

The ABCs of DEI

How to Build More Welcoming & Inclusive PTAs



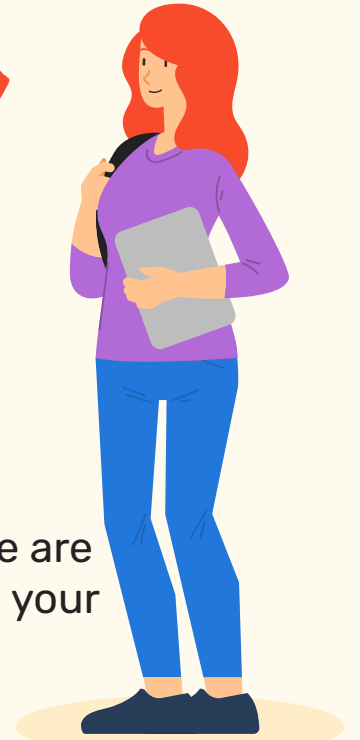
Torrance Council of PTAs
Diversity, Equity & Inclusion
Committee



WELCOME!

WE'RE THRILLED TO SEE YOU!

Spoiler Alert: This is NOT the definitive guide to Diversity, Equity & Inclusion. We are also learning and growing and welcome your feedback, strategies and tools.



TODAY'S GAME PLAN

01

DEI: AN EXPLANATION

National PTA guidance and stages of DEI

02

BRINGING DEI PRACTICES TO YOUR UNIT

Real-world applications of DEI practices

03

DEI JOB DESCRIPTION

Detailed job description with suggested roles & responsibilities

04

COMMITTEES, CHAIRS & OFFICERS EXPLAINED

Bylaws and Standing Rules basics for adding a committee, chair or officer... PLUS an idea if none of these is an option

05

MORE TOOLS & LEARNING


Multicultural calendar, links to resources and more!



01

DEI: AN EXPLANATION

Defining Diversity, Equity & Inclusion &
How to Tell Where Your Team Is NOW



“The more people open their hearts
to us, the less we will have to fight
for our rights.”

—HARVEY MILK, CIVIL RIGHTS LEADER & POLITICIAN

WHY DIVERSITY, EQUITY & INCLUSION MATTERS...

Presence of differences



DIVERSITY

Fair access, opportunity, and support



EQUITY

Genuine sense of belonging and value



INCLUSION



WHY DIVERSITY, EQUITY & INCLUSION MATTERS...

MEMBERSHIP

Understanding and representation of ALL stakeholders



PROGRAMS

Events and activities that address the wide diversity of needs

ADVOCACY

Act on and speak to DEI topics and efforts. Align with underrepresented communities

GOVERNANCE/LEADERSHIP

Intentionally, culturally-sensitive approach to leadership, elections & participation

Membership

Beginning <i>Color/Identity-Blind</i>	Emerging <i>Focused on Identity</i>	Intermediate <i>Focused on Inclusion</i>	Advanced <i>Focused on Equity</i>
<p>Not aware of different groups or needs</p> <p>Membership is not representative of wider community</p> <p>Have not determined which groups are missing</p>	<p>Aware of dominant groups but expect all to adhere to the org's norms</p> <p>Identified demographic groups and who is missing</p> <p>Some changes to comms and procedures</p>	<p>Expect dominant groups to acknowledge and remove barriers</p> <p>Members representative of wider community</p> <p>Internal norms and attitudes changing</p>	<p>Intermediate PLUS...</p> <p>Eliminating bias and disparate treatment</p> <p>Specific goals and plans to promote equity</p>

Programs

Beginning <i>Color/Identity-Blind</i>	Emerging <i>Focused on Identity</i>	Intermediate <i>Focused on Inclusion</i>	Advanced <i>Focused on Equity</i>
<p>Propose “universal” programs that presume to work for all</p> <p>Program participation is not reflective of wider community</p> <p>Programs have little or no change year to year</p>	<p>Understands the need to evolve programs and to meet new and different needs</p> <p>Program participation is more reflective of wider community but still room for growth</p>	<p>Adjust programs to changing needs</p> <p>Members help to design programs that work for diverse members of the community with input from these members</p> <p>Program participation is reflective of community as a whole</p>	<p>Members from underrepresented groups take the lead in designing, improving and implementing</p> <p>Programs reduce disparities to achieve equitable outcomes</p>

Advocacy

Beginning <i>Color/Identity-Blind</i>	Emerging <i>Focused on Identity</i>	Intermediate <i>Focused on Inclusion</i>	Advanced <i>Focused on Equity</i>
<p>Fear that lifting up issues about inequalities will create conflict</p> <p>Do not have members from underrepresented communities at the table to discuss policies or advocacy</p>	<p>Believe diverse representation is important and push past discomfort in addressing issues</p> <p>Understand disparities in student's educational success</p> <p>One-time feedback or intermittent with communities/groups</p>	<p>Create and sustain shared norms that foster inclusion</p> <p>Solid understanding of demographic disparities</p> <p>Have consistent relationships with these groups - partners, advisors</p>	<p>Act upon opps to speak on topics of diversity, culture and systematic biases</p> <p>Expect and support members to work w underrep'd groups to co-design advocacy and policy approaches to problems</p> <p>DEI-centered advocacy</p>

