



# The Washington State Board of Education

An education system where students are engaged in personalized education pathways that prepare them for civic engagement, careers, postsecondary education, and lifelong learning.

## COVER: MEMBER AND COMMITTEE UPDATES

Prepared for the November 2019 Board Meeting

### Information and action item.

#### As related to:

- ☐ **Goal One:** All students feel safe at school, and have the supports necessary to thrive.
- ☐ **Goal Two:** All students are able to engage in their schools and their broader communities, and feel invested in their learning pathways, which lead to their post-secondary aspirations.
- ☐ **Goal Three:** School and district structures and systems adapt to meet the evolving needs of the student population and community, as a whole. Students are prepared to adapt as needed and fully participate in the world beyond the classroom.

- ☐ **Goal Four:** Students successfully transition into, through, and out of the P-12 system.
- ☐ **Goal Five:** Students graduate from Washington State high schools ready for civic engagement, careers, postsecondary education, and lifelong learning.
- ☐ **Goal Six:** Equitable funding across the state to ensure that all students have the funding and opportunities they need, regardless of their geographical location or other needs.
- ☐ **Other**

#### Materials included in packet:

- Legislative Committee Charter
- Equity Committee Charter
- Student Voice Committee Charter
- Draft Norms

### Synopsis and Policy Considerations:

Member and committee updates are an opportunity for Board members to update one another on activities related to Board work. This typically includes reports on major stakeholder meetings, conferences, or other outreach and professional development opportunities. In addition, committee members have an opportunity to update Board members on committee discussions and receive input. For the November meeting each of the standing committees will present draft charters for Board consideration. In addition, the Norms ad-hoc committee will share draft changes to the Board norms for possible adoption in January.



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## State Board of Education Legislative Committee Charter

### Purpose

The State Board of Education Legislative Committee will serve in advisory capacity to both the Executive Committee and full board. The purpose of Legislative Committee is to provide guidance on legislative positions, develop the Board's annual legislative platform and year-round advocacy plan, and advise the Executive Committee and Director of Policy and Partnership during the legislative session.

### Membership

The membership of the Legislative Committee shall comprise of up to, and no more than, seven (7) members of the State Board of Education. Members will be self-selected from the full board with the board chair approving final membership and appointing members in instances of too few or too many members. The chair of the Legislative Committee will be elected from the committee membership at the May board meeting. Membership status will be reviewed annually by May of each year.

### Meetings

Meetings of the Legislative Committee will take place throughout the year in order to fulfill committee duties and responsibilities. The committee shall meet in person at least twice throughout the year. All other meetings may take place remotely.

### Duties and Responsibilities

In performing its responsibilities, the Legislative Committee shall;

- Represent the full board in all their duties.
- Review all potential legislative priorities prior to the September board meeting.
- Engage with partners and review legislative platforms and priorities to recommend positions the Board may wish to support.
- Recommend legislative priorities to the full Board for November consideration/adoption.
- Propose agenda items and topics to the Executive Committee and staff to ensure the Board has the opportunity for thoughtful discussion and to learn from partner organizations about their priorities and emerging issues.
- Assist in the creation of a year-round legislative advocacy plan.
- Galvanize Board members to maximize collective and individual relationships and expertise.
- Advise Executive Committee, Executive Director and Director of Advocacy and Engagement during legislative sessions, to support nimble and strategic advocacy.
- Identify of Board members to testify during legislative session.
- Act as the go-to body for the Executive Director and the Director of Advocacy and Engagement during the legislative session in response to rapidly evolving legislative issues.



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## State Board Education Equity Committee Charter

### Purpose

The State Board of Equity Committee will serve in advisory capacity to the full board. The purpose of Equity Committee is to:

- Provide guidance on developing and advocating for state-level equity policies that eliminate disparate educational outcomes among student groups, without regard to race, ethnicity, gender, age, income, language, or special needs.
- Recommend and assist in planning and implementing equity-oriented events such as public forums or summits when approved by the Board.
- Review practice, deliberations, and policymaking of the Board for adherence to its approved Equity Statement, Equity Lens, and policies.

### Membership

- The Equity Committee shall consist of no more than seven (7) members of the full board.
- The board chair may appoint new members at any time if there are fewer than five members.
- Members will be self-selected from the full board with the board chair approving final membership or appointing members in instances of too few or too many members.
- The chair, or co-chairs, of the committee will be elected annually by its membership at the September board meeting, or during vacancies.
- Membership status will be reviewed annually by September of each year.

### Tenure

The intended goal of the Board is to sunset the Equity Committee by 2022.

