

**WAUNAKEE COMMUNITY SCHOOL DISTRICT
BOARD OF EDUCATION DEI COMMITTEE**

Thursday, December 7, 2023

5:30 PM

Waunakee Community School District
905 Bethel Circle
Waunakee, WI 53597

Members of the public may attend Board of Education meetings in-person, and will be asked to check in with District personnel when you arrive.

Public comments will be limited to 3 minutes. The Board will allow 30 Minutes for public comments.

Public comments may be sent to Rebecca McDonough at district_administrator@waunakee.k12.wi.us up to one hour before the start of the Board meeting. All comments will be reviewed by the Board members. Emailed comments will be reviewed by the board but not read out loud. Emailed comments sent during any part of the board meeting (Board Development, Closed session, Open session) will be forwarded to the board but may or may not be reviewed by the board until after the board adjourns. Comments must include the commentator's name, address, and must identify their connection to the District (if any) and any group they are representing in order to be considered by the Board.

If you would like to address the Board in-person during the public comments section of the meeting, you will be greeted in the lobby of the building, asked to check in with District personnel when you arrive so that you can be recognized and address the Board when your name is called.

A recording of the meeting will be posted on the District webpage within 24 hours of the meeting time.

AGENDA

I. CALL TO ORDER

II. ROLL CALL

III. APPROVE AGENDA

IV. PUBLIC COMMENTS

V. REVIEW DISTRICT PLANNING EFFORTS RELATED TO DEI

A. Update on a proposed Protocol for the Board of Education Engagement Meetings with Student Groups. 3

Attached please find a proposed protocol to be used to guide the board /student engagement sessions that are slated to take place in February. The administration will share their perspective on the protocol and seek feedback from the Committee.

B. Update on DEI Advisory Committee

Tiffany Loken will provide an update to the Committee on the first meeting/s of the DEI Steering Committee.

C. Update on Community Focus Group

Tiffany Loken will provide the Committee with an update on initial thoughts related to the recently held community/parent focus groups.

VI. FUTURE MEETINGS

VII. ADJOURN

“Any person who has a qualifying disability as defined by the Americans with Disabilities Act who requires assistance with access or materials should contact the Waunakee Community School District Office at 849-2000, 905 Bethel Circle Drive Waunakee, WI 53597, at least twenty-four hours prior to the commencement of the meeting so that necessary arrangements can be made to accommodate the request.”

DRAFT PROTOCOL FOR BOARD OF EDUCATION LISTENING SESSIONS WITH STUDENT GROUPS

This draft protocol aims to create an environment where student voices are heard and respected, fostering productive and meaningful dialogue between students and the school board.

Before the Meeting

1. Advance Preparation:

- Provide at least two weeks' lead time before the session.
- Share specific topics or questions from both the Board of Education (BOE) and students in advance so that everyone is aware of these before the listening session.
- Include a simple form (TBD) clearly stating the purpose of the session and how the information might be used.

2. Update on Past Issues: Inform students about how the BOE addressed issues brought up in previous sessions.

3. Expectations and Roles: Clarify the expectations for adults and students, ensuring mutual understanding of the listening session.

- Everyone should know the format before the listening session and who will be facilitating.
- The default model will be one Board member designated to serve as facilitator and a second Board member (or administrator or advisor) to serve as recorder.
- Other models such as table rotations could happen provided they are planned in advance.

During the Meeting:

1. Introduction and Format:

- Begin with brief introductions and a description of the club or student group. The description of the club or student group should be student led.
- Discussion and Q&A would follow the opener and follow the prepared format.

2. Discussion Guiding Questions: Include questions such as:

- What do students see working well?
- Where could we see growth?
- How can the Board support/collaborate with the club to improve our school district?
- Are there any action items students see as priorities to consider?

3. Voice Proportion: Aim for 75% student voice and 25% adult voice to ensure students are heard.

4. Privacy and Respect: Address student privacy concerns and possibly establish a statement of decorum to maintain a respectful environment and a safe space.

5. Note-taking: Avoid official transcripts but allow for general notes that respect student privacy while allowing the Board to summarize and follow up on the listening session discussions.

After the Meeting:

1. Follow-up Communication from the Board:

- Notes from each session will be gathered for review by the full Board and administration.
- Provide a follow up report to the group indicating how the BOE plans to use the information gathered. Communicate takeaways and appreciation to the student group, outlining ways to partner positively if applicable.
- Provide the advisor the listening session notes to share with the students.

2. Reflection Opportunity: Offer students a chance to reflect and, if desired, amend their statements in writing. Ensure these reflections are used constructively and are not kept as a formal record to maintain an atmosphere of trust.

General Considerations:

- Avoid Immediate Responses: Board members should focus on listening rather than responding immediately during the session to avoid the appearance of trivializing student concerns.
- Respectful Listening: BOE members should listen respectfully and avoid actions that might be perceived as confrontational or dismissive.
- Focus on Solutions: Encourage solution-based discussions rather than confrontations. It is natural and expected for issues to be raised but students are encouraged to have some prior discussions on prioritizing their time and not recycle topics during the listening session.