Leadership & Governance

Beginning <i>Color/Identity-Blind</i>	Emerging <i>Focused on Identity</i>	Intermediate <i>Focused on Inclusion</i>	Advanced <i>Focused on Equity</i>
<p>Have not determined which demographics or groups are not part of PTA leadership</p> <p>Or decided its too much work to enlist them</p>	<p>Have started to collect or analyze data by demographic</p> <p>Invited few individuals to assist with DEI work within PTA</p> <p>Leadership has made a conscientious effort to deepen their understanding of DEI</p>	<p>Have a significant number of underrepresented groups in PTA leadership</p> <p>Shift norms to embracing and welcoming different lived experiences</p> <p>Providing training and mentoring to members</p>	<p>Reflective, diverse PTA leadership</p> <p>Ongoing engagement and training</p> <p>Assess and remove barriers to entry in the PTA</p>



02

BRINGING DEI TO YOUR UNIT

Tools & Tips to Implement DEI
Best Practices at Your Unit

FIRST THINGS... FIRST

- PTA Vibe... Welcoming, Warm, Friendly?
- Consider an Audit or Review of
 - Communications
 - In-Person & Virtual Events for Families/Guardians
 - Programs & Fundraisers
 - PTA Leadership & Access
- Open, Honest Discussion as a Board

Push Back? Data & Personal Stories, Uncovering Tough Feelings

WHO IS IN YOUR SCHOOL COMMUNITY

The slide features a white background with several colorful, abstract shapes scattered around the text. These shapes include curved lines and circles in shades of pink, orange, yellow, green, and blue. The main title is in a large, bold, dark blue font.

1. Identify Your School Population
 - a. Demographics
 - b. Languages
 - c. Affinity Groups, Clubs, etc.
2. Uncover Unique Needs
 - a. Insider Intel
 - b. Conversations
 - c. Surveys
3. Make a Plan
 - a. Assessment Worksheet
 - b. Event Plan

ASSESSMENT TOOLS

01

National PTA
Assessment
Worksheet

02

Torrance Council of
PTAs Assessment
& Inclusion
Checklist – DRAFT

03

Needs Assessment
Survey, 1:1 Convos



NOW... LET'S PLAN AN EVENT

FALL HARVEST

- Historic Info & What's the Goal?
- What Do People Love about this Event and Why?
- Barriers or Challenges for Participation?
- Key Considerations – Logistics, Volunteers?
- Input & Support from Community & Various Groups within School Community



EVENT PLANNING

ACCESSIBILITY AND INCLUSION WORKSHEET FOR UNITS

This worksheet is intended to help units better understand the make-up of their school community.
(It is recommended to update the worksheet periodically.)

UNIT: _____

UNIT PRESIDENT: _____

PRINCIPAL: _____

DATE COMPLETED: _____

DATE UPDATED: _____

SCHOOL POPULATION BY RACE:

_____ % Native American / Native Alaskan

_____ % Asian

_____ % Black or African American

_____ % Native Hawaiian or other Pacific Islander

_____ % Hispanic or Latinx

_____ % White

INTERPRETATION NEEDS FOR FAMILIES:

Hindi

Japanese

Korean

Portuguese

Spanish

Vietnamese

Other: _____

Braille

American Sign Language

RELIGION:

Buddhism

Christian

Hinduism

Islam

Judaism

Other:

EVENT PLANNING

EVENT PLANNING WORKSHEET



Our goal as PTA volunteers is to offer a well thought out, inclusive and successful event. Use this form along with the TCPTA DEI Toolkit to help you plan your events with that goal in mind. Let's get started!

Attach separate sheet(s) if more space is required for any section

EVENT / FUNDRAISER / PROGRAM TITLE:	
Chairperson(s):	
Email & Cell:	
Location:	Date and time:
Description/Notes:	

*As a first step, it is recommended to meet with your Principal and learn about your school's demographics.

EVENT PLANNING

CHECKLIST: Check when completed (if applicable)

Unit & School Approvals

- OK with PTA budget
- OK with calendar
- School/PTA
- Religious/Cultural Holidays
- OK with insurance
- Red light, green light consulted
- Parental Permission Slips
- Raffle Register w/DOJ
- Staff input received
- Facility Use Permit secured

Logistics & Support

- Podium/Microphone
- Flag
- Volunteers confirmed
- Hospitality arranged
- Parking logistics
- Signage
- Special Accommodations for students
- Noise Sensitivities
- Mobility Concerns
- Accessibility Needs
- Closed Captioning

Logistics & Support Cont.

