



## **Diversity and Equity Committee (DEC) Guidelines and Procedures**

### **Statement of Committee Operations Under the Superintendent of Schools:**

All District Administration Advisory Committees are advisory in nature. These committees have the power to make recommendations to the Superintendent of Schools but not to take action on initiatives especially if the initiatives require a financial commitment or a change in the procedural objectives of the School District. After consideration, the Superintendent of Schools will advise the committee as to the proposed action on their recommendations and will follow up with any necessary feedback.

### **Committee Purpose, Mission, and Vision:**

**The committee will work in pursuit of creating culturally responsive educational environments for students, staff, parents, and the community. Fosters and supports conditions throughout the district through an equity lens to address equitable access and achievement gaps. Facilitates ongoing conversations about equity; implements strategies to improve teacher retention and develop the teacher workforce.**

#### **A. Core Values**

- a. All Committee Members are committed to:
  1. Excellence: Be our best and expect the best of others;
  2. Kindness: Concern, compassion, and advocacy for others;
  3. Respect: Acceptance of self and others as we work together;
  4. Honesty: Say and do the right thing, even if no one is watching;
  5. Responsibility: Do our part and be accountable for what we say and do.

### **Membership:**

**A. Membership Number and Make-Up: The Winona Area Public Schools District-Wide Diversity and Equity Committee will consist of up to twenty (20) members, in which 50% are district staff and 50% are community members to include:**

- a. At least (1) staff member from each district site; Goodview Elementary, Goodview Early Education/Preschool, Jefferson Elementary, Washington-Kosciusko Elementary, Winona Middle School, Winona High School, and Winona Area Learning Center.
- b. At least (1) representative from the Special Education community
- c. At least (1) member for higher education
- d. At least (1) student
- e. At least (1) community/parent representative
- f. All other committee members may be recommended by the committee
- g. Representatives may serve more than one role
- h. Administrative reps from elementary, middle school, and high school
- i. Director of Learning and Teaching

- j. Superintendent (non-voting member)
- k. A representative from the paraprofessional
  - o A school board member is an ex-officio member (non-voting member) assigned by the School Board

**B. Membership Application:**

- a. Community Member Vacancies: The Committee shall set a date for submission of applications to the Learning and Teaching office of District #861. The applications and selection process shall be approved by the Committee. Notice that the Committee is accepting applications to fill the vacancy shall be posted on the website of ISD #861 and published on district social media by the WAPS Communications Director; as well as at least once in the Winona Daily News and Winona Post, at least two weeks prior to the submission deadline. The Committee shall cast votes for the applicants for each vacancy. A report, which ranks the applicants based upon votes received and recommends the appointment of applicants to fill the vacancy, shall then be shared with the committee. The School Board of ISD #861 shall be informed of new members to the Committee. A member appointed to fill a vacancy shall be appointed for the stated term or, if applicable, the unexpired term of his/her predecessor on the Committee.
- b. The members shall be either employees of Independent School District No. 861 ("ISD #861") or persons residing within the boundaries of ISD #861.
- c.
  - i. Suggestion to use a google form to solicit and can potential member feedback for consideration of committee appointment.
  - ii. [Student Rep Application](#)
  - iii. Membership Application [draft google form](#)

**C. Membership Appointment:** The Director of Learning and Teaching along with the Committee Chair will review application materials and choose the top candidates who meet the desired vacancy requirement. The director and chair will bring a proposal for filling the vacancies to the full committee for a vote.

- a. In the case of a deadlock, or to get further input regarding the applicants, the chair and director may meet with a small workgroup consisting of two community members and 1 education-based member. In this situation, the workgroup will present a membership proposal to the full committee for approval.
- b. Terms of committee membership.
  - i. The term of membership shall have a term limit of six (6) years. The Director of Learning and Teaching, administrative reps, and board members shall be exempt from said term limits.

- ii. Terms are for 3 years for all members and may be renewed for up to 6 years. If a committee member resigns or is replaced, the new member continues to serve the term rotation designated for the site.

Group A- Fall 2023

Group B- Fall 2024

Group C- Fall 2025

#### ***D. Membership Officers***

- a. The officers of the committee shall include a chairperson or designee.
- b. The committee chair shall be elected by the majority of the members of the committee at the September meeting.
- c. Each officer shall hold office until his/her successor is duly elected.
- d. Terms of office for the chairperson shall be 3 years with a maximum of 4 years.
- e. In the event of a vacancy of the chair due to death, resignation, or removal, the committee may vote to select a replacement at any meeting at which a quorum is present.
- f. The chairperson shall preside at all meetings and execute all undertakings as directed by the committee and serve as the official representative of the committee for his/her term.
- g. Committee decision-making to follow informal Robert's Rules of order structure, with motion(s) made and voting members having designated favor or disfavor; with majority rule.
- h. The Director of Learning and Teaching shall act in the absence of the chairperson and shall maintain all powers of the chairperson if the chairperson is absent or unable to perform his/her duties.

#### **E. Membership Resignation, Termination, and Absences:**

- a. Absent members.
  - i. When a committee member knows ahead of time that he/she will be absent from a meeting, he/she may assign a substitute from his/her site or area of representation to attend the meeting and have voting rights. The substitute should be reported to the committee chairperson prior to the meeting.
- b. Resignation/termination:
  - i. If a member is absent 50% of the meetings the chairperson shall ask the Director of Learning and Teaching to reach out to the committee member to reconsider their appointment on the committee and may be asked to resign. A record of attendance will be maintained in the meeting minutes.

- ii. Each site shall designate someone to represent that site; a site may send a replacement if the representative is to be absent and have voting rights and be responsible to get information back to that site.

**F. Membership Vacancy:**

- a. Vacancies in committee membership. When vacancies on the committee arise, the current members may make recommendations for a replacement. A survey will be posted on the WAPS website for application for the position.

**Meetings:**

The district-wide Diversity and Equity Committee shall meet the first Monday of every month, (with the exception of June, July, and August), from 4:00-6:00 p.m. in the central office conference room (*Currently on zoom*). Exceptions will be made when the first Monday of the month is not available. Meetings are open to the public. By resolution, the committee may change the meeting date, time or place. Notice for meetings and an agenda shall be delivered in a timely manner (usually 3-5 days in advance of the meeting) via e-mail.

DEC Committee Representative, if designated, Chairperson) will work with the (Director/Administrator) to post meetings at least one week in advance, when possible. Meeting details will be posted on the District Website. Modifications to meeting dates, times, or locations will be communicated to the (Director/Administrator) as soon as possible for adjustment on the District Website. Emergency Meetings should be held only if at least two (2) days of advance notice are provided.

Meeting locations, including virtual meetings, will be organized and scheduled by the Director/Administrator.

**Agendas:**

The chairperson and The Director of Learning and Teaching will jointly plan the agenda for the meeting. Input from any committee member is encouraged and welcomed. There is a Google form that will be shared with all committee members. Agendas and attachments will be delivered to committee members four days prior to the meeting.

Meeting agendas will be posted on the district website and linked in the monthly school board meeting minutes for community access.

**Rules of Order:**

Diversity and Equity Committee meetings will operate using parliamentary, Roberts Rules. Committees members made a commitment to support new and current members' growth in learning, using, and implementing Robert's Rules during monthly meetings. DEC will consider an on-boarding process to prepare new members to understand committee rules of order.

**Minutes and Records:**

The recording secretary shall record the minutes of each meeting and give copies to all members for review and approval. If the recording secretary is absent the chairperson shall record the minutes of the

meeting. Copies of the minutes and all handouts for each meeting shall be retained in the shared Google folder for review as a public document.

**Data Privacy:**

In alignment with the school board policies, regulations, and applicable laws that govern public and private data, committee members agree that private or confidential data will not be shared in a public committee meeting. As outlined in the policy, private data may not be disclosed to parties without written informed consent from the data subject and/or the parent or guardian of the data subject. This prohibition of disclosure of private data applies to both verbal and written communication. Committee members must be mindful of any documentation or active links that are shared with committee members to ensure the protection of any data held within the documentation or active links. Committee members in violation of this prohibition will be subject to progressive disciplinary action and/or removal from the committee membership.