



D15
Diversity
Plan

DRAFT
May 2018



**Process
Guide**

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A

Introduction

The District 15 Diversity Plan will result in a community-based plan focused on creating diverse, meaningful integrated middle schools in District 15 located in Brooklyn, New York (Boerum Hill, Carroll Gardens, Cobble Hill, Fort Greene, Gowanus, Kensington, Park Slope, Windsor Terrace, and Red Hook).

The purpose of this guide is to provide an overview of the process that has been established to create a community-based Diversity Plan for School District 15 (“District 15”). This participatory process has been developed in support of the NYC Department of Education’s (DOE’s) commitment to supporting quality learning environments that reflect the diversity of New York City by engaging community members, incorporating community input into a set of policy recommendations, and making data related to school diversity more transparent. A Working Group comprised of local leaders and organizations with strong ties to District 15, along with DOE staff, will steer the public engagement process by identifying potential areas for policy intervention as focal points for research and discussion at each of the public workshops.

Potential Areas of Focus:

- Inclusion: School Environment & Activities
- Integration: Access to Information & Admissions Policies

The plan will ultimately include an expression of values and priorities that speak directly to District 15’s diverse residents, as well as, articulate concrete recommendations for each area of focus; it will balance community input with research and analysis; and will include a plan for implementation and means for tracking future efforts.

The plan will include a combination of short- and long-term policies and programs that promote diversity throughout District 15’s middle schools and this participatory process will serve as a model for engagement for developing district-level diversity plans throughout New York City.

B Emerging Goals

1. Develop a community planning and engagement process for diversity initiatives at the school district level.
2. Collect and organize community concerns and ideas to inform and influence the prioritization of the DOE's diversity initiatives.
3. Identify the sets of data and conduct analyses necessary to evaluate the impact of future diversity initiatives.
4. Develop implementable policy recommendations and initiatives that reflect community input.
5. Build a base of engaged residents ready to advocate collectively for changes in education policy in District 15.

C Final Deliverables

The final District 15 Diversity Plan (“Diversity Plan”) will include findings and recommendations informed by input collected from public workshops, produced by working group members with the support of WXY and facilitators. The role of the Diversity Plan is:

1. To inform the DOE's District 15 diversity planning and related diversity initiatives;
2. To develop a community-based road map for short- and long-term improvements in school district-level diversity;
3. To ensure long-term government accountability to the District 15 community.

Draft recommendations will be approved by the Working Group following an iterative process between each of the public workshops. The working group is comprised of DOE staff, the D15 Superintendent's Office, school principals, a teacher, a student, parents, school advocacy groups, and community-based organizations. These draft recommendations will be further revised and presented to the Working Group for formal approval (vote) and prioritization in the weeks following the public workshops.

D **Roles**

D15 Community

The role of the District 15 community is to inform the diversity planning process through participation at Public Workshops and through other community engagement and public outreach activities. Input and feedback collected from community members will serve as the foundation for the framework and recommendations produced as part of the planning process.

D15 Diversity Plan Working Group

Comprised of stakeholders from across District 15, a Working Group has been formed to guide the planning process and to hold the planning process accountable to all of District 15's stakeholders, ensuring inclusivity and accessibility. Additionally, the Working Group has been formed to generate interest in Public Workshops, review and provide feedback on Workshop findings, incorporate community input and findings into a plan framework and set of recommendations, and to encourage shared resources. A Working Group Memorandum of Understanding ("MOU") is included in Section E specifying Working Group member expectations and decision-making protocols, including voting on recommendations.

D15 Diversity Plan Advisory Groups

Comprised of organizations with expertise related to issues of school diversity or D15 stakeholders, Advisory Groups will be formed to review community-defined goals and priorities and to provide formal feedback on Working Group findings and recommendations. The Advisory Group role allows expertise and experience from national, citywide and other D15 stakeholders to be formally integrated into the planning process. Advisory Groups will have the opportunity to provide feedback on the initial recommendations developed from Public Workshops 1 and 2 and refined recommendations following Public Workshop.

WXY Studio, Facilitator

WXY is an urban planning and design firm with a focus on civic projects in New York City. Its role is to provide convening and research support to the Working Group, to help facilitate meetings, to help shape the recommendations, and to finalize and produce the D15 Diversity Plan with the Working Group.

