

[SCHOOL NAME] Diversity, Equity and Inclusion (DEI) Committee School Year 2019-2020

MISSION

The Diversity Equity and Inclusion (DEI) Committee will strive towards advocating for the uniqueness of all students. The committee will work with the executive board of the PTA to provide specific educational opportunities for every student and staff member in an effort to embrace diversity (respect others' differences) and acquire the skills, knowledge, and confidence to positively influence the larger community within and outside [SCHOOL NAME] Elementary School.

BACKGROUND

We are pleased to propose a Diversity, Equity and Inclusion (DEI) committee for [SCHOOL NAME] PTA. The committee and its founding members hope to help promote and “recognize that diversity and inclusion are about more than gender and race/ethnicity. While those remain key, the national PTA now defines diversity to include the many differences to distinguish people including mental, emotional psychological and physical disabilities; learning styles; geographic residence languages used; cultural heritage; educational level and more.” [National PTA Diversity and Inclusion Toolkit June 2016].

By exposing our children to diversity in [SCHOOL NAME], we will provide them the opportunity to broaden their knowledge, building tolerance and hopefully respect for one another and our differences – therefore promoting global citizenship for all students within [SCHOOL NAME].

GOALS & OBJECTIVES

- **Goal #1: Integrate DEI awareness in every day school experiences.**

Purchase:

- Posters related to approved various history events on the school calendar.
- Books to reflect the diverse background of the student population for the Carson reading room and classrooms.
- Flags to be posted in cafeteria or other areas of the school to reflect global citizenship awareness of the school and its students.
- Cultural items used to display in the cabinet for history months.
- Help to decorate the school during various minority celebration months (Black History Month, Women’s History Month, Arab History Month, Hispanic Heritage Month, etc.
- Supplemental teacher materials/ supplies that can help facilitate learning. ex: Teacherspayteachers.com

Develop the following:

- Morning announcements – holidays, history, cultural appreciation

- **Goal #2: Expose students to increased diverse cultural events and forums.**

Perform the following:

- Research additional PTA sponsored extra curriculum or enrichment programs and/or after-school activities (foreign language, cultural dance classes, field trips, etc.)
- Invite parents from various diverse backgrounds to participate in Professional day, etc.
- Use time during lunch periods to switch out “knock knock” jokes for informative facts from DEI.
- Cultural Appreciation Assemblies – work with the cultural arts committee on these efforts as they need assistance
- Assist the International Committee during their annual event
- Planning and executing culturally relevant social events open to all families of the [SCHOOL NAME] community (example might include a Mexican fiesta after hours at the school – it could serve as both a cultural event and fundraiser for the PTA)

- **Goal #3: Ensure that enrichment content exists for diverse topics and is consistent within the curriculum**

Purchase the following:

- Supplemental teacher materials/ supplies that can help facilitate learning. ex: Teacherspayteachers.com

Perform the following:

- Recommend an audit be done to identify a need for books related to DEI for classrooms/ Carson Reading Room, etc.
- Research other schools and look to borrow ideas

- **Goal #4: Create a safe community forum for parents to gather to discuss openly their concerns raised at [SCHOOL NAME].**

Perform the following:

- Include organizing parent seminars on any particular subject matters relating to: diversity, equity, inclusion (this could include parent workshops, guest speakers, etc.)
- Provide PTA sponsored support groups for parents (regarding special topics such as ‘ADHD support group for parents’)
- Address to school leadership with issues of concern from parents/students: ex: Validate consistency for GT criteria for all students
- Help to create in lower grades a mentoring/ buddy system for all students to foster better relationship

Note: The proposed committee will work with the school, board of education and the PTA organization to promote a diverse, equitable and inclusive culture at [SCHOOL NAME].

New goals can be adopted and implemented throughout the school year as deemed appropriate and necessary by the school, board of education, PTA and the proposed committee.

TIMELINE FOR EXECUTION

Key project dates are outlined below. Dates are best-guess estimates and are subject to change until a contract is executed.

Description	Start Date	End Date	Duration
Project Start			
Milestone 1			
Milestone 2			
Phase 1 Complete			
Milestone 3			
Milestone 4			
Phase 2 Complete			
Milestone 5			
Completion for EOY			

ROLES AND RESPONSIBILITIES OF DEI TEAM

As proposed members of the PTA leadership team of the [SCHOOL NAME], the DEI committee members recommend the following roles and responsibilities per the National PTA:

- Make every effort to recruit and create a PTA board and membership that is inclusive and reflective of its community.
- Encourage that all PTA activities at the school be planned by a committee which is representative of the population.
- Ensure that our students are equally reflected or represented in media, acknowledgements, performances, etc.
- Propose change wherever discriminatory practices are perceived.
- Become acquainted with the community leaders to gain involvement.

CHAIR/CO-CHAIR RESPONSIBILITIES

Chair responsibilities include coordinating communication with the school via meetings, phone calls, bulletin boards, emails, intercom announcements. (PTA Leadership, Principal, BOE). Managing budget and financial forms. Purchasing items for the school under the umbrella of DEI. *

*Note: may not include all responsibilities at this time

VOLUNTEER OPPORTUNITIES

- Catalog books and supplemental materials for DEI
- Create and/or seek volunteers for morning announcements
- Research new ways to expose students and staff to embrace diversity and acquire new knowledge.
- Help decorate the school for certain approved holidays/celebrations
- Assist with the International committee dinner
- Provide PTA sponsored support groups for parents with children requiring special needs (ex: ADHD, Dyslexia, etc.)
- Support the development of the DEI calendar of events" for the Volunteer opportunities.
- Create a Climate survey - parents
- Locate and schedule guest speakers to address key training opportunities
- Update PTA newsletter section for DEI as needed
- Educate parents to know how to report, what to report, and to whom to report bullying and harassment, and parents gain more faith and trust in our process
- Collaborate with community organizations and parent organizations regarding Diversity Equity and Inclusion

ESTIMATED BUDGET \$XXX.XX

The following table details the pricing for delivery of the services outlined in this proposal. This pricing is valid for ## days from the date of this proposal:

Goal Category #1	Price
Proposed items for purchase (books, supplemental materials, posters, props for display boards)	\$00.00
Goal Category #2	
Events	\$00.00
Goal Category # 3/4	
Training/ tools for Staff and studies	\$00.00
Total	

Disclaimer: The prices listed in the preceding table are an estimate for the services discussed. This summary is not a warranty of final price. Estimates are subject to change if project specifications are changed or costs for outsourced services change before a contract is executed.

CONCLUSION

We look forward to working with [SCHOOL NAME] Leadership Team in supporting our efforts for implementing Diversity Equity and Inclusion at [SCHOOL NAME].

If you have questions on this proposal, feel free to contact [CHAIR NAME] at your convenience by email at [CHAIR EMAIL] or by phone at [CHAIR PHONE NUMBER]. I will be in contact in the next few weeks to continue our discussion and our next steps towards including this proposed new committee at [SCHOOL NAME].

Thank you for your consideration,

[CHAIR NAME]

Proposed Chair of the Diversity Equity and Inclusion Committee.