ongoing			Committee (EAC) will review messaging (printed and videos) to ensure inclusive, positive messaging. Include member of the (EAC) attend recruitment fairs.							

Increasing Educator Diversity Plan Template



	Westled.org HIRING & SELECTION												
	Who Manages		Strategies/Key Activi	ties	Indicators of	Resources	Risks and	Communication/					
Goal	the Goal?		(How are we going to do		Progress	Required	Mitigation	Engagement Efforts					
(What are we trying to do?)	(name, position)	What?	Who Owns This?	By When?	(How will we know if we are on track for success?)	will be needed?)	(What could go wrong? How will we make that less likely to happen?)	What needs to be communicated? To whom?)					
Ensure that all candidates, regardless of background or ethnicity are treated without bias and leave the interview having a positive		committees will complete state training on unconscious bias.	staff involved in hiring committees	Before all hiring committees meet	Hiring documents/ policies/ procedures/ questions will be reviewed and modified to ensure alignment to the	Training materials, Human Resources, Time	documents, policies, procedures, questions. Sub-committee of EAC	EAC-regarding organizing sub- committee and work load, and timeline.					
experience.		protocols and hiring policies/ processes to be sure they are aligned to the OS strategic plan goal of equity.	District Leadership Team, EAC	December 2024	OS Strategic Plan goal of equity. The percent of diverse educators hired will increase.		to review materials.	District Leadership Team- regarding changes to hiring documents, policies, procedures, questions. Any policy changes will					
		0.1	Human Resources, District Leadership Team, EAC	December 2024				need to passed by Board of Education.					
		Offer interviews to diverse candidates, track data with hiring forms.	District Leadership Team Human Resources,	Ongoing									
		Utilize interview questions that provide insight to educators qualifications and strengths while demonstrating a commitment to equity.	District Leadership Team, EAC	December 2024									

	RETENTION												
Goal	Who Manages the Goal? (name, position)				Indicators of Progress	Resources Required	Risks and Mitigation	Communication/ Engagement Efforts					
(What are we trying to do?)		What?	Who Owns This?	By When?	(How will we know if we are on track for success?)	(What people, time, money, and technology will be needed?)	(What could go wrong? How will we make that less likely to happen?)	(Who needs to be consulted/ engaged? What needs to be communicated? To whom?)					
Create a safe, inclusive, and supportive district climate to increase retention rates of diverse educators.	Human Resources, District Leadership Team, Safe School Climate Teams	Analyze current hiring data and exit interviews to identify any areas of need. Ongoing commitment to the Strategic Plan goal of equity. Continued commitment to creating a safe, inclusive, and supportive climate and culture. Develop a system of ongoing support and communication for all new educators to the district.	District Leadership Team District Leadership Team, Safe School Climate Teams	Ongoing Ongoing	Teachers report a positive, inslusive, and supportive climate and culture in the district as described in climate surveys and exit interviews. Retention of all staff, including diverse educators.	Human Resources, Time	Lack of support or lack of communication between educators and administrators could result in concerns not being quickly addressed and staff feeling unsupported. A plan needs to be outlined for ongoing supports for new teachers to Old Saybrook for each building. New teachers need to understand best communication pathways for each building. Must include check-in times within the first year to build trust and support.						