



May 1, 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 current job title and to make references in the policy more inclusive.

This is a first 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,

A handwritten signature in black ink, appearing to read 'KS', is written over the typed name.

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

**ADVISORY COMMITTEE - AFFIRMATIVE ACTION**

An Affirmative Action Advisory Committee will assist the Program Manager for Diversity Development Affirmative Action Officer in formulating goals, planning and evaluation of the affirmative action program. The 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 Diversity Development Affirmative Action Officer 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 Affirmative Action Officer-Program Manager for Diversity Development in developing and monitoring the Affirmative Action Plan.

The City of Cambridge shall authorize its Affirmative Action Officer-Program Manager for Diversity Development to assist the Cambridge Public School Department's Program Manager for Diversity Development Affirmative Action Officer in all respects concerning monitoring compliance with the terms, conditions and objectives of this Agreement and in all respects in furtherance of the effective functioning of the Affirmative Action Advisory Committee. The Program Manager for Diversity Development's Affirmative Action Officer'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 staff and to community members via notices to the local media and to all parents/guardians/caregivers through the schools, and volunteers will be solicited by the School Committee.
- B. The Program Manager for Diversity Development Affirmative Action Officer and the Cambridge Public Schools 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: ~~June 16, 2009~~*