Border Crossers, Facilitator-Trainer

Border Crossers is an organization which utilizes creative and interactive pedagogy to engage educators, parents and the larger community in explorations of race and racism. Border Crossers' role is to provide facilitation trainings to key DOE and WXY staff and Working Group members. These trainings will provide a lens and tools to discuss issues such as race, class, diversity, equity and racial justice and enable more meaningful discussion.

E **Working Group Memorandum of Understanding**

Memorandum of Understanding (“MOU”) between the D15 Diversity Plan Working Group (“Working Group”) members and the Department of Education (“DOE”):

Working Group members play a critical role in advising, reviewing, and decision-making in the D15 School Diversity Plan process. Outlined below is an Memorandum of Understanding (“MOU”) listing the members’ key responsibilities.

It is the:

- Responsibility of the persons or organizations selected as Working Group members to designate one person to be the primary representative and one to two proxy representatives for Working Group meetings if the primary representative is not available. Working Group members may be removed if representatives are absent for at least two Working Group meetings.
- Responsibility of the representative (primary or proxy) to attend all Working Group sessions.
- Responsibility of the representative to be engaged and come prepared to discuss/approve/disapprove of draft recommendations being put before the Working Group. This may include coming prepared with suggested revisions to draft recommendations.
- Responsibility of the Facilitators and DOE to provide Working Group representatives with draft recommendations three days in advance of the Working Group meeting in which recommendation approval will be conducted.

Rules for approving recommendations:

- Working Group members will vote to approve recommended objectives and initiatives put forward by facilitators.
- The draft recommendations to be subject for approval will have been produced and refined by the facilitators following Working Group meetings and deliberation, Public Workshops, and relevant meetings with the Department of Education.
- Working Group approval will rely on one representative = one vote.
- Working Group approval will require a 75% quorum and 75% approval to pass (the benchmark for approval is high).
- If a recommendation is at an impasse, discussion will be held to see if a revision of the recommendation can lead to approval.
- If an approval cannot be reached on a revision during the Working Group, a vote of 50% of the members can suggest that the facilitators take away the recommendation and work to prepare alternative recommendations at a later Working Group meeting.

- If resolution cannot be reached on alternative recommendations, then the recommendation will not go forward.
- If an approval is not consensus-based: disapproving persons or organizations can register their disagreement with the approved recommendation in the final D15 Diversity Plan document.

F **Anticipated Meetings & Agendas**

The D15 Diversity Plan process consists of a series of meetings, primarily focused around the following two (2) types of meeting:

Working Group Meetings

The D15 Diversity Plan Working Group will meet regularly to advance the work of developing the D15 Diversity Plan through discussion and collaboration. Working Group meetings will be primarily focused around receiving and discussing the findings from the Public Workshops and translating that input into objectives and recommendations. Once those initial objectives and recommendations have been refined, the Working Group will discuss approval and prioritization of recommendations. These meetings will also serve as an opportunity to refine ideas and prepare for the Public Workshops and other public presentations as needed.

Public Workshops

There will be three (3) Public Workshops overall and one (1) final Community Presentation, which will be organized around specific phases of the community engagement process: (1) Introduction – to introduce the community planning and engagement process, (2) Framing – to gather and prioritize insights from community members that will give direction to initiatives and actions, (3) Options – to present draft recommendations and to gather feedback, and (4) to present final draft recommendations to community members. Each workshop will invite the public to participate in identifying needs and concerns and developing options related to increasing diversity in School District 15.

F

Proposed Meeting Schedule & Agendas

1. Working Group Meeting: Introduction

Meeting Goals:

To discuss the role of the Working Group, it's goals, objectives, and its process
To discuss initial research themes and questions

Suggested Agenda:

- Review of the D15 Diversity Plan goals & process
 - Goals
 - Process (meeting structure, summary of roles)
- Discussion of initial research themes and questions
- Discussion of objectives – what the Working Group hopes to achieve
- Review of next steps

Protocols:

- Coordinate with Working Group to schedule the meeting. Meetings should be held at least 3 weeks in advance of Public Workshops.
- WXY to act as note-taker
- Send meeting invitations at least 2 weeks in advance
- Coordinate with those presenting at the meeting
- Complete and circulate meeting outline at least 2 days in advance
- WXY to facilitate meeting
- Circulate notes and list of attendees within 1 week of the meeting

