

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

Tuesday, March 5, 2024

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](mailto: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. FUTURE MEETINGS**

**VI. ADJOURN**

**VII. CALL TO ORDER**

**VIII. ROLL CALL**

**IX. APPROVE AGENDA**

**X. PUBLIC COMMENTS**

**XI. REVIEW DISTRICT PLANNING EFFORTS RELATED TO DEI**

A. Update on DEI Advisory Committee and Action Plans

3

Tiffany Loken will provide an update to the Committee on the recent meeting/s of the

DEI Steering Committee and draft action plans that are being put in place. The final action plans will be in place in the near future with the objective of a 3-year plan to encompass priority areas. The final detailed plan will come back before the board's DEI Committee.

**XII. STUDENT LISTENING SESSIONS -- SCHEDULE AND NEXT STEPS** 7

The Committee will review the protocol for upcoming student learning sessions, and will discuss the timeline and logistics of these connection points. Tim Schell will have feedback from the high school groups on the schedule for these sessions.

**XIII. UPDATE ON DISCIPLINARY DATA RELATED TO BULLYING AND HARASSMENT**

Per request from the Committee, Tim Schell will provide an update to the Committee on the data related to bullying and harassment.

**XIV. UPDATE ON RESTORATIVE PRACTICES** 9

Lisa Jondle, Director of Student Services, will provide an update to the Committee on how restorative practices are used in the school district. She will also share the professional development plan for administration, student services staff, SEL coordinators, along with how these efforts translate into work with all staff.

**XV. FUTURE MEETINGS**

**XVI. 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.”

**DEI Steering Committee Update**  
**March 1, 2024**

<u>Task</u>	<u>Update</u>	<u>Next Steps</u>
Establish DEI Steering Committee	<p><u>Quarterly Meeting Dates:</u> November 2, 2024 January 11, 2024 April 4, 2024 May 30, 2024</p> <p><u>Established 3 Sub-Committees:</u> Special Observances Eliminate Hate Speech Walkthrough Form Development</p>	<p>Add parents to our DEI Steering Committee and our 3 Sub-Committees</p> <p>Convene summer teams to focus on Special Observances</p>
Convene student and parent focus groups	<p>Parent Focus Group: November 28, 2023</p> <p>HS Student Focus Groups: December 6 &amp; 7, 2023</p>	<p>Convening middle school focus groups in the spring of 2024</p> <p style="text-align: right;">3</p>
Professional development for all staff in implicit bias	<p>January 15, 2024 Guest Speaker: Percy Brown</p> <p>Student Panel Discussion Facilitator: Percy Brown</p> <p>Deep Dive into Implicit Bias: Cabinet Team, February 27, 2024</p>	<p>Focus on DEI work at Cabinet Administrative Retreat, June 12 &amp; 13, 2024</p>
Gather perception data from all stakeholders	<p>Staff Climate/Culture Survey - Completed</p> <p>Student Survey: Dane County Youth Assessment - Completed (no results back yet)</p>	<p>Community Survey, Spring of 2024</p> <p>Student Survey: Dane County Youth Assessment, February 2024</p>

<p>Establish partnerships with MSAN and Urban Collaborative</p>	<p>Student team attended MSAN Conference - November 2023</p> <p>DPI Community of Practice Cohort, attended by Tiffany Loken, Spring of 2024</p>	<p>Staff attend MSAN Conference April 18 &amp; 19, 2024</p> <p>Urban Collaborative Spring Meeting - April 10 - 12, 2024 (T. Loken will attend)</p>
<p>Develop a walkthrough data collection form to assess the level of implementation of culturally responsive practices across the District</p>	<p>Ready for Rigor DRAFT walkthrough form - completed and shared with principals</p>	<p>Finalize the Optimal Learning Environment (OLE) DRAFT walkthrough form</p> <p>Train principals to use the walkthrough form</p> <p>Develop professional development for teaching staff aligned with the Ready for Rigor walkthrough form</p> <p>Implement culturally responsive practices walkthrough form</p>
<p>Continue to use ELEVATE process at Waunakee High School</p>	<p>Approximately half of teaching staff at WHS completed an ELEVATE cycle in the Fall of 2023</p>	<p>By the end of the year all teachers will have completed an ELEVATE cycle</p> <p style="text-align: right;">4</p>

