



Making Waves Academy

Diversity, Equity and Inclusion Advisory Committee

Date and Time

Wednesday March 31, 2021 at 1:00 PM PDT

Location

Join Zoom Meeting

<https://mwacademy.zoom.us/j/84130726658?pwd=SStoZ3hOamppM3daZmRuYnJST1NzZz09>

Meeting ID: 841 3072 6658

Passcode: 180614

One tap mobile

+16699006833,,84130726658#,,,,*180614# US (San Jose)

+12532158782,,84130726658#,,,,*180614# US (Tacoma)

If you have questions about the agenda and materials or you are in need of disability-related accommodations, please contact:

Si tiene preguntas sobre la agenda y materiales de la junta o necesita adaptaciones relacionadas con la discapacidad, comuníquese con:

Elizabeth Martinez at emartinez@mwacademy.org or 510-227-9856.

In accordance with Executive Order N-25-20 in the State of California, we will be hosting this meeting via teleconference.

Public Comment

- The public may address the committee regarding any item within the subject-matter jurisdiction of the MWA governing board.
 - Under Public Comment, members of the public may
 - Comment on items on the agenda
-

- Comment on items not on the agenda
- **Presentations are limited to two minutes each**, or a total of 5 minutes for all speakers, or the two-minute limit may be shortened.
- In accordance to the Brown Act, the MWA Board and its committees may listen to comments, but can neither discuss nor take action on the topics presented. Members of the board are very limited in their response to statements or questions by persons commenting on items not on the agenda.
- **While meetings are held virtually, speakers must submit a request to speak before 9:00 AM on the day of the board meeting.**
 - **Send your request to speak by email to emartinez@mwacademy.org in English or Spanish.**
 - *Your submission should:*
 - *indicate if it is a general public comment for the beginning of the meeting or a comment for a specific agenda item (please include the item number).*
 - *include your name so that you can be called when it is your turn to speak.*
 - *During the meeting, we will call your name and you should use the "raise hand" feature to identify yourself.*
- Under SB1036 the minutes from this meeting will omit student and parent names and other directory information, except as required by judicial order or federal law. If a parent/ legal guardian wishes a name be included, one must inform the board prior to their public comment.
- If you have questions about the board agenda and materials or you are in need of disability-related accommodations, please contact:
Si tiene preguntas sobre la agenda y materiales de la junta o necesita adaptaciones relacionadas con la discapacidad, comuníquese con:

Elizabeth Martinez at emartinez@mwacademy.org or 510-227-9856

Please note that all agenda times are estimates.

Agenda

I. Opening Items

Opening Items

- A. Record Attendance and Guests
- B. Call the Meeting to Order
- C. Public Comment

II. Committee Items

Diversity & Inclusion

A. Check In

B. Review Progress to Date

Review summary and discuss any questions.

C. Working Group Updates

Working group leaders discuss the following questions:

- What have been the key pain points and/or successes in your working groups?
- Any key takeaways or learnings so far?
- Are there any recommendations that would inform our focus for summer or into next year?
Or what are some areas of emphasis that are surfacing from your discussions?

III. Closing Items

A. Prepare for Upcoming Board Meeting

B. Adjourn Meeting

Coversheet

Review Progress to Date

Section: II. Committee Items
Item: B. Review Progress to Date
Purpose: Discuss
Submitted by:
Related Material: March_2021_Board_Meeting_Committee_Updates.pdf

Diversity, Equity, and Inclusion Advisory Committee

Hello MWA Board, We hope this email finds you well! Please see below for updates from our DEI Working Groups and DEI work in general at MWA.

Liz Martinez - Staff Culture, Climate & HR Operations

Wins	Challenges
<ul style="list-style-type: none"> ● First meeting happened on February 5th - very productive! ● Facilitator provided an update on all DEI work that has happened this academic year ● Team is currently reviewing the survey data and coming back together the first week of March to discuss biggest points of concern/satisfaction ● Working Group is excited to jump in! 	<ul style="list-style-type: none"> ● Scheduling time where everyone is available can be difficult ● Communication about progress could be improved so that everyone has the same information in a timely manner

Michelle Chan - Student Culture & Climate

Wins	Challenges
<ul style="list-style-type: none"> ● First meeting took place in December ● Group set up expectations and norms and reviewed the timeline of Workgroup activities ● It was a good session to set up team norms and establish expectations and direction of the Workgroup ● Next meeting will take place after February Break to conduct a deep dive of the data 	<ul style="list-style-type: none"> ● Similar roadblocks - scheduling - there are specific pockets of time that the whole team can meet ● Making sure that this effort is successful and that it produces results/changes

Danilo Garcia - Family & Community Engagement

Wins	Challenges
<ul style="list-style-type: none"> ● First meeting took place before the December break, second meeting is scheduled for this Friday ● Working Group reviewed the purpose and intention of the work ● Working Group is eager to contribute and discussed potential partnerships with stakeholders ● The group is going to collaborate with Raynell Crews-Gamez given her new role to understand what data is available and what efforts are already taking place 	<ul style="list-style-type: none"> ○ Data sources are limited when it comes to family and community engagement ● There are a lot of efforts we are already doing to address family and community engagement but we don't have them codified ● Managing multiple roles and calendaring meetings has been challenging without presetting meetings