2. Working Group Meeting: Border Crossers Training (Part 1)

3. Working Group Meeting: Border Crossers Training (Part 2)

4. Working Group Meeting: Public Workshop Prep

Meeting Goals:

To review the Public Workshop #1 agenda and presentation

Protocols:

- Prepare agenda for Workshop at least a week in advance
- Share with Working Group members
- Prepare Workshop format, introduction presentations, and materials
- Coordinate outreach & event requirements

5. Public Workshop #1: Introduction

Meeting Goals:

To gather insights from community members that will give direction to the Working Group's potential initiatives and actions

Suggested Agenda:

- Today's Goals
- Planning process & introductory presentation
- Small group / roundtable discussion
- Review of next steps

Protocols:

- Provide introductory research and activities
- Support Working Group members in preparing presentation and activities, facilitation, and note-taking
- Facilitators create flier and ensure outreach by Working Group members
- Facilitators provide training for table facilitation within one week before the workshop
- Facilitators to compile notes within 1 week and circulation to the Working Group
- Department of Education provide logistical assistance; space, outreach, interpretation, childcare, food

6. Working Group Meeting: Workshop #1 Findings

Meeting Goals:

To review workshop findings and outcomes and to discuss initial draft recommendations

Suggested Agenda:

- Review findings from the workshop
- Discussion of Strengthens and Challenges related to topic areas
- Discussion of Objectives
- Discussion of Potential Initiatives / Actions
- Discussion of Further Research needed / Agency meetings needed
- Distribution of tasks

Protocols:

- Coordinate with the Working Group to schedule the meeting
- Meetings should be held 1-2 weeks after the Public Workshops
- Send meeting invitations at least 2 weeks in advance
- Facilitate meeting
- WXY to act as note-taker

7. Public Workshop #2: Framing

Meeting Goals:

To gather and prioritize insights from community members that will give direction to initiatives and actions

Suggested Agenda:

- Review of Diversity Plan process
- Presentation of Draft Options
- Small group / roundtable discussion
- Review of next steps

Protocols:

- Provide introductory research and activities
- Support Working Group members in preparing presentation and activities, facilitation, and note-taking
- Facilitators create flier and ensure outreach by Working Group members
- Facilitators provide training for table facilitation within one week before the workshop
- Facilitators to compile notes within 1 week and circulation to the Working Group
- Department of Education provide logistical assistance; space, outreach, interpretation, childcare, food
- Provide support for table facilitation

8. Working Group Meeting: Public Workshop #2 Findings

Meeting Goals:

To discuss initial draft recommendations

To determine the agenda and structure of Public Workshop #3

Suggested Agenda:

- Update on Diversity Plan process
- Presentation of findings from the Workshop
- Discussion of Strengths & Challenges related to topic areas
- Discussion of Objectives
- Discussion of Potential Initiatives / Actions
- Discussion of Further Research / Agency meetings needed
- Discussion / approval of initial draft recommendations

9. Working Group Meeting: Draft Options

Meeting Goals:

To develop draft ideas and recommendations

10. Working Group Meeting: Public Workshop Prep

Meeting Goals:

To review the Public Workshop #3 agenda and presentation

11. Public Workshop #3: Options

Meeting Goals:

To present draft recommendations to D15 Community Members

Suggested Agenda:

- Review of Diversity Plan process
- Presentation of Draft Options
- Small group / roundtable discussion
- Review of next steps

Protocols:

- Provide introductory research and activities
- Support Working Group members in preparing presentation and activities, facilitation, and note-taking
- Facilitators create flier and ensure outreach by Working Group members
- Facilitators provide training for table facilitation within one week before the workshop
- Facilitators to compile notes within 1 week and circulation to the Working Group
- Department of Education provide logistical assistance; space, outreach, interpretation, childcare, food
- Provide support for table facilitation

12. Working Group Meeting: Workshop #3 Findings

Meeting Goals:

To review Public Workshop #3 findings

To refine and approve final recommendations

To determine the agenda & structure of the Final Community Meeting

Suggested Agenda:

