

Northwest Regional Education Service District Foundation

Virtual Board Meeting

4:30-5:30 p.m., Sept. 29, 2020

[Register in advance for this Zoom meeting >>](#)

Note: After registering, you will receive a confirmation email containing information about joining the meeting

Regular Meeting Agenda

Welcome

1. Call to order Karen Foley

Discussion and Action

2. [Agreement about roles and responsibilities](#) Dan Goldman
3. [NWRESD Strategic Plan](#) Update Dan Goldman
4. Foundation alignment Kelsey Cardwell
5. Next steps Tracey Goldner
 - a. [Timeline adjustments](#)
 - b. Committee assignments
 - c. Schedule committee meetings
6. Consent Agenda: Karen Foley
 - a. [Approve Meeting Minutes \(June 18, 2020\)](#)

Closing

7. Good of the order

Additional resources

- [Read our latest partner newsletter](#)

2019-20 GRANT-MAKING PRIORITIES:

- Birth to 5 Special Education
- Early Learning and Kindergarten Readiness
- School-Age Special Education
- English Language Learners and Migrant Education

2020-21 PROPOSED GRANT-MAKING PRIORITIES:

- Expanding regional internet connectivity for students. Helping to ensure all NWRESD students and staff are connected.
 - Expanding access to evidence-based instructional tools and curricula that are culturally sustaining, support social-emotional learning, and support NWRESD's growth as an anti-racist, multicultural organization.
 - Providing scholarships to NWRESD and component district students/employees on the path to teacher licensure to ensure the region benefits from the strengths and assets of a racially diverse workforce.
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Regular Meeting Minutes

Sept. 29, 2020

In attendance:

Karen Foley, president

Yuen Chin, treasurer

Andi Miller, secretary

Joe Christy, past president

Jeff Condit

Steve Petruzelli

Katie Riley

Dan Goldman, superintendent

Kelsey Cardwell, communications director

Tracey Goldner, communications manager

4:30 p.m. - Welcome and call to order.

Karen welcomed Dan Goldman, superintendent for NWRESD. Dan presented about the recent budget struggles at the agency. He said the agency has been able to recall 75% of the 85 people who were laid off in the summer. A total of 25 people have lost their positions due to the budget

shortfalls. Dan reviewed the roles and responsibilities agreement between NWRES D and the NWRES D foundation. ([See the agreement](#))

The following areas are included in the agreement: accounting and financial reporting, fundraising and special events, human resources, meeting management, strategy and communications and recruitment. Hourly commitments and costs are also included.

Board members asked questions about the document.

Joe has no questions. Joe did not see anything missing from this. I give you a lot of credit. You did a comprehensive job and it's very clear. The type of support is nice.

Katie says it looks comprehensive. It takes a lot of time to figure out the hours, etc.

Andi says the foundation needs a clear process for sending thank you notes.

Tracey said that process will be set up this fall.

Yuen said this year has been a hodgepodge. The work was done primarily between myself and Karen. When the district begins to take over these tasks, we will need to do some training to get that person onboarded. They will need to understand how quickbooks works, etc. Remember that everything we generate goes back to the school district. The district gets the dollars plus whatever we have done over the years. Playground at the Hillsboro site. Roughly about \$20,000/year in mini-grants. Some of the larger grants from Meyer and the Gates Foundation, so there is value (maybe not direct value) going to the school districts through this foundation even though our actual activity seems relatively small.

Dan recognizes the value of the foundation and appreciates having people who care about helping students succeed. He also wants to be transparent about what the costs are for the ESD.

Yuen says that it looks like it will work this year, but we will need to reassess next year. All of us on the board are all volunteers. He said the group did not sign up to do the administrative portion. We are willing for a period of time but not long-term.

Karen needed clarification about what transparency means.

Dan clarified that it means the ESD will understand what the costs are in terms of hours and staff time so that when we are looking at major budget deficits, we can weigh those financial outlays.

Karen clarified whether there would be an additional memorandum of understanding.

Dan said from an ESD perspective, there are not any other formal documents needed. He said the ESD will deliver on this. He said the board can put it into permanent status if needed.

Karen asked about what sort of strategy and tactics will be employed from a communications perspective.