- Translation Needs
- Interpretation Needs
- Headsets Interpreter secured
- American Sign Language

Publicity Considerations

- Invitations
- Email notification sent
- Social Media
- Press release via TUSD
- Evaluation form(s)

APPROVALS REQUIRED: Check and date when completed:

- Date program approved by Executive Board: _____
- Date program approved by Association: _____
- Date event plan approved by Executive board: _____ *(event plan must be approved before monies are spent)*
- Date funds released by association: _____
- Date contract approved by association (write N/A if not applicable): _____



Consider Your Current Programs

- Bike Rodeo
- Jog-a-Thon
- Family & Friend Nights
- Movie Nights
- Assemblies
- Library
- Multicultural Nights & Potlucks
- Newsletters & Social Media
- Parent & Guardian Education Nights
- Reading/Science Nights



Consider Your Communications

- Languages Spoken
- Avoid Jargon and Acronyms
- Be Relatable
- Clear, Concise
- Websites
- Email & Newsletters
- Social Media
- Banners



03

DEI JOB DESCRIPTION

The Role & Responsibilities for the
DEI Chair or Committee



DIRECTOR OF OUTREACH?!

A ROSE BY ANY OTHER NAME...

No matter what you call it...

- Create an inviting climate
- Forming respectful relationships throughout the school community
- Sharing information about PTA and topics of concern
- Enlisting the participation of parents, students, and community members in the educational process and establishing collaborative relationships focused on positive impacts



A SNAP SHOT OF THE ROLE



01

FORM A COMMITTEE

Members representative of the community



02

SURVEY

Activities, barriers to participation, times, babysitting needs, etc.



03

SET PLANS & GOALS



Build plan around the needs, priority and realistic, measurable goals



04

CO-SPONSOR EVENTS

School and community groups, bilingual or booster groups



YOU KNOW ITS WORKING WHEN...



REFLECTIVE OF YOUR SCHOOL COMMUNITY

New faces, ideas and experiences working together!



ENGAGEMENT

PTA members ask questions and make suggestions. Participants include more than parents or guardians.



GOODBYE "US VS THEM"

A PTA board and membership now see each other as ONE



04

COMMITTEES, CHAIRS & OFFICERS EXPLAINED

Bylaws and Standing Rules Basics

Steps to Forming a Committee



A committee can be appointed at any time it is deemed necessary without being added to a Unit's standing rules. The chair would not have voting privileges.

- The Unit President appoints the chair and committee members
- The Executive Board ratifies the appointments

Adding a Committee to a Unit's Standing Rules

1. Create bylaws review committee
 - a. The Unit President appoints the committee, chaired by the parliamentarian
 - b. The Executive Board ratifies the appointments
2. The bylaws committee defines the DEI. Committee description and duties to be added to the Unit's Standing Rules.
3. Approve the standing rules change(s) at an Executive Board meeting.
4. Vote to adopt the standing rules change(s) at an Association meeting. A two-thirds ($\frac{2}{3}$) majority vote is required without notice, or a majority vote with thirty (30) days notice.
5. Attach the revised standing rules to the unit bylaws.
6. Send a copy of the updated Standing Rules to the TCPTA Parliamentarian

Steps to Adding a “Standing Committee” to a Unit’s Bylaws

1. Create bylaws review committee
 - a. The Unit President appoints the committee, chaired by the parliamentarian
 - b. The Executive Board ratifies the appointments
2. The bylaws committee defines the DEI. Committee description and duties to be added to the Unit’s Standing Rules.
3. Approve the standing rules change(s) at an Executive Board meeting.
4. Vote to adopt the standing rules change(s) at an Association meeting. A two-thirds ($\frac{2}{3}$) majority vote is required without notice, or a majority vote with thirty (30) days notice.
5. Attach the revised standing rules to the unit bylaws.
6. Send a copy of the updated Standing Rules to the TCPTA Parliamentarian

Adding a Director or Vice President Or DEI Outside of a Formal Role

- Adding a Director or Vice President of Diversity, Equity & Inclusion requires a Bylaws change. Consult with the Council Parliamentarian on adding an elected officer before embarking on major bylaws changes.
- In the absence of a formal committee, the board can also choose to embed diversity, inclusion and equity into their programs, fundraising, advocacy and communication efforts and into specific officer or chair responsibilities.



05

MORE TOOLS & RESOURCES

Multicultural Calendar, Links to
Resources and More!

Resources

- **Torrance Council of PTAs DEI Toolkit**
- **Torrance Council of PTAs Inclusivity Assessment & Activity Plan**
- **National PTA Multicultural Calendar**
- **National PTA's Diversity, Equity & Inclusion Toolkit**
- **National PTA's DEI Action Plan Template**
- **National PTA's Responding to Pushback Against Diversity, Equity and Inclusion Efforts**
- **National PTA's 10 Minutes to PTA the Transformative Way Learning Series**
- Long Beach Council PTA DEI Toolkit
- CA PTA Position Statement, Inclusiveness and Diversity
- CA PTA Toolkit, Membership chapter, Outreach, Diversity and Inclusion
- CA PTA brochure: Outreach: Building Community Unity Through PTA



**THANK
YOU!**

DO YOU HAVE ANY QUESTIONS?