- Presentation of recommendations
- Strengths and Challenges related to the topic area
- Objectives
- Initiatives / Actions
- Further Research needed
- Discussion and review / approval of final recommendations

Protocols:

- Coordinate with the Working Group to schedule the meeting
- Send a reminder email for the Working Group meeting
- Meetings should be held 1-2 weeks after the Public Workshops
- Send meeting invitations at least 2 weeks in advance
- WXY to facilitate meeting
- WXY to act as note-taker

13. Working Group Meeting: Presentation Prep**Meeting Goals:**

To review the Final Community Presentation

14. Final Community Presentation**Meeting Goals:**

To present final draft recommendations to the D15 Community

Suggested Agenda:

- Review of Diversity Plan process
- Presentation of final recommendations
- Review of next steps

Protocols:

- Recap planning process and present final recommendations
- Support Working Group members in preparing presentation and activities, facilitation, and note-taking
- Facilitators create flier and ensures outreach by Working Group members
- Department of Education provide logistical assistance; space, outreach, interpretation, childcare, food
- Provide support for table facilitation

15. Working Group: Final Recommendations**Meeting Goals:**

To review the Final Community Meeting findings & outcomes

To refine final recommendations (as needed)

Suggested Agenda:

- Presentation of findings from the Workshop
- Discussion of Strengths & Challenges related to topic areas
- Discussion / approval of initial draft options / recommendations

G **Public Engagement & Outreach Strategy**

Public Engagement

A variety of public engagement opportunities will occur throughout the planning process in School District 15. The centerpiece of the engagement includes a series of three interactive workshops, to be held with the purpose of engaging the District 15 Community and better understanding local concerns, priorities, potential initiatives, challenges and its opportunities. Additional meetings might be held as warranted; however, these will be determined throughout the process.

Appropriate facilitator and DOE staff will attend each meeting to answer questions and gather information. An initial kick-off meeting with the Working Group will focus on defining the Working Group's goals, objectives and process followed by a meeting to determine the structure and agenda of the Public Workshops.

The three public workshops will function as the core of the public outreach effort. WXY in coordination with DOE will facilitate the workshops, to be held on weeknight evenings, unless otherwise specified. The three workshops will be scheduled several weeks apart, giving the facilitators time to respond and document the results of each of the workshops, and to have appropriate time to prepare. Each workshop will begin by presenting relevant background, data and findings, as well as, highlight any changes to identified objectives and recommendations based on analysis and feedback from the community. The opening presentation will help to frame the discussion, identify any points of miscommunication, and inform the community on the progress of integrating their ideas and addressing their concerns.

The other tools incorporated into these workshops may include “hands-on” exercises, facilitated discussions, questionnaires, and other exercises that can help to gather insights and feedback from the community. Through these activities, the participants will define a vision that they would like to see for the future of District 15.

As part of the Public Workshops, participants will divide into several smaller groups for more focused discussion and group exercises that will allow community members to interact with each other, and collaborate with facilitators and DOE staff to brainstorm solutions for concerns and problems that have been identified. The results of these working sessions may be briefly presented. If online access is possible at the meeting location, it may be possible to stream the meetings live via the internet.

After each meeting, a summary will be assembled and made available to the public using various public outreach methods (as needed); this will keep the community informed on the project progress and keep the process transparent. In addition to the public workshops, additional meetings will be held with local stakeholders and other appropriate organizations. These may occur before or after the public workshops. This might also serve as a good forum for local stakeholders to discuss concerns that they might not bring up at the public workshops and provide an even more in-depth understanding of the dynamics in District 15.

Public Workshop Requirements

While organizing the workshop meetings, there are many factors to consider such as the location for the workshops, expected turnout, availability of childcare, etc. It is also important to consider what materials will need to be on-hand and who should be present at the meeting. A workshop that does not address factors key to robust participation would discourage future participation, so it is important to understand and organize these components early on. The Working Group, in coordination with the Facilitators, will collaborate to establish a suitable location for the workshop meetings.

Venue

Working Group members will manage and coordinate venue selection. The location will need to have a large space that can accommodate 100 to 200 people, e.g. a school auditorium or multi-use room in a community center, school, or library. The location must have heat or air-conditioning and clean restrooms and be easily accessible to the public. WiFi would be a plus.