### Meetings

Meetings of the Equity Committee will take place throughout the year in order to fulfill committee duties and responsibilities. The committee shall meet in person at least three times throughout the year in alignment with regular State Board meetings. Any other meetings may take place remotely as needed.

### Duties and Responsibilities

In performing its responsibilities, the Equity Committee shall;

- Review the Board's approved Equity Statement and Equity Lens and propose changes for consideration by the Board when necessary.
- Develop recommendations that incorporate "theory of action" equity pieces.
- Clarify specific roles and responsibilities about accountability in the context of education system health.
- Lead the development and hosting of Board sponsored, cross agency convenings.
- Identify and promote and equity-related professional development for all Board members.



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## STUDENT VOICE COMMITTEE CHARTER

### Purpose

The purpose of the Student Voice Committee of the State Board of Education is to ensure student Board members have a meaningful, productive, and impactful experience as representatives of their peers.

### Strategies

The committee serves as a sounding board and resource for student Board members to:

- work in collaboration with other Board members to highlight issues of importance to students in our educational system;
- ensure student perspectives are heard on issues and policy proposals being developed or considered by the Board;
- maximize potential in leveraging student voice in advocacy as student representatives and as peer leaders;
- seek feedback from their peers and utilize student voice on issues of importance to Washington students;
- develop relationships and network with local educators, elected officials and student peers as it relates to both policy and advocacy; and
- support the onboarding process of new student board members to help them understand their role on the Board, explain essential concepts, and engage with adult mentors.



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## Board Norms for the Washington State Board of Education

For Discussion – November 7, 2019

The Ad-Hoc committee on Norms met following the September retreat to discuss revisions to the Board norms for consideration when new members join the Board in January 2020. This brief includes draft norms being discussed by committee members and a few items for further consideration. The norms are intended to provide a common agreed upon set standards of behavior for the Board. The norms build on the values adopted by the Board and should define what that value looks like through the expected behavior of the Board and individual members. In addition, the norms fit within a framework that includes the Board vision, mission, and statutory roles and responsibilities. The norms share some language and purpose with the bylaws but unlike the bylaws the norms are non-binding expectations for behavior of the group.

## Vision

The Washington State Board of Education envisions an education system where students are engaged in personalized education pathways that prepare them for civic engagement, careers, postsecondary education, and lifelong learning.

## Mission

The mission of the State Board of Education is to provide transparent leadership in K-12 education policy-making; effective oversight of schools serving Washington K-12 students; and, assertive advocacy for student personal growth and success. These three areas of responsibility will support a system that personalizes learning for each student and values diverse cultures, abilities, and learning styles.

## Values

### Equity

Equity is a primary consideration in our policy-making, initiatives, actions, and interactions. The Board has adopted an Equity Statement of Intent (<https://sbe.wa.gov/about-us/equity>) and we actively seek to identify and remove barriers that inhibit equitable access to high-quality learning opportunities.

## **Student-Focused Education**

Provide educational, social, emotional, and mental health supports for the whole child. Enact policies that benefit our students, and modify or eliminate policies that are not beneficial. Create meaningful opportunities to hear from and respect diverse student voices. Build authentic, caring relationships with students. Empower students to lead their own learning and provide personalized learning that is relevant to students.

## **Strategic Action**

Enact impactful, sustainable, research-based initiatives to fulfill our mission and vision. Support an innovative and adaptive system that meets the needs of individual students.

## **Dynamic and Future-Focused Innovation**

Think, plan, and lead proactively. Anticipate the needs of our students and society. Employ research-based strategies. Encourage schools to innovatively cultivate student achievement and develop transferable skills for a changing workplace. Recognize the changes in our students' needs and change the system accordingly.

## **Collaboration, Caring, and Inclusion**

Engage and collaborate with partners to achieve shared goals. Value, listen, and learn from all voices. Intentionally seek the wisdom of students, families, and communities, particularly those historically marginalized by the educational system, to inform policies and practices.

## **Integrity**

Act with honesty, professionalism, and transparency. Fulfill our commitments in a fair and ethical manner.

## **Draft Norms**

1. Board meetings will focus on State Board of Education goals as articulated in the Strategic Plan, while recognizing that other matters may also be part of a meeting agenda.
2. The purpose of Board meetings is to discuss policies that help all students engage in personalized education pathways that prepare them for civic engagement, careers, post-secondary education, and lifelong learning. Agendas, presentations, and discussions for each board meeting should reflect this overarching purpose.