diversity@torrancecouncilofptas.org
www.TorranceCouncilofPTAs.org

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386,000 km

It's the distance between
the Earth and Moon

333,000.00

Times of earths is the
Sun's mass

24h 37m 23s

It's Jupiter's total
rotation period

VIDEO TUTORIAL



Despite being red, Mars is a cold place, not hot. It's full of iron oxide dust, which gives the planet its reddish cast

PROCESS

2015

MARS

Despite being red, Mars is a cold place

2017

MERCURY

Mercury is the closest planet to the Sun

2020

SATURN

Saturn is the ringed planet and a gas giant

2023

VENUS

Venus has a beautiful name, but it's very hot



**A PICTURE IS WORTH A
THOUSAND WORDS**

SOMETIMES, REVIEWING CONCEPTS IS A GOOD IDEA



MERCURY

Mercury is the closest planet to the Sun



VENUS

Venus has a beautiful name, but it's very hot



MARS

Despite being red, Mars is actually a cold place



JUPITER

It's the biggest planet in the Solar System



SATURN

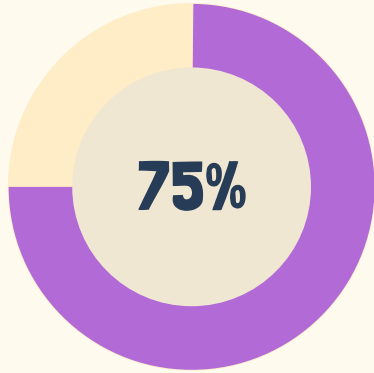
Saturn is the ringed planet and a gas giant



NEPTUNE

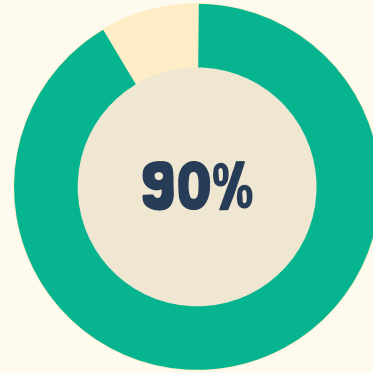
Neptune is the farthest planet from the Sun

COMPARISON



MERCURY

Mercury is the closest planet to the Sun and the smallest one



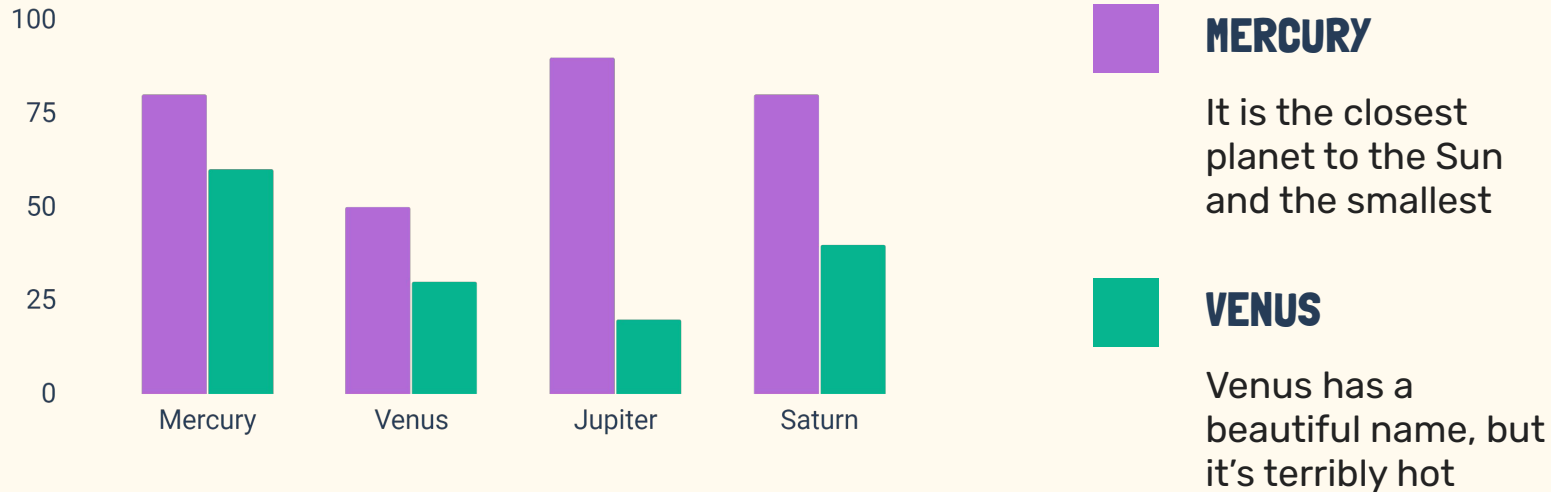
VENUS

Venus has a beautiful name, but it's even hotter than Mercury



AWESOME WORDS

USE A GRAPH TO SHOW YOUR DATA



If you want to modify this graph, click on it, follow the link, change the data and replace it

