

EQUITY POLICY STEERING COMMITTEE – SEPTEMBER RETREAT

MEETING LOGISTICS

Date: Saturday, September 10, 2022, (In-person, Zoom)

Times:

- 11:30 - 12:30 pm: Recap of the Retreat & Key Action Items
- 12:30 - 1:00 pm: Lunch (provided by OSD)
- 1:00 - 5:00 pm: EPSC Retreat

ATTENDEES: Kimberlee Armstrong, Maria Flores, Patrick Murphy, Kindra Galan, Michelle Pineda, Katy Johansson, Sandra Gordon, Katie Savinski, Tyron Nixon, Scott Clifthorne, Ryan Howland

Presentation Materials - If you'd like a copy of the materials presented by our lead facilitator Kimberlee Armstrong Ed.D., please contact Ryan Howland, Director of Projects & Grants for Olympia School District at: rhowland@osd.wednet.edu.

ACTION ITEMS - [LINK](#) (See Appendix)

DECISIONS - [LINK](#) (See highlighted items below)

1. **Community Input/Feedback Mechanisms - Surveys and Focus Groups** (See the [Agenda Items - Outcome](#)s section below)

WELCOME/INTRODUCTIONS

Patrick Murphy, Superintendent, Olympia School District

Kimberlee Armstrong, CEO - In Lead Out, LLC

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AGENDA ITEMS & OUTCOMES

- **Community Building & Shared Purpose**

- **OSD EPSC Shared Purpose - Final Draft as of September 10, 2022.**

*"In community, the EPSC is guiding the district's effort to compassionately engage our community, in collectively naming and celebrating the strengths and diversity of our district and identifying and dismantling barriers that are preventing us from fostering a sense of belonging and fully honoring and serving all." - **OSD EPSC.***

- **Group work: Timelines & Action Plans**

- **Decisions:** Community Input/Feedback Mechanisms

- **Focus Groups**

- EPSC Member/OSD Facilitated
 - EPSC Member Facilitated
 - Interested Community Member Facilitated

- **Surveys**

- Panorama Survey Data
 - Title III & VI Needs Assessment survey data

- **Agreement on Next Steps & Optimistic Close**

- See the Action Items section

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SUBSEQUENT MEETINGS

- o October 6, 2022 – Board Study Session/Report to the Board
- o November 3, 2022 – Board Study Session/Report to the Board
- o December 10, 2022 – Winter Retreat (Phase Gate, Go/No-go Decision)

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APPENDIX

ACTION ITEMS

- **Ryan/Katy/Maria** finalize a plan for the Focus Group Toolkit and video with support from OSD.
 - **9/15 Update:** Drafted today, securing OSD resources next week
- **Ryan** - gather steps for having the Focus Group toolkit translated and secure the budget.
- **Ryan/EPSC** - find dates/times for 30-minute weekly recurring project check-ins. - **survey link sent via email.**
- **Ryan** - send draft work plan to the team with Kimberlee's agenda and slides
- **Completed post meeting**
- **Ryan** - determine required translations for the Focus Group Toolkit
 - **In process** - assess our audience and outreach (Spanish and Vietnamese are our standards for vital documents)
- **Ryan** - source OSD resources for recording video and ASL support
 - **Video resources** - confirmed and best practices handout located.
 - **ASL - Discussion topic:** If videos utilize closed captions, is ASL support required?
- **Ryan** - connect with OSD Teaching & Learning Team to ensure survey timelines are accurately set in the schedule. - **Completed post meeting**