3. As a policy making and advocacy body the Board will adhere to shared values expressed in the strategic plan as they endeavor to fulfil their mission and visions. To this end the Board will annually review and update the equity statement and lens to ensure equity remains an integral part of the policy and decision making process.
4. At Board meetings, and in all communications with the public and staff, Board members will maintain the dignity and integrity appropriate to an effective public body.
5. Every board member is expected to play a meaningful role in the Board's overall operations. Each member expects of one another a dedication to the work of the Board and will endeavor to understand the views of other members and to engage in civil discussion. The Board embraces healthy debate on policy issues. In addition, the board endeavors to:
  - a. Support new members learning as they become engaged and active members of the Board.
  - b. Ensure student voice is heard and considered as a critical part of policy debate and discussion.
6. Board meetings include the following procedures:
  - a. Board meetings will start on time and end on time.
  - b. Meeting materials will be made available one week in advance (see Bylaw Article V section 2) and should consistently be of high quality.
  - c. Board members are expected to consistently attend and prepare for Board meetings and to read the materials in advance of the meeting (see Bylaw Article III, section 2).
  - d. Each presentation will start with a staff introduction providing clarity of the purpose of the presentation and the decision to be made or issue to be considered.
  - e. Board members will hold their questions (except for brief clarifying questions) until the end of each presentation, or until the presenter offers a designated "pause" for questions.
  - f. The rules contained in the current edition of ***Robert's Rules of Order Newly Revised*** shall govern the State Board of Education in all cases to which they are applicable and in which they are not inconsistent with these bylaws, state law and any special rules of order the State Board of Education may adopt.

- g. Board members will do their best to be succinct to maintain opportunity for all to express themselves. To avoid repetition of the same ideas and points Board members will strive to express agreement with a member rather than repeat a point that has already been made.
  - h. In the interest of orderly and efficient meetings, and in an effort to balance Board members' speaking time, the Board Chair will recognize members prior to them speaking. The Vice Chair or Executive Director will assist the chair in tracking who would like to speak on an issue.
  - i. Each Board member expects of others a commitment to speak and listen with purpose during each discussion. The Board Chair – or his/her designee – will provide leadership to ensure that the discussions and deliberations are leading to a focused outcome.
  - j. Board meetings should be a forum for Board discussion. Staff and guest presentations will be structured to facilitate this discussion, not supplant it.
  - k. Board members may engage in different ways and may find it necessary at times to stand or move around during the meeting time.
7. When considering policy proposals or other decisions, each Board member expects of others an opportunity for advance review. The Board agrees to a "no surprises" mode of operation. To this end, Board members may submit proposed agenda items to the Chair or Executive Director (see Bylaw Article V, section 2) for consideration by the Executive Committee. The Executive Committee will respond to member proposals as appropriate.
8. Although the Board is composed of appointed and elected members, Board members strive for commonality and unity of purpose through their deliberations.
9. Board members will maintain the confidentiality of executive sessions.
10. Members of the Board will support Board positions, decisions, and policies when providing information to the public, stakeholder groups, or the legislature. (3) This section does not preclude individual Board members from expressing their personal views. When expressing personal views, members should specify that they are speaking as an individual and not on behalf of the Board.
11. The chair, executive director, or the executive director's designee will be the spokesperson for the Board with the media.



12. The Board is a learning organization. As a body we strive to explore new issues and expand our collective knowledge to better address policy issues facing students and our education system. To this end members and staff engage in professional learning and the board will engage with stakeholders and other experts to inform planning and establishing priorities.

## Notes:

Other Concepts raised in September, or subsequent conversations that warrant further conversation:

- **Operational / procedural items:** – probably not in norms:
  - post meeting survey improvements and participation;
  - need for more robust onboarding process
- **Stage direction from chair (annotated agenda):**
  - **Beginning of Meeting:**
    - land acknowledgement;
    - equity lens;
    - pledge;
    - members may get up and move around; take breaks as needed;
    - emergency exits etc.
  - **Prior to Action:**
    - student advisory vote
    - equity lens

Further consideration:

- Is there specific direction regarding expectations for certain members (e.g. is there guidance from the governor related to appointed positions that should be addressed in the norms).
- There is a norm associated with advancing an item or placing it on the table. Should there be a norm around withdrawing an item?
- Should there be some mention of SBE's engagement with the community through our community forums prior to our regularly scheduled meeting? If so, should there also be language to describe the expectations in terms of Board member attendance at the forums?
- Should there be some mention of Board members representing SBE at events and meetings beyond our scheduled meetings? Is there an expectation that we will attend other meetings (e.g. WSSDA, WASA, etc.) on behalf of SBE?