USE A GRAPH TO SHOW YOUR DATA



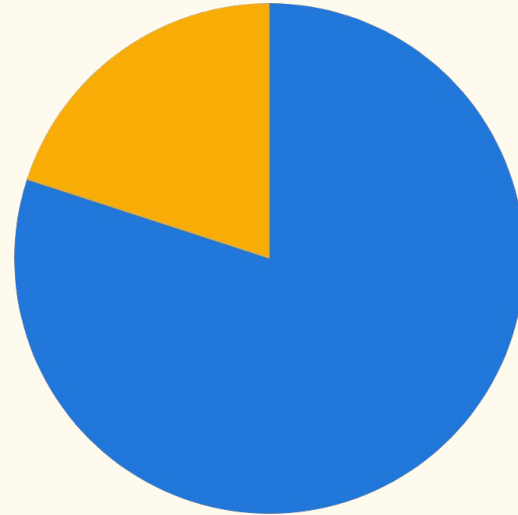
20%
NEPTUNE

Neptune is the farthest planet from the Sun



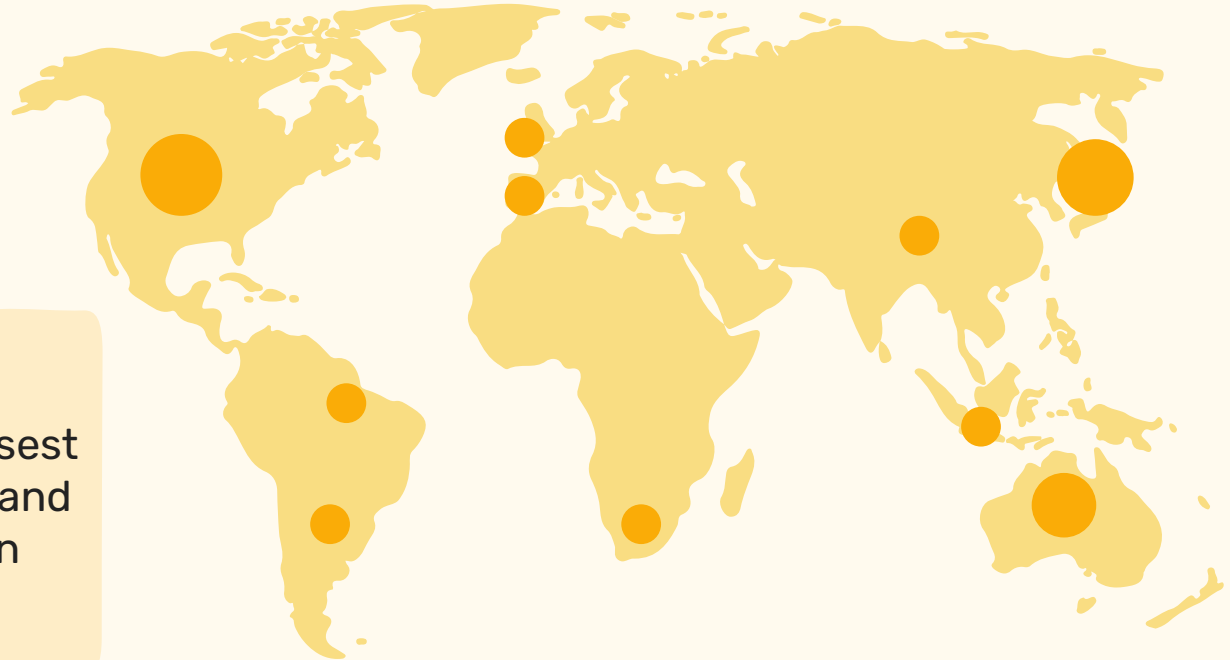
80%
MERCURY

It is the closest planet to the Sun and the smallest



If you want to modify this graph, click on it, follow the link, change the data and replace it

THIS IS A MAP



● MERCURY

Mercury is the closest planet to the Sun and the smallest one in the Solar System