Kassandre Harper-Cotton - Teaching & Learning

Wins	Challenges
<ul style="list-style-type: none"> ● The group calendared a bi-weekly cadence of meetings and met ‘asynchronously’ when needed. <ul style="list-style-type: none"> ○ 11/10, 12/8, 1/5/21, 1/19/21, 2/2 (cancelled) ● We established and reviewed norms at each meeting which included that of confidentiality (no names) and approaching data from a place of inquiry. ● Calendared 1-2 open work times that were devoted to the process, looking at data, and community-building. ● Conversations were candid, data-driven, and student-centered. ● Identified areas where DEI work should be integrated and practiced (i.e. Friday PDs, grade level meetings, during instructional coaching, content meetings, etc.) ● Will continue to look at data and incorporate new learnings 	<ul style="list-style-type: none"> ● We were working on the templates, but were sometimes lost in terms of how we should record our findings and what to do with them ● Need guidance on how to present data to the DEI team next ● Would like more training on how to be an effective facilitator in the space

Other DEI Work at MWA

- **Executive Team Training:** the Executive Team participated in a three-session training prior to the all staff training. This was intentional to ensure that the Executive Team could digest the training and be engaged/supportive during the all staff training.
- **All Staff Training:** all MWA employees will participate in two sessions (Diversity Uncovered & Conscious Conversations), approximately 60% of the staff have already completed the training.
- **Supervisor Training:** All MWA supervisors will receive follow up sessions that will focus on identifying, preventing, and addressing instances of micro aggressions/discrimination or other forms of harm related to someone’s identity.
- **Policy Review:** Liz Martinez is working with CircleUp Education to review MWA’s complaint policies and update them as needed to increase transparency and accessibility.

Culture and Climate Advisory Committee

- This year, the Culture and Climate Committee of the Board collaborated to revamp the MWA Staff Satisfaction Survey for the 2020-2021 school year. The committee is composed of Layla Naranjo & Margaret Watson (Board Members), Liz Martinez (Chief of Staff), Fe Campbell (Director of HR), and Raynell Crews-Gamez (Director of School Culture and Family Engagement). The committee worked together to research, craft, and refine the survey (**questions below**).
- The survey launched on February 24th and **closed on March 2nd with a participation of 84.4% (119/141) which is great.** The results will be shared with the board in a subsequent board meeting.

Survey Questions

Job Satisfaction & Mission Alignment	
1	Overall, how do you feel as an employee at MWA?
2	My work has special meaning to me, this is not “just a job”.
3	MWA takes adequate action to promote employee wellness.
4	I feel that I personally contribute to MWA’s mission.
5	I feel that my colleagues contribute to MWA’s mission.
6	I feel that my colleagues embody MWA’s core values.
7	I feel valued in my role at MWA.
8	I would recommend employment at MWA.
Work Environment/Support	
<i>A positive, productive work environment is critical for any successful school or department. Staff members working together for a common purpose and mission will more efficiently and effectively achieve their goals. As you respond to each statement below, think about your office, department or school experiences this school year.</i>	
9	I feel comfortable sharing my opinions and ideas.
10	I believe that collaboration is encouraged among teachers and staff at this school.
11	I believe work is distributed fairly in my department (most weeks, I can get my work done during my standard hours).
12	If an unusual situation comes up at work, I know who to go to for a solution.
School Leadership	
<i>Below are statements related to MWA’s school leadership. As you respond, please think about your experience this school year. Note: In addition to the Sr. School Director, school leadership includes the following areas: Academic Instruction, Holistic Support Services, College & Career Counseling, Family Engagement, Athletics & Operations.</i>	
13	I have confidence in school leadership.
14	School leadership is prepared to deal with both expected and unexpected events/issues.
Executive Leadership	
<i>Below are statements related to MWA’s executive leadership. As you respond, please think about your experience this school year. Note: Executive leadership includes the Chief Executive Officer, Chief of Staff, Managing Director of Community Engagement, Managing Director of IT, Managing Director of Talent Acquisition & Chief Financial Officer.</i>	
15	I have confidence in executive leadership.
16	Executive leadership is prepared to deal with both expected and unexpected events/issues.
Open-Ended Questions	
17	Are there some things we are doing great here?
18	Are there some things we are not doing so great here?
Communication	
<i>Communicating effectively and efficiently ensures our staff is informed about important information in the most efficient manner possible. As you respond, please think about your workplace office, department or school experiences this school year.</i>	
19	MWA clearly explains how key decisions are made.
20	MWA effectively communicates important issues that affect me.
21	MWA actively seeks input from a diverse group of employees regarding decisions that affect staff.
22	I believe I can influence decisions at my school or department.
23	Executive and School leaders have communicated a vision that motivates me.

Relationship with Primary Supervisor	
<i>Below are statements related to your relationship with your primary supervisor. As you respond, please think about your experiences this school year.</i>	
24	My supervisor has helped me identify my strengths and areas for growth.
25	I feel comfortable asking my supervisor for help.
26	I am satisfied with the level of interaction and/or check-ins with my primary supervisor to receive regular support and provide my own feedback.
Relationship with Coworkers	
<i>Below are statements related to school relations and support. As you respond, please think about your experiences this school year.</i>	
27	I feel respected by other employees at MWA.
28	Collaboration is encouraged among teachers and staff at MWA.
29	A colleague has helped me identify my strengths and areas for growth.
Growth & Development Opportunities	
<i>Below are statements related to growth and development opportunities. As you respond, please think about your PD experiences and consideration to take additional duties such as admin, content lead, grade level lead, etc. this school year.</i>	
30	I have access to tools and resources needed to be successful in my role.
31	I am interested in taking on additional duties at MWA.
32	I believe there are desirable career opportunities for me at MWA.
33	I envision myself having a long-term career (5+ years) at MWA.
Final Thoughts	
34	Is there anything you would like to share or elaborate on?