

**Moraga School District**  
**Cultural Proficiency Committee (CPC)**  
**August 17, 2020 - 3:30-5:00 PM**  
Meeting Held via Zoom - Meeting ID: 975 6837 1749

**Minutes**

1. Welcome and Introductions

Bruce welcomed everyone. Each member introduced themselves and their connection to the MSD. Bruce referred to future CPC meetings, noting that additional meetings were added. 20-21 meetings: August 17, September 14, October 26, November 16, January 11, February 22, March 15, April 12, May 10

2. Objectives for Today

Bruce reviewed meeting objectives: to discuss committee representation, to present CPC history and to establish sub committees.

Ideally the CPC is represented by at least one parent and one staff member from each school. There was no teacher or classified representation from Rheem School. Bruce will follow-up with Principal Sullivan to ensure Rheem is represented.

Members asked if others could join the CPC. The CPC welcomes additional staff and parents. Dianne Wong suggested the staff who attended the Museum of Tolerance be asked to attend and Bruce said he would send them an invitation.

3. Completed Actions

Bruce briefly reviewed prior year CPC accomplishments: Developed Standards; CPC Bylaws - developed but not needed in past year; Museum of Tolerance - sent 32 staff to two training in LA (19-20); Anti-Defamation League (MSD professional development day 19-20); Installed gender-neutral bathroom signage (18-19); Olivia Higgins - (18-19: presented to all staff and held a parent education presentation; 19-20: met with each school staff); *Lesson Planning for All* (developed and distributed 19-20 and again 8/15/20); *Courageous Conversations* (almost two dozen staff attended two-day presentation via AUHSD in 19-20); One District - One Book (19-20); Parent Survey (see attached, 18-19); Developed dedicated website portal for CPC (19-20); Developed and distributed librarian surveys; FAIR Act Training (18-19) and follow up Special Board meeting (9/19); CA Healthy Youth Act Training and follow up Special Board meeting (9/19); Guest speakers - ADL (17-18); Teacher Surveys (17-18).

A link was provided to a parent survey summary. Summaries of the teacher survey were provided.

4. Planned 19-20 actions not implemented

Bruce explained that several planned CPC programs were not implemented last spring due to the school closure. They include Museum of Tolerance Fishbowl Program; Olivia Higgins - Parent

Education; JMIS advisory to include diversity and inclusion curriculum; Cycle 6; Create library reading inventory; Resources for teachers; CPC name change

5. Planned actions for short and long terms plans (20-21)

Bruce described a number of next steps for 20-21, establishing subcommittees, subcommittee charges and deadlines. After reviewing the different subcommittees, it was recommended and approved via general consensus to combine Subcommittee "F" with "A". Bruce responded to a few questions about each subcommittee. After seeking volunteers to serve on each subcommittee, he asked for subcommittee chairs and explained additional information would be sent to all members describing each subcommittee's charge, listing members, the chair for each, and deadlines.

"Subcommittee A" Members: Dianne, Stephanie, Lauren and Margaret

- Charge 1: to develop recommendations to select Cultural Proficiency Committee (CPC) plans from 2019-2020 that were postponed/canceled and create an action plan for implementation of none, some or all in 2020-2021. Include plans for implementation. Present recommendation at November 16 meeting. Provide progress reports at September 14 and October 26 meetings.
- Charge 2: to develop recommendations to select Cultural Proficiency Committee (CPC) plans that proved to be successful in prior years. Include plans for implementation. Present recommendation at November 16 meeting. Provide progress reports at September 14 and October 26 meetings.
- Charge 3: to recommend actions for this year and following years and present recommendations to the CPC at the October 26 meeting per the [Anti-Racist Action Plan](#) and consider the following when developing recommendations: Integrate competency focused or driven lessons into classrooms; reinvigorate the CPC and review its processes to ensure it meets its objectives. Include plans for implementation at the October 26 meeting. Provide progress report at September 14 meeting.

"Subcommittee B" Members: Wendell, Stefanie, Chris and DR Representative

- Charge: to identify initial measures/metrics to publicly show MSD's CPC progress and present at the September 14 meeting.

"Subcommittee C" Members: David, Linda, Katriina, Chris

- Charge: to evaluate MSD supplemental activities (exs: We the People, Native American days, Colonial Days, etc.) and events against the District's mission, vision and core values and recommend changes at the January 11, 2021 meeting. Provide progress reports at September 14, October 26, and November 16 meetings.

"Subcommittee D" Members: David, Stefanie G., Constance, Aude and Richard

- Charge: to review MSD policy, school rules and utilize other resources to recommend student, staff and parents behavioral standards. Include plans for implementation. Present recommendations at the October 26, 2020 meeting. Provide progress report at September 14 meeting.

"Subcommittee E" members: Linda, Wendell, Gaby, Bruce, Kristin A.

- Charge: to review AUHSD guidelines for selecting novels (6th-8th) regarding diversity in themes and authors and recommend a reading list for the 20-21 school year. Present recommendations at October 26 meeting. Provide progress report at September 14

meeting.

Other actions discussed and to be implemented include integrating competency focused or driven lessons into classrooms (via work with Dr. Watson), providing parent education, workshops, speakers, and student assemblies, to bring the community together to help embody the vision of educating students to be culturally aware, embracing and valuing diversity, and inclusion (primarily via work with Dr. Watson and principal/PTA selection of student assembly programs), reinvigorating the CPC and review its processes to ensure it meets its objectives (send invitation to MOT attendees and encourage all CPC members to invite participants), explore means for increasing a diversified workforce (to be implemented by MSD Leadership Team), distribute diversity and inclusivity book lists to TK-5 teachers (to be acted on by Teacher on Special Assignment Terryl Miller), and implementing Dr. Lori Watson professional development programs (scheduled for 20-21).

There was a recommendation to align CPC work with the work of PTAs. Bruce will request PTAs to send a representative to CPC meetings and for representatives to report back to PTA's. A member noted the need to be mindful and equitable relative to parents because of work schedules.

Bruce reviewed subcommittee timelines, referenced content (18-19 Standards, March 2019 Staff Development Proposal) included in the agenda and the attachment (parent survey PowerPoint) to the email sent to CPC with the agenda.

A member asked when CPC members would receive follow up per today's meeting, specifically information for each subcommittee. Bruce stated that the CPC members would receive information in a few days or by the end of the week.