LESSON PACKAGES

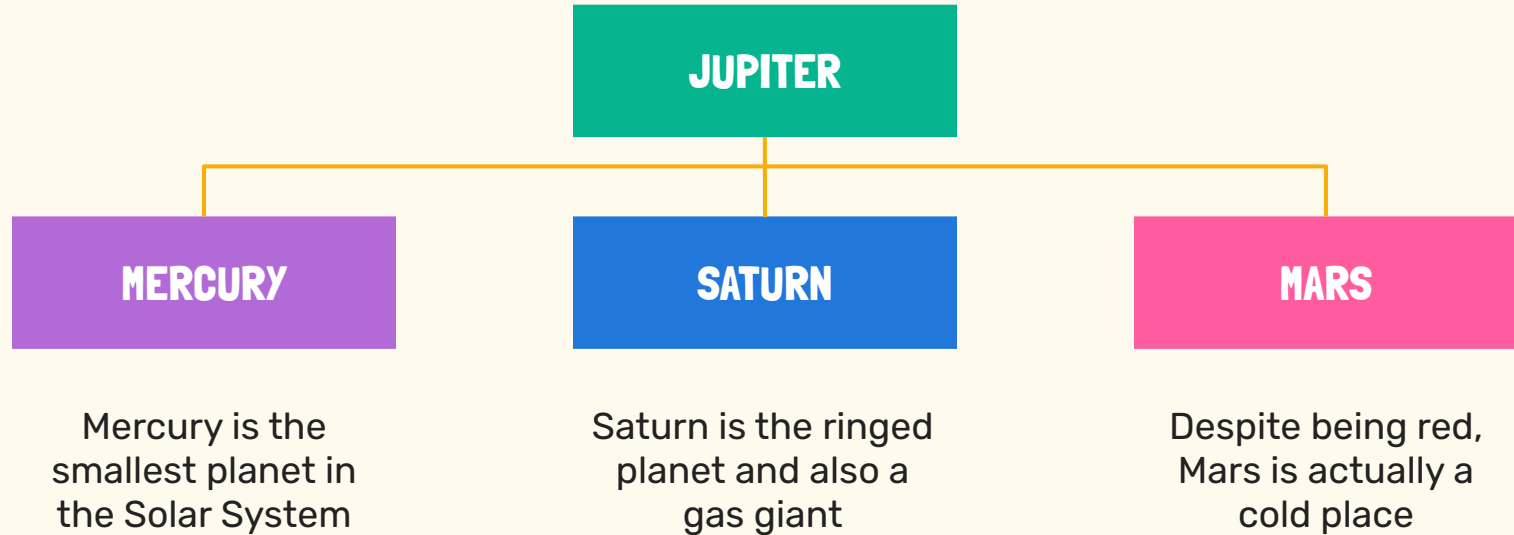
	JUPITER	MERCURY	VENUS	MARS
Beginner	✓	✗	✗	✗
Intermediate	✓	✓	✗	✗
Advanced	✓	✓	✓	✗
Professional	✓	✓	✓	✓



A PICTURE ALWAYS REINFORCES THE CONCEPT

Images reveal large amounts of data,
so remember: use an image instead of
long texts

OVERVIEW DIAGRAM



EXERCISE

**DOES MERCURY'S NAME HAVE
SOMETHING TO DO WITH THE
LIQUID METAL?**

Contrary to popular belief, no. The truth is that this planet was named after the Roman messenger god, Mercury





ASSIGNMENT

Mercury is the closest planet to the Sun, and Neptune is the farthest one. Calculate the distance between these two planets



DESKTOP SOFTWARE

You can replace the image on the screen with your own work. Right-click on it and then choose "Replace image" so you can add yours

ALTERNATIVE RESOURCES



אֲנִי מְבַרְכֶם

RESOURCES

Did you like the resources on this template? Get them for free at our other websites.

VECTORS

- People with disability illustration
- Different types of male body shapes
- People with variety of tech devices
- Young people communicating in different languages
- People avatars set
- Flat multiracial group of people

PHOTOS

- Multiethnic best girlfriends hugging and sitting on sofa
- School colleagues holding each other
- School female colleagues front view

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Pana



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Bro



Rafiki



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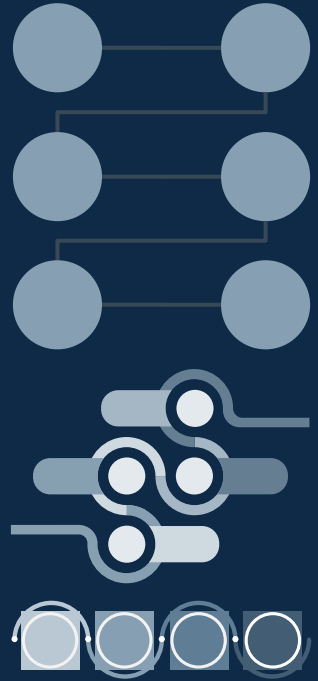
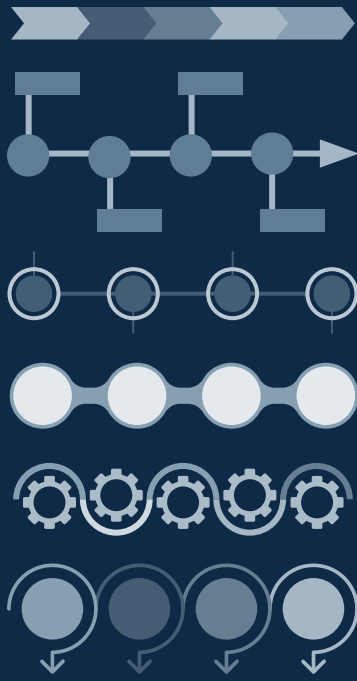
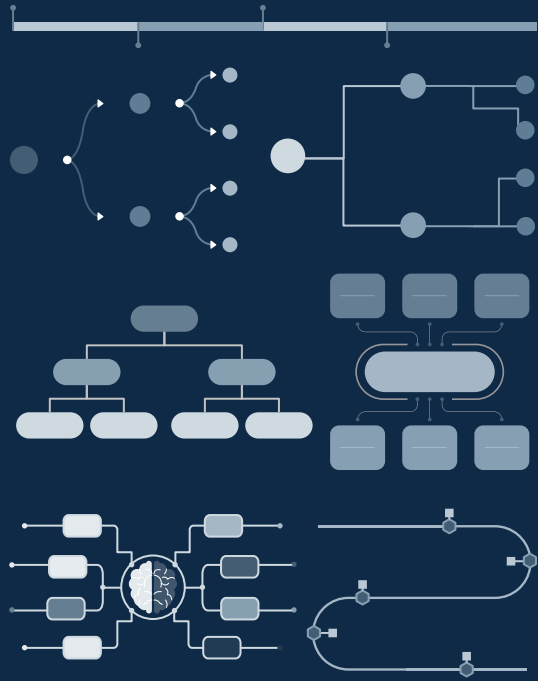
Use our editable graphic resources...

