

**SCHOOL DISTRICT OF HOLMEN
SCHOOL BOARD COMMITTEE MEETING NOTES
DIVERSITY, EQUITY, & INCLUSION COMMITTEE
Monday, October 14, 2024 5:00 p.m.
School Board Meeting Room
1019 McHugh Road
Holmen, Wisconsin 54636**

01. CALL TO ORDER

B. Todd Robbins recognized Indigenous Peoples Day and called the meeting to order at 5:00 p.m.

02. ROLL CALL & NOTICE OF QUORUM

Committee members present were Bridget Todd-Robbins, Lindsay Nied, Dr. Kristin Mueller, Sue Eitland, Heidi Feuerhelm, Jennifer Gimmer, Martha Hauser Hage, Caitlin Leary, Mark Lee, Jenna Mashak, Daniel Ott, Kelly Remus, and Keiven Zielke. Absent were Josh Feuerhelm, Anita Jagodzinski, Ellen Koelbl, Jennifer Lulloff, Daisha Rand, Hallie Weibel, and Pang Xiong. Also present were Jill Mason, Melissa Kaatz, Kim Edwards, Jennifer Dieck, Kathleen Stephany, and Stacy Lockington.

03. APPROVAL OF AGENDA

The agenda was approved by consensus.

04. PUBLIC PARTICIPATION

No one addressed the committee.

05. APPROVAL OF PRIOR MEETING NOTES

5.1 September 9, 2024 DEI Committee Notes

The September 9, 2024 DEI Committee Notes were approved by consensus.

06. TIMELINE & METRICS FOR DEI LONG RANGE PLAN

Dr. Mueller briefly reviewed the DEI prioritization and metrics feedback provided by the DEI Committee at the September meeting. This information was reviewed by the District's executive team and used to update the DEI long range plan. Tonight, the executive team will present the DEI long range plan for their focus area to obtain feedback from the committee. It was noted that some action items overlap focus areas. The plan is to bring back a final draft of the plan to the November DEI Committee meeting and present the plan to the Board for approval on November 25, 2024.

Executive team members introduced themselves, their position, and the area of the District Dashboard they oversee. Kim Edwards, Executive Director of Instructional Services oversees Student Learning. Melissa Kaatz is the Director of Human Resources, which relates to Workforce on the Dashboard. Dr. Mueller oversees Community Engagement. Executive Director of Student Services Jill Mason, Director of Information & Technology Kathleen Stephany, and Director of Students Services & Safety Jennifer Gimmer will present on Health & Safety. Julie Holman, Executive Director of Finance & Operations, oversees the Fiscal focus area, but was unable to attend tonight.

Student Learning

K. Edwards began by reviewing the action items, metrics, and timelines for Student Learning. The committee then broke into smaller groups to discuss the plan. The following are the key points of the discussion.

- The needs assessment will initially be completed on ELA and social studies content areas, but will expand to STEM. A revision of the plan will be to note the timing of a needs assessment and then implementation of plans to address gaps for ELA and social studies, before repeating the process for STEM and other content areas.

- Cultural competence will be important to consider in this plan.
- How do we identify students in academic gaps from an equity standpoint and how are we uplifting these students?
- The District is currently researching how to measure growth in language acquisition beyond ACCESS testing.
- In addition to reviewing materials, it is also important to consider who is teaching the curriculum, how they are teaching it, and their attitude toward teaching it. For example, if the teacher is not engaged in teaching the curriculum, that will have an impact. It was noted that this may be partially addressed in Workforce metrics.
- When reviewing and identifying gaps and reviewing new materials, it was suggested to reach out to other departments. This will provide multiple viewpoints and share the workload.
- In regards to reporting out and analyzing subgroup performance, performance of the overall group will also be analyzed for comparison.

Workforce

- While there are two goals and multiple action items for Workforce, most of the items fell lower on the priority list than Health & Safety or Student Learning items.
- Compiling a list of DEI PD
 - This is an important step in developing a DEI PD program.
 - This working document will be updated as PD is added. Once we know what PD has been administered, it will be easier to determine what PD is still needed. The list will help develop a roadmap for future training and onboarding for various employee groups. (It will not take 4 years to compile the list, but the timeline allows for the continuation of the working document and development of a PD program.)
 - The District currently provides new staff with a video of condensed DEI trainings with Goodenough Consulting.
- Goal 2
 - The Committee provided positive feedback on the self reflection question of the evaluation process.
 - The partnerships with community groups falls under community engagement. Once we identify groups and organizations that have been marginalized, we can share our postings with them.
 - DEI questions during the hiring process are often more general questions. The purpose is more to determine how embedded DEI is in their process and their attitude toward it.
 - In regards to facilitating networking and retention strategies, these are items that fell to the very bottom of the priority list and the executive team was unclear what the committee meant by them. The networking could have been providing internal or external resources to a staff member such as connecting them with community resources. Or it could have been embedding more of a DEI component in the current mentoring process. It was determined that these action items could be included in other metrics.
- The current exit surveys used ask the staff member about their feelings of belonging and being valued. The responses of exit surveys can drive decisions related to retention. Human Resources currently conducts an annual review of exit survey data.
- One suggestion was to require a portion of the current continuing education to be DEI-related or a community outreach event. The wellness program encourages involvement in community programs.

Community Engagement

- The executive team will provide a clearer timeline of identifying organizations and events. The proposed timeline is reflective of the amount of overall work to complete in addition to normal duties, but small changes can be made to communicate more about cultural events. It was noted that information is already available identifying groups and events. The partnerships will be created as this develops.
- The second goal needs action items, even if it is 2-3 years before it would be accomplished.

Health & Safety

Goal 1

- It is a lofty goal to develop a scope and sequence for SEL curriculum for K-5 by this spring. The plan will be updated to provide the timeline for implementing the curriculum at the elementary level, developing the scope and sequence then implementation at the middle school level, and finally developing the scope and sequence then implementation at the high school level. The District is currently auditing curriculum and tools.
- The plan will be revised (second metric) from identifying a team to develop a tool to implementing a tool. There are several tools available and the committee can assist in identifying one.
- “Stakeholders” will be replaced by “partners.”
- There was discussion on how to present opportunities to students. Often, information is presented to students, but is not greatly utilized. It was asked if involvement would improve if the information was provided to student groups and then to students. Would students presenting information to students increase awareness?

Goal 2

- The metrics will be adjusted since the hate and bias work has already started.
- The work around hate and bias includes building trustful relationships with students. The reporting is separate from StopIt, which is sent to administrators. Those receiving reports are staff members with whom students have a foundation of trust.
- Because of the focus on implementing the hate and bias work, the District hasn’t begun work on implementing restorative justice practices. This is a very involved process with a 3 year implementation plan. To ensure its success, the District will wait until it can devote the resources necessary to implementation. There are agencies the District can use for individual needs in the meantime, as necessary.

Fiscal

- The proposed referendum will not include any specific funds for DEI work, but will be for operational expenses needed to continue the current work.

07. CLARIFY/REVIEW ACTIONS & DISCUSSION

B. Todd-Robbins clarified District leadership will bring revisions of the DEI long range plan back to the November DEI Committee meeting. The finalized plan will be presented to the Board later in November for approval. She thanked the executive team for their thoughtfulness and thanked all for their discussion tonight.

08. ADJOURNMENT

The October 14, 2024 DEI Committee meeting adjourned at 6:24 p.m.