Tracey said examples would be storytelling to drive interest and more donations to the foundation, including on our various communications channels: website, social media, newsletters, news releases, photography. More opportunities with the fundraising aspects as well.

Steve says the yearly hourly estimate looks like about 300 hours, which would equate to a yearly salary of about \$100,000 and wanted to know if that was accurate including benefits.

Dan said that sounds about right for most of the employee groups using a .4 or .45 multiplier for benefits including retirement and insurance.

Karen moved to the grant-making priorities adjustment (listed within the agenda of this document). She said the mission of providing equipment to special needs children seems to be missing.

Dan reviewed the list and said the priorities for 2020-21 look aligned with the 2020-25 strategic plan ([See the 2020-25 strategic plan document](#)). The diversification of the education workforce is a major body of work right now.

Yuen noted that providing scholarships is another area where the foundation is already contributing.

Andi suggested not approving this list today and hashing it out in the grant committee meeting. She said the work with children with social difficulties (i.e. Levi Anderson) is missing. She suggested working on that so that we can understand each other a little better.

Karen noted that an annual calendar is needed. Tracey is working on adding new members to the grant selection committee. Karen said perhaps waiting until the first of the year would be prudent. Then the committee can get back on track.

Kelsey added that Tracey will be supporting the grantmaking and fundraising. She is also committed to strategizing. But the grantmaking calendar needs to change to fit with Tracey's other work priorities.

Tracey suggested having the grants accepted in the spring and the checks sent in the spring so that educators can begin working on projects over the summer and fall.

The foundation agreed with the new timeline.

Andi said that fundraising right now could be difficult with the many issues happening. She suggested a zoom party or even using some of the reserves.

Karen suggested having a meeting in November to discuss these items.

The board set the next meeting for 4:30-5:30 on Nov. 18.

Joe moved and Jeff seconded a motion to approve the annual meeting minutes from June 18, 2020. Motion passed.

Karen said she will send a list of items that need to be discussed and everyone can come organized to discuss what the foundation needs to do.

Note: the roles and responsibilities document was not formally adopted. Superintendent Goldman said the commitments will be honored.

Agreement about roles and responsibilities for Foundation work

2020-21

NWRES D Foundation Responsibilities

Accounting and financial reporting

- Send monthly thank you notes/gift receipts to people who have donated (president and secretary)
- Work with auditor (treasurer)
- Produce financial statements (treasurer)
- Establish budget (all)

Fundraising and special events

- Participate on fundraising subcommittee to make sure the foundation meets its annual fundraising goals (three foundation members)
- Approve grantmaking priorities that align to NWRES D strategic goals (all)

Recruitment

- Recruit new board members to replace retiring members (all)

Meeting management

- Create board agendas in collaboration with NWRES D Communications Staff (president)
- Co-facilitate board meetings, annual meetings and grant selection committee meetings (president)

NWRES D Staff Support

Accounting and financial reporting

- Maintain the bank account for the foundation, including management of incoming funds and donations through PayPal (Janet - 2 hours/month)
- Manage bookkeeping, ensuring accounting software matches bank information (Janet - 2 hour/month)
- Make and track purchases on behalf of the foundation, including management of a debit card and insurance payment (Janet - 2 hours/month)
- Send checks to grant recipients (Janet - 1 hour/year)
- Work with fiscal to provide monthly payroll deduction register to board treasurer (Janet - 15 minutes/month)

Fundraising and special events

- Direct goals for the fundraising subcommittee (Tracey - 2 hours/month)

Human Resources

- Communicate payroll deduction opportunity to staff (HR/Tracey - 1 hour/month)

Meeting management

- Create board agendas in collaboration with foundation president (Tracey - 1 hour/month)
- Schedule and host board meetings, annual meetings and grant selection committee meetings using the ESD Zoom license or ESD meeting space (Janet - 1 hour/month)
- Co-facilitate board meetings, annual meetings and grant selection and fundraising committee meetings (Tracey - 1 hour/month)
- Take board, annual meeting and grant selection and fundraising committee meeting minutes (Janet - 1 hour/month)
- Post board agendas and minutes on foundation webpage (Tracey - 15 minutes/month)
- Create the grant application process and form (Janet - 4 hours/year)
- Provide grant applications, scoring rubric to grant review committee (Janet - 8 hours/year)