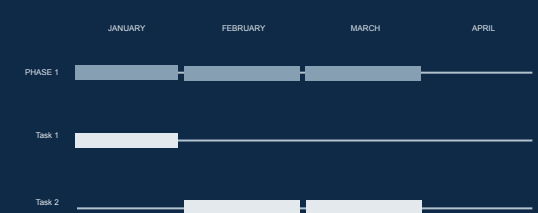
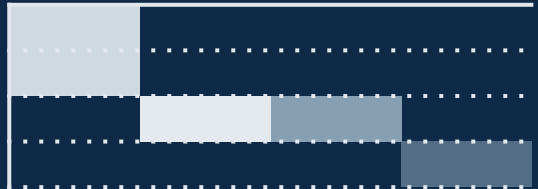
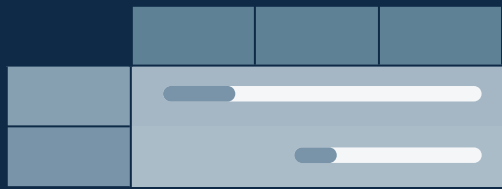
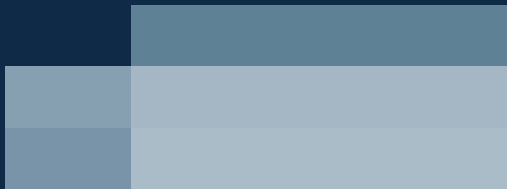
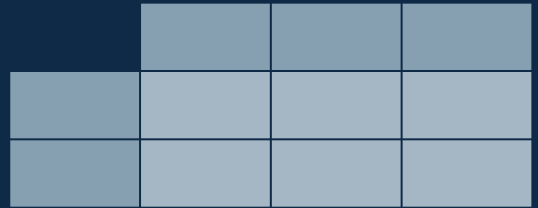
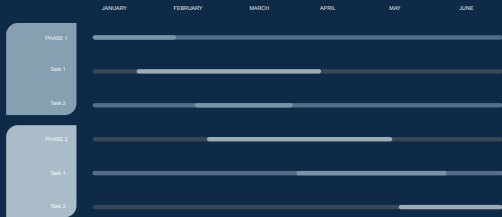
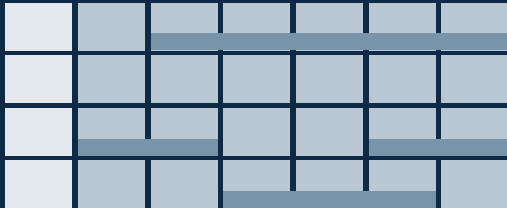
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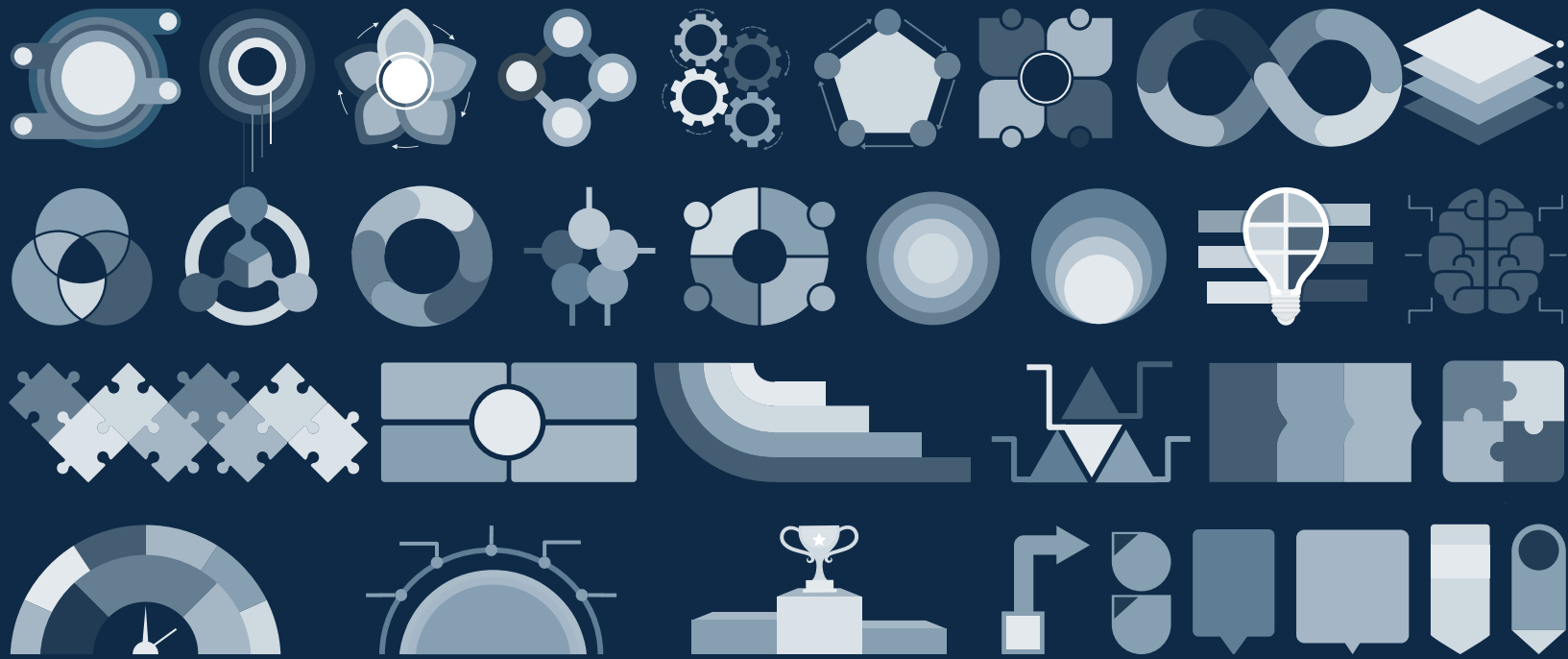
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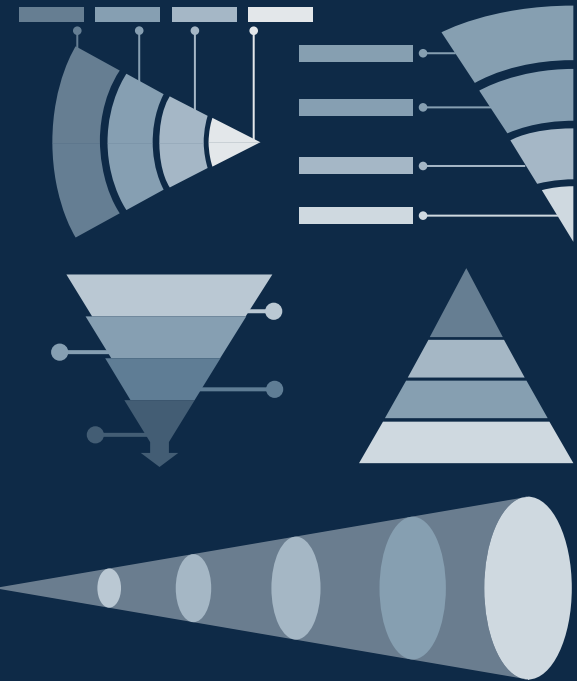
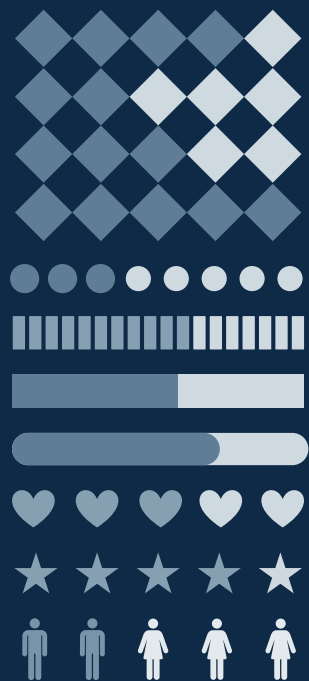
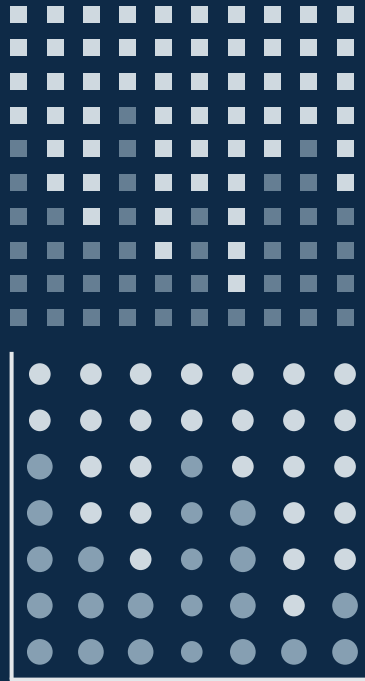












...and our sets of editable icons

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Educational Icons



Medical Icons



Help & Support Icons



Avatar Icons



Creative Process Icons



Performing Arts Icons



Nature Icons



SEO & Marketing Icons



