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December 4, 2018

TO THE HONORABLE MEMBERS OF THE SCHOOL COMMITTEE:

Approval of Revisions to Cambridge Public Schools
Advisory Committee – Affirmative Action Policy

Recommendation: That the School Committee approve the revisions to the Advisory Committee – Affirmative Action Policy as detailed in the attached document.

Description: These revisions to the Advisory Committee – Affirmative Action Policy are being made to update references to the change in the job title from Program Manager for Diversity Development to Director of Diversity Development.

This is a second reading of these proposed revisions to the Advisory Committee – Affirmative Action Policy.

Supporting Data: Attached redline of revisions to Cambridge Public Schools Advisory Committee – Affirmative Action Policy.

Respectfully submitted,

Kenneth N. Salim, Ed.D.
Superintendent of Schools

CAMBRIDGE SCHOOL DEPARTMENT'S POLICY RELATED TO AFFIRMATIVE ACTION ADVISORY COMMITTEE - AFFIRMATIVE ACTION

An Affirmative Action Advisory Committee of the City of Cambridge School Department, otherwise known as the Cambridge Public Schools (the "School Department" or "CPS") will assist the ~~Program Manager for School Department's~~ Director of Diversity Development in formulating goals, planning and evaluation of the affirmative action program. The School Department's Affirmative Action Advisory Committee will contain both community members and staff members representing all job classifications, at least half of whom will be minority group members and women.

Evaluation and monitoring is a major responsibility of the Affirmative Action Advisory Committee. Objective procedures will be established by the ~~Program Manager for~~ Director of Diversity Development and made available to the Affirmative Action Advisory Committee. The task of monitoring should include:

1. Performance monitoring of all elements of the affirmative action program, including progress towards achieving affirmative action goals. The goals and timetable will be monitored to see that the schedule established is met.
2. The Affirmative Action Advisory Committee will also assist the ~~Program Manager for~~ Director of Diversity Development in developing and monitoring the Affirmative Action Plan.

The City Manager of the City of Cambridge ~~shall~~ has authorized its ~~Program Manager for the City's Director of Diversity Development~~ Equity and Inclusion to assist the Cambridge Public School Department's ~~Program Manager for~~ Director of Diversity Development in all respects concerning monitoring compliance with the terms, conditions and objectives of this ~~Agreement~~ Policy and in all respects in furtherance of the effective functioning of the Affirmative Action Advisory Committee. The ~~Program Manager for~~ Director of Diversity Development's reports shall be furnished to the Affirmative Action Advisory Committee and they shall be public documents.

- A. Notice of formation of the Affirmative Action Advisory Committee shall be distributed to all School Department staff and to community members via notices to the local media and to all parents/guardians/caregivers through the City's schools, and volunteers will be solicited by the Cambridge School Committee.
- B. The ~~Program Manager for~~ Director of Diversity Development and the Cambridge Public Schools Department shall provide the Affirmative Action Advisory Committee with whatever information it needs to carry out its duties under the plan.
- C. The tenure of members of the Affirmative Action Advisory Committee shall be two (2) years.

- D. The Cambridge School Committee shall see that the Affirmative Action Advisory Committee has sufficient resources to carry out its duties.

| *Adopted: May 15, 2018*