

## **Charter of the Human Relations Council (HRCI)**

This charter constitutes a statement of the Human Relations Council's structure, vision, scope, responsibilities and targeted outcomes. The HRCI is a forward-looking district-wide committee that provides recommendations regarding diversity, inclusion and safety to the Board of Education (BOE), through the Human Resources Committee (HRC) and Assessment, Curriculum and Instruction Committee (ACI), and guidance to the individual schools' human relations councils or equivalent organization (e.g., School-based Steering Committees, PTA Human Relations/Multicultural Committees).

### **Organization**

The HRCI shall be comprised of one Board member, the Director of Human Resources, the Assistant Superintendent of Instructional Services, one administrator per building, two outside volunteer consultants who specialize in diversity and inclusion (or parent volunteers with equivalent experience), and a diverse representation of parents, students and teachers. The initial Council will be an Interim Council where parents, students and teachers are appointed to serve a 1-year term. The Interim Council will determine the selection process for the permanent Council. An Advisory Group will be established to encourage and to solicit additional parental/teacher input. The Board President and the Superintendent shall serve as ex-officio members of the HRCI. The HRCI will have co-chairs (1 BOE member or administrator and 1 parent). Parent members will serve staggered terms.

### **Vision/Desired Outcomes**

We envision the day when students, parents, and staff feel that the Montgomery school district has created a sense of belonging for people of all races, creeds, colors, national origins, ancestry, ages, marital status, affectional or sexual orientations, genders, religions, disabilities, learning differences and socioeconomic status.

The school-community will be living and learning together in an atmosphere of mutual respect and trust. We will feel connected, known, valued, and safe physically, emotionally and intellectually. Our dedication to increasing awareness of our district's valuable blend of human characteristics, experiences and traditions will be evident in our consistent demonstration of inclusion, through both actions and words. Barriers to the success of this vision will be sought out, identified and removed, ensuring not only the attainment of this vision, but the sustainability of its impact.

### **Scope**

The HRCI advises the Board, the HRC and/or the ACI in the execution of the following action plans:

1. Policy Review of Safety (ensuring the emotional and physical safety of students and staff)
2. Diversity and Inclusion Training for Staff (ensuring that staff members are sensitive to the issues related to diversity and inclusion)

3. Educational Services (closing the academic achievement gap between certain groups of students)
4. Natural Helpers (peer-to-peer student empowerment at MHS and UMS)
5. Communication and Knowledge (outreach and communication to school community)
6. Leadership Development (recruiting and developing parent and student leaders)

The HRCI further advises the HRC in the execution of on-going work related to the implementation, review, or other support for:

1. Comprehensive Equity Plan (ensuring the identification and resolution of problems arising from prejudice on the basis of race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, religion, disability, learning differences or socio-economic status)
2. Current utilization of Affirmative Action Officers
3. Other policy or legislation bearing on the HRCI vision (e.g., the Anti-Bullying Act)

### **Purposes/Objectives**

Working in partnership with the District, the HRCI shall provide advice and support to the Board, the HRC and the ACI regarding:

1. Implementation of action plans noted in SCOPE bearing on diversity, inclusion and safety issues including, but not limited to, student achievement, school climate, staffing, professional standards of practice, leadership and outreach to the school community. The HRCI will advise on the development, measurement, monitoring and action planning, as requested.
2. Development of metrics that measure the outcomes for the action plans in SCOPE.
3. Development of curricular and co-curricular programs related to diversity, inclusion and safety issues.
4. Incorporation of school and district human relations goals and programs in the District Strategic Planning framework.
5. Implementation of diversity, inclusion and safety activities and programs.
6. Identification of school-community and student needs regarding diversity, inclusion and safety.

### **Responsibilities**

1. Revise and present the charter and membership of HRCI to the BOE, the HRC and the ACIC annually and obtain their approval.
2. Assist in the review of policies and procedures related to the physical/emotional safety of children as developed by the Policy Committee. Make recommendations, as appropriate.
3. Evaluate initiatives and goals set forth by school-based Human Relations Committees, School Based Steering Committees, PTAs or their respective subcommittees and ensure that the activities are not in conflict with the HRCI's PURPOSE / OBJECTIVES and/or its VISION as stated above.

4. Ensure that process for adopting curricula and instructional materials are in keeping with the HRCI VISION as stated above.
5. Communicate community issues or concerns that relate to the HRCI's VISION and/or SCOPE of this charter to the Director of Human Resources or the Assistant Superintendent for Instructional Services (as the case requires) on a bi-annual basis, or according to the reporting schedule, and assist in developing solutions and monitoring progress toward remediation, if appropriate.
6. Provide guidance to the HRC and ACIC regarding the alignment between HRCI's PURPOSE / OBJECTIVES and those BOE committee's objectives, Board/District goals, the strategic plan and 3-year financial plan.
7. Recruit and develop parent and student leaders
8. Review data on student achievement, school climate, personnel recruitment and retention, and outreach efforts with certain students/communities (e.g. of color, or the lesbian, gay, bi-sexual, transgender community) and advise the HRC and ACIC regarding priorities and recommend associated realization metrics to measure progress. Advise the HRC and ACIC in the implementation of the actions HRC and ACIC approves and assist, if requested, in monitoring of progress using the approved metrics.
9. Report annually to the BOE concerning the HRCI's PURPOSE / OBJECTIVES and progress toward realizing its VISION.

### **Meetings**

The HRCI shall meet at least quarterly. The timing of the quarterly meetings should precede an HRC or ACI meeting by 2 weeks so that these meetings are used to finalize proposals, evaluate the results of surveys, and/or prepare reports that support the decision making process of the HRC or the ACI, respectively. The HRCI may hold meetings at such other times and utilize subcommittees, as it deems appropriate, to fulfill its responsibilities.

The HRCI shall report, at a minimum, on an annual basis to the HRC and ACI regarding its activities and make recommendations to the HRC and ACI for their consideration.

Revised: 7/21/11