Strategy and Communications

- Ensure alignment between NWRESD strategic plan and NWRESD foundation activities. Opportunities include:
 - Guidance for setting grantmaking priorities (Tracey - 5 hours/year)
 - Scheduling an annual superintendent vision-setting agenda item at foundation board meetings (Tracey - 2 hours/year)
 - Strategize and implement communication tactics to support fundraising goals (Tracey - 4 hours/month)
- Create and implement a strategic communications plan to support the foundation's grant-making priorities. (Tracey - 5 hours/month)
 - Objectives include:
 - Attract grant applicants
 - Promote fundraising events and opportunities
 - Earn publicity for grantees
- Maintain a foundation webpage on NWRESD.org (Tracey - 1 hour/month)
- Notify grant recipients and those who were not selected and field follow-up requests (Tracey - 2 hours/year)

Recruitment

- Assist board leadership to recruit grant selection committee members and form the committee that makes grant selections (Tracey - 5 hours/year)

2020-21 estimated NWRESD time/financial commitments

Tracey: 197 hours, in-kind value = \$13,593

Janet: 112 hours, in-kind value = \$2,800

2020-21 in-kind value = \$16,393

Mission, Vision and Values

MISSION:

In partnership with the communities we serve, Northwest Regional Education Service District improves student learning by providing equitable access to high-quality services and support.

VISION:

Every student educated, equipped and inspired to achieve their full potential and enrich their communities.

VALUES:

Student Success | Partnership | Equity | Innovative Service

Collective Commitments

Every student will be educated, equipped, and inspired to achieve their full potential and enrich their communities, when all NWRESD staff work in collaborative teams to:

1. Cultivate anti-racism, multiculturalism, and diverse racial perspectives in program design, continuous improvement, and decision-making;

Strategy	Metric
1.1 All NWRESD schools, sites, and departments establish Equity Learning Teams to support continuing professional learning for all staff and inform policies, practices, and decision-making	1.1.1: 100% of schools, sites and departments establish and support Equity Learning Teams 1.1.2: 90% of participating staff report Equity Learning Teams are effective/highly effective 1.1.3: 80% of staff report the NWRESD is at a level 4 or 5 on the Anti-racist Multicultural Continuum

	1.1.4: 100% of Administrative Rules and Staff Handbooks are revised to align with Board policy changes resulting from Strategy 1.3.1
1.2 All new NWRESD staff receive meaningful and ongoing equity professional development as a part of required onboarding	1.2.1: 100% of new staff participate 1.2.2: 90% of new staff report professional development is effective/highly effective
1.3 Form a racially diverse Board Equity Policy Advisory Committee to conduct policy and procedural reviews to eliminate practices that perpetuate inequities and systemic racism	1.3.1: 100% of instruction, student, community relations, and new recommended policies from OSBA are reviewed with recommendations for revision
1.4 Develop and implement best practices for recruitment, retention, and promotion of a diverse workforce	1.4.1: 100% of screening and interview participants receive anti-bias training 1.4.2: Exit interviews find BIPOC staff do not leave due to dissatisfaction
1.5 Expand employment pathways to ensure the region benefits from the strengths and assets of a racially diverse workforce.	1.5.1: The gap between BIPOC staff and students within the ESD will decrease from 28% to 22.5% in 2024-25. 1.5.2: The gap between BIPOC staff and students in the region will decrease from 32.5% to 27.5% in 2024-25. 1.5.3: Increase in the number of BIPOC students who participate in Diverse Educator Pathways (DEP) by 10%, from 36 to 40 in 2024-25.

2. Create culturally sustaining learning environments that ensure each student is safe, known, and connected;

Strategy	Metric
2.1 Each child's strengths and needs are known by an adult in their building	2.1.1: Regular attender rates in NWRESD schools will increase from 67% to 74% in 2025 2.1.2: Regular attender rates in NWRESD ECSE sites will increase from 35.1% to 45% in 2025.

	2.1.3: Every student/family can identify at least one NWRESD educator who knows and is responsive to their/child's strengths and needs
2.2 All NWRESD schools and sites have robust Positive Behavior Intervention Support systems	2.2.1: Establish baseline data and then annually reduce by 10% the loss of learning time incidents (as defined by breaks, restraints, and seclusions) 2.2.2: 100% of schools and sites will achieve 80% on the school wide implