

BCOID Task Force Report to the Board of Trustees

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Introduction

At the retreat on September 7th, 2019, the CDS board set the goals for the 2019-2020 school year. One of the goals was determined as “Examine, Clarify, and Integrate the Work of Board COID.” Specifically, the board identified the need to form a task force to: 1) examine the origins of the Board Committee on Inclusion and Diversity (BCOID) in order to better understand BCOID’s background, the need BCOID fulfills, and to share its findings with the entire board; 2) review how CDS defines “Inclusion & Diversity”; 3) clarify and determine the current role of BCOID at the school; and 4) establish a process for how the board and its committees can both share in and advance the work of BCOID. The task force was also to address the need for BCOID leadership and membership.

To address these goals, a task force was created with its work and membership detailed in this [organization plan](#).

This report summarizes the work done for each of the four goals as follows:

Goal 1) Examine the origins of the Board Committee on Inclusion and Diversity (BCOID) in order to better understand BCOID’s background, the need BCOID fulfills, and to share its findings with the entire board.

The following documents were reviewed as part of this goal:

- o [Committee on Inclusion Report to the Board of Trustees of Children’s Day School- May 31, 2007](#)
- o [Committee on Inclusion recommendations adopted by the Board of Trustees- Sept 15, 2007](#)

In addition, the task force discussed the work done by Anthony Witte and Mylene Mercado as members of the BCOID committee in 2018-2019, and their proposal to institute a universal question that every committee should consider when making decisions: “How does this decision affect all the constituents of our community?” We reviewed the document [COID Board Engagement 2018-2019](#).

A [timeline](#) was created consisting of major decisions/metrics from the 2007 documents in addition to the history of BCOID since then, including when Anthony Witte’s position (Direction of Inclusion & Diversity) was created.

Goal 2) Review how CDS defines “Inclusion & Diversity”

The task force reviewed CDS’s outward facing and internal materials to summarize how the school currently defines diversity & inclusion and summarized the [results](#).

In addition, members of the task force attended People of Color Conference (POCC) and the team attended a [Diversity in Governance \(DIG\) Roundtable event](#) to learn more about how other schools are defining their work in this space and to understand how CDS could best implement best practices in dashboarding and metrics. Part of this exercise was also a review of the [new hire diversity training](#).

Goals 1 & 2 were [presented to the board in Dec 2019](#).

Goal 3) Clarify and determine the current role of Board COID (BCOID) at the school:

As goals 1 & 2 wrapped up as the “information gathering” portion of the project, the task force then set out to define the role of COID at the board level.

The task force agreed that a board level COID (BCOID) is of critical importance and should be maintained, with the following [Committee Charge](#):

1. Set the vision and strategic direction for diversity, inclusion, equity, and justice at CDS, using CDS’s [Diversity Mission Statement](#) and belief that *Differences Lift Us* as lodestars.
2. Support the Director of Diversity and all members of the CDS community in advancing DEI work.
3. Enhance cultural competency within the Board through ongoing education and shared language surrounding DEI.
4. Yearly review of DEI metrics at CDS and set strategic goals at the board level and committee level based on those metrics.

The task force will also ask the board to vote to adopt the CDS [Diversity statement](#) at the May 2020 meeting. This statement was updated by a CDS team, which included communications, senior admin, and the faculty/staff COID. The Task Force recommends that the Board of Trustees formally adopt this statement as a sign of solidarity and to show our commitment to diversity, equity, and inclusion work at CDS, as well as, to acknowledge the incredible DEI work the faculty/staff COID and administration continue to do.

Goal 4) Establish a process for how the board and its committees can both share in and advance the work of BCOID.”

Leveraging lessons learned from the [Diversity in Governance \(DIG\) Roundtable event](#), the task force recommends the creation of a dashboard to track DEI metrics as defined in the BCOID committee charge, following NAIS diversity and inclusion indicators. Data for this dashboard will be gathered from existing school records (such as admissions reports) and from an annual survey. BCOID plans to administer the inaugural survey in the first half of the 2020-2021 school year. Further revisions to the dashboard and survey will be ongoing & managed by BCOID.

In addition, the task force recommends the following process improvements for the board and its committees:

- Enhance DEI education and onboarding at the board level (ex. DEI discussion at the annual retreat, develop DEI talking points, encourage participation in BCOID, invite outside DEI experts to present at board meetings)
- Recruit non-trustees to serve on BCOID, including non-CDS external community members
- Strongly encouraged every trustee to rotate through BCOID during their service (consider stating this on our website to strengthen the message)
- Stress the importance of trustees investing in DEI professional/personal development (ex. attending a conference, joining an affinity group, listening to DEI podcasts)
- Provide guiding principles and best practices for committees (ex. During board discussions, allow for ideas to be written down before sharing so those who are less vocal can still be heard)
- Strengthen the importance of considering key questions as decisions are made at the board level and across committees:

How does this decision or discussion impact equity and inclusion?

- *Which families, experiences, and perspectives are being considered?*
- *Are certain cultures and experiences being privileged over others?*

Next Steps

This report completes the work of the Task Force and subsequent work will be done under the BCOID. The work of the Task Force as outlined in this report will be presented to the Board at the May 2020 meeting, In that meeting the new BCOID Chair and some members will also be introduced.