**DEI Steering Committee Recommendations**  
**March 1, 2024**

<b><u>Team</u></b>	<b><u>Recommendation</u></b>	<b><u>Next Steps</u></b>
DEI Steering Committee	Comprehensive action plan for DEI for the next 3 years	Focus on this at the two spring DEI Steering Committee meetings
DEI Steering Committee	Universal DEI staff development plan for the next 3 years	Ed Services team will begin drafting this plan, based on feedback from the DEI Steering Committee
Special Observances Sub-Committee	Create a protocol for all buildings to follow for each special observance month: <ul style="list-style-type: none"> <li>● Communication to staff</li> <li>● Communication to parents</li> <li>● Visuals/Bulletin Boards</li> <li>● Library display</li> <li>● Information in newsletters</li> <li>● Classroom Learning Conversations</li> </ul>	Poll other school districts to find out if they have a specific protocol that they follow related to special observances <p style="text-align: right;">5</p>
Special Observances Sub-Committee	Convene summer work groups that include parents to focus on the following monthly observances: <ul style="list-style-type: none"> <li>● Hispanic Heritage Month</li> <li>● Black History Month</li> <li>● Asian American History Month</li> <li>● National Arab American History Month</li> <li>● LGBTQIA+ History Month</li> <li>● Indigenous Peoples Month</li> <li>● Women's History Month</li> <li>● Mental Health Awareness Month</li> </ul>	Set dates for these meetings and send invites out to parents
Eliminate Hate Speech Sub-Committee	Create a policy addressing hate speech	The Cabinet Team will begin discussion on this policy development in June of 2024
Eliminate Hate Speech Sub-Committee	Annual training for all staff in Speak Up strategies	Include in new staff training in the Fall of 2024  Do a mid-year refresher training each year in January

Eliminate Hate Speech Sub-Committee	Annually train MS and HS students in Speak Up strategies	Develop training and lessons that are developmentally appropriate for MS and HS students
Eliminate Hate Speech Sub-Committee	Train students, parents and staff annually on how to access the online reporting tool	Work with the Ed Services team to establish a plan on how to better publicize this tool
Eliminate Hate Speech Sub-Committee	Educate parents at all levels on how to educate their children against hate speech.	Work with the Cabinet Team to establish some common messages for all parents (June 2024)
Eliminate Hate Speech Sub-Committee	Analyze our Second Step curriculum to determine which lessons focus on hate speech and create supplementary materials to include with those lessons	Summer curriculum work
Eliminate Hate Speech Sub-Committee	Create developmentally appropriate lessons addressing microaggressions	Summer curriculum work
Eliminate Hate Speech Sub-Committee	Clarify staff expectations and process for addressing incidents of hate speech/racial harm	Address in June 2024 at the Cabinet Retreat <sup>6</sup>
Eliminate Hate Speech Sub-Committee	Administration create a protocol for addressing incidents of hate speech/racial harm	Address in June 2024 at the Cabinet Retreat
Eliminate Hate Speech Sub-Committee	Train all staff in restorative practices	Many staff were trained in 23-24 in Restorative Practices  Work with Director of Student Services on next steps for 24-25
Walkthrough Form Sub-Committee	Finalize the Optimal Learning Environment (OLE) walkthrough form	Edit the initial draft and get feedback from the sub-committee in the spring of 2024
Walkthrough Form Sub-Committee	Pilot the Ready for Rigor Walkthrough Form	Work with principals and DEI Steering Committee teachers to put together small pilot groups in each building.

## **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](#) 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.

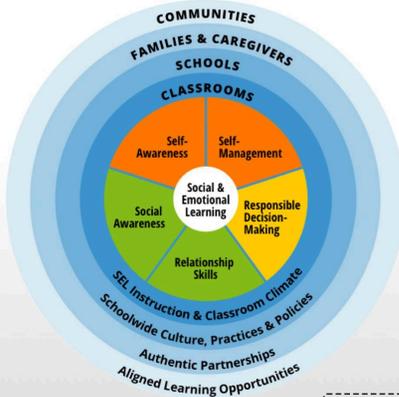
**General Considerations:**

- **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.

**Social-Emotional Learning (SEL):** ~CASEL Framework

**SOCIAL & EMOTIONAL LEARNING**

SEL is the process through which young people and adults acquire and apply the knowledge, skills, and attitudes that help us to understand ourselves, connect with others, achieve goals, and support our communities.



Access the most trusted information on SEL  
<https://casel.org/>



**Restorative Practices:** Restorative practices aim to develop community and manage conflict and tensions by repairing harm and building relationships. This statement identifies both proactive (building relationships and developing community) and reactive (repairing harm and restoring relationships) approaches. Organizations and services that only use reactive approaches without building the social capital beforehand are less successful than those that also employ proactive approaches. **Training focuses on the 80/20 rule.**

~National Center for School Safety



WCSD Training Fall 2023/Spring 2024

- SEL Coaches
- Associate Principals
- Student Services (Social Workers, Counselors, School Psychologists)
- Other teacher leaders