In order to keep Public Workshops accessible to the largest number of community members, when possible, Working Group members should coordinate food, childcare, and interpretation services as well as ADA accessibility.

Room Setup

1. Tables and chairs for groups of about 10 people each (15-20 tables to set up), additional if needed.
2. A large screen or plain white wall on to which we can project images from a multi-media projector. (For presentations at the start of the workshop.)
3. If there is a built-in projector, instructions or assistance to access it.
4. PA system or portable microphone / speaker for the presentations
5. Extension power cords and power strips for setting up a projector in the middle of the room if necessary. (If there is not a projector, we will bring one.) Consultant will provide office computers for presentations of initial findings, along with paper, maps, markers, posters, handouts, stickers and other related media for workshop brainstorming. If possible it would be advisable to have small snacks and refreshments donated for the event. Without snacks and/or finger-food, community participation might decline.

H

Proposed D15 Diversity Plan Outline

The final deliverable will be the D15 Diversity Plan which will consist of a report and executive summary.

The table of contents will be structured as follows:

1. **Forward**
2. **Executive Summary**
3. **Introduction**
4. **Components of Plan**
 - a. **Inclusion: School Environment & Activities**
 - b. **Integration: Access to Information & Admissions Policies**
5. **Implementation**
6. **Monitoring and Evaluation**
7. **Appendix**

Each “component” will set out:

- Contextual understanding
- Strengthens and challenges
- Objectives
- Proposed initiatives and actions
- Further research

I

Working Group Members

Working Group Members

Center for Family Life, SCO Family of Services
 Chinese Planning Council
 Coalition for Equitable Schools in District 15
 Community Education Council District 15
 Department of Education, Central Office
 District 15 Elementary School Principal – P.S. 32
 District 15 Middle School Principal – M.S. 51
 District 15 Middle School Teacher – M.S. 88
 District 15 Parents for Middle School Equity
 IntegrateNYC / Park Slope Collegiate
 Literacy Coach – P.S. 24
 Office of Superintendent Anita Skop
 Red Hook Community Justice Center
 Sunset Park Parent – PTA President P.S. 1
 Sunset Park Parent – PTA/SLT Sunset Park Prep
 Sunset Park Parent – PTA Sunset Park Prep

Working Group Member Selection

Starting in August 2017, WXY, along with representatives from the NYC Department of Education (DOE), met with local leaders and advocacy groups across School District 15 (D15) – including the Office of Superintendent Anita Skop, the Community Education Council, school advocacy groups, elected officials, community-based organizations, citywide school diversity organizations, education policy experts and think tanks. The purpose of the stakeholder engagement was to inform stakeholders of the planning process, collect feedback, and to expand our knowledge of groups local to D15 organizing around issues of school diversity. Through these conversations, a set of guiding principles and criteria was developed for the final selection of Working Group members:

Working Group Selection Principles:

District Geography:

D15 covers a large geographic area with several distinct neighborhoods such as – Carroll Gardens, Cobble Hill, Gowanus, Kensington, Park Slope, Red Hook, Sunset Park and Windsor Terrace. The selection of the Working Group seeks to be representative of middle school families across the different neighborhoods across D15.

Experience Working on Issues of Diversity in D15:

The selection of the Working Group takes into consideration previous, existing and ongoing work focused on school diversity within D15. The selection of the Working Group seeks to engage organizations and schools who can speak directly to issues of diversity and equity initiatives in different contexts throughout the district.

Local to District 15:

Working Group member organizations are based and work in D15 specifically. The work of citywide organizations and precedents from other New York City school districts will serve as an important asset to the D15 process and will be incorporated into the process through other mechanisms.

Representation by Race and Income

The D15 community is made up of residents across a wide range of races, ethnicities, and incomes. The Working Group member organizations have deep roots within the D15 community and will tap their networks to ensure the inclusion of a cross-section of ideas and perspectives reflective of the communities they represent.

Historically Underrepresented Communities:

The selection of the Working Group also takes into consideration the role of historically underrepresented and marginalized communities as they relate to previous work and organizing around school diversity in D15. Inclusion of communities who have historically lacked access to the resources to organize around issues of school diversity will be critical to the success of the D15 planning process.

Website:

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