

## Personnel Certified

### INCREASING EDUCATOR DIVERSITY PLAN

The Eastford Board of Education recognizes the importance of diversity among its educators. It is committed to ensuring effective strategies are implemented to recruit and retain a diverse pool of highly qualified and effective educators from a wide variety of demographic, cultural linguistic and other backgrounds. Therefore, in accordance with Sections 10-4a(3), 10-220(a), 10-156ee, and 10-156hh of the Connecticut General Statutes, the Eastford Board of Education (the “Board”) has developed the following written plan for increasing educator diversity:

1. The Superintendent is responsible for prioritizing, with the Eastford Public Schools (“District”) administrative team, the importance of recruiting and retaining employees from a wide variety of demographic, linguistic cultural and backgrounds and experiences. The hiring team is comprised of the Superintendent, the School Administration, and the Assistant to the Superintendent. Representatives from the respective bargaining units will be included in the hiring process dependent on the vacancies being filled.
2. All recruiting sources will be informed in writing of the Board's non-discrimination policy.
3. Each Board employee involved in hiring educators for the Eastford Public Schools (the “District”) shall successfully complete the video training module, Diversity Training Guide for Hiring-Recruiting Diverse Educators (<https://portal.ct.gov/SDE/Talent-Office/Workforce>) relating to implicit bias and anti-bias in the hiring process, developed pursuant to Connecticut General Statutes § 10-156ee, prior to such employee’s participation in the educator hiring process for the District.
4. The Board, through its designee, will develop contacts with local training and educational institutions, including those with highly diverse enrollments, to publicize job openings within the District and to solicit referrals of diverse and qualified candidates.
5. The Board, through its designee, will develop contacts with local community organizations, including diverse community organizations, to publicize job openings within the District and to solicit referrals of diverse and qualified candidates.
6. The Board, through its designee, will maintain, or expand, as appropriate, its help-wanted advertising to include print and/or broadcast media that is targeted at diverse individuals.
7. The Board, through its designee, will participate in local job fairs, including those that are sponsored by diverse community organizations or otherwise targeted toward diverse individuals.
8. The Board, through its Superintendent or designee, will develop a budget that provides the necessary resources for the recruiting and hiring of employees from a variety of backgrounds and experiences.

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9. The Board, through its Superintendent or designee will include, in the monthly reports, updates regarding the actions taken to implement the Increasing Educator Diversity Plan and results obtained (i.e., qualifications and backgrounds of candidates who applied, were selected for interviews, were offered positions, and accepted positions in the district), when relevant or upon request of the Board Chair, to the Board.
10. The Board, through 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.
11. The Board will review on an annual basis the effectiveness of this plan, and make relevant adjustments, in increasing diverse applicant flow and attracting qualified candidates for employment.
12. The Board, through its designee, will make all efforts to retain new employees by providing all new hires with ongoing support, such as mentoring.
13. The Board, through its designee, will conduct exit surveys for all certified employees that resign from employment with the Eastford Board of Education.
14. The Board directs the administration to develop regulations in furtherance of the policy.

#### 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  
Connecticut General Statutes §10-156hh Completion of video training module  
re implicit bias and anti-bias in hiring  
process for certain school district  
employees

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Regulations

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### Increasing Educator Diversity Plan Eastford Public Schools

**Mission Statement:** We pledge to provide every one of Eastford’s children entrusted to our care with the very best education to meet individual needs, to maintain a nurturing and caring environment, and to ensure for each child the necessary preparation for a productive and fulfilling life in our changing world.

**Theory of Action:** *If* Eastford Elementary School can create a more inclusive and equitable environment that attracts and retains a diverse workforce, *then* ultimately students and staff will benefit from being exposed to a diverse and culturally responsive community of educators and learners.

District Diversity Team Members	Role
Donna P. Leake	Superintendent of Schools
Carole McCombe	Building Principal
Charles Kernan	Director of Pupil Services
Kymberli Gaylor	Financial Assistant/HR
PDEC Committee	Teacher Representative

### Recruitment

**Goal:** To review and improve current hiring practices to uncover hidden biases, if any, and promote equity centered recruitment with strategies to attract a diverse pool of candidates.

**Who manages the Goal:** Superintendent and EES Administrative Team

#### **Strategies and Key Activities:**

What?	Who owns?	By When?
Develop an Increasing Educator Diversity Plan	Superintendent and Diversity Team	Beginning in March 2024
Review, adopt, and modify as needed existing Board of Education policy	Superintendent and Board of Education Policy Committee, full BOE	Beginning policy review process in March 2024.
Inform and collaborate with community organizations, colleges, and professional	EES Administrative Team	Ongoing and utilized with each vacant position.

Policy adopted: 12/10/98  
Policy revised 9/11/2014, 3/14/2024

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networks to expand outreach efforts to ensure a broader pool of diverse candidates.		
Utilize college and regional job fairs.	EES Administrative Team	Ongoing and in response to current vacancies and posted job fairs

**Indicators of Progress:** We will know we are on track if (1) Plan developed (2) Policy adopted. (3) Applicant pool increases, more specifically the percentage of applicants from diverse backgrounds increases (4) Regular discussion of progress occurs at BOE meetings, and staff meetings (4) Proper documentation and record keeping ensures fidelity of implementation.

**Resources Required:** (1) Posting locations and contacts expanded and identified (2) Staff allocated to attend recruitment fairs.

**Risks and Mitigation:** (1) Timely posting of positions to ensure ample time to attract applicants (2) Eastford does not often have staff turnover, and therefore it takes years for us to have an opportunity to offer positions/ opportunities to applicants from diverse populations.

**Communication and Engagement Efforts:** Given we do not currently have a diverse staff, but we do have parents who do not identify as white we will engage these families as stakeholders with our hiring committees when appropriate.

Hiring and Selection
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**Goal:** To reaffirm our commitment to utilize uniform protocols for hiring and selection that include broader criteria to ensure equal treatment and consideration. Ensure that the chosen applicant reflects the instructional ability as well as the cultural and linguistic competence and responsiveness to connect with all students. Additionally, we also strive to ensure proper preparation and professional development of a hiring and selection committee through the selection process.

**Who manages the Goal:** Superintendent, BOE, District Diversity Team

**Strategies and Key Activities:**

What?	Who owns?	By When?
Make available an easily accessible compendium of online resources for hiring committee and other staff to increase diversity awareness	EES Administrative Team	Ongoing beginning in March 2024

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Review of Mandatory CSDE video training (80 min) for all members of hiring committee	Diversity Team and any members of hiring teams.	Prior to each hiring event.
Update the current hiring practice manual, as needed, to reflect the importance of attracting a diverse workforce.	District Diversity Team	Immediately, and ongoing for full and comprehensive implementation
Provide further PD for all staff that increases awareness of diverse cultures.	EES Administration, Professional Development Committee	Immediately, and ongoing for full and comprehensive implementation

**Indicators of Progress:** (1) All staff in the hiring process participate in professional development on implicit bias and microaggressions and how these may affect the hiring process (2) Broader interview panels created (3) Hiring handbook updated as needed and used with fidelity during the hiring process.

**Resources Required:** (1) Implicit bias/anti-bias video developed by the CSDE available at CSDE portal, pursuant to Connecticut General Statute §10-156ee (2) Allot proper staff time for process (3) Utilize CSDE resources located at [https://portal.ct.gov/SDE/Talent\\_Office/Workforce-Diversity/Diversity-Training-Guide-for-Hiring-Recruiting-Diverse-Educators](https://portal.ct.gov/SDE/Talent_Office/Workforce-Diversity/Diversity-Training-Guide-for-Hiring-Recruiting-Diverse-Educators)

**Risks and Mitigation:** (1) Hiring to meet diversity “quota” needs to be avoided, rather a focus on creating a welcoming inclusive environment free of unconscious bias needs to be developed and maintained. (2) Avoiding language within postings, job descriptions and interview questions that may be biased. (3) Regular evaluation of this plan to adjust strategies based on feedback. (4) Staff involvement in PD choices.

**Communication and Engagement Efforts:** Regular updates for BOE, staff and community on progress of implementation of plan via BOE meeting and posting on EES Website.

Retention
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**Goal:** Ensure new diverse hires, including but not limited to those from culturally, racially, ethnically, and/or linguistically diverse backgrounds, maintain positions in Eastford Schools, by creating and maintain a welcoming and responsive working environment

**Who manages the Goal:** BOE, District Diversity Team, staff involvement critical

**Strategies and Key Activities:**

What?	Who owns?	By When?
Support new hires with mentoring and new teacher	Superintendent, EES Administrative Team	Ongoing with each new hire

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support meetings with an equity lens	Staff	
Conduct and analyze exit surveys to analyze reasons for separation from district	BOE, District Diversity Team	Ongoing
Utilize EASTCONN, State and other resources for additional professional Development opportunities	EES Administration and PD committee	Ongoing

**Indicators of Progress:** (1) Conduct regular assessments of school climate data through School Climate Committee (2) Track data pertaining to hiring and retention of all educators including those from underrepresented backgrounds beginning in 2024 (3) Utilize feedback and surveys for success of mentoring programs.

**Resources Required:** (1) Potential budget stipends for mentors (2) Potential allocations for professional development offerings.

**Risks and Mitigation:** (1) No change in the level of retention of diverse educators. (2) Mentors may unintentionally still exhibit implicit bias if not properly trained.

**Communication and Engagement Efforts:** Data as to the success of the process will be shared at BOE meetings and made a part of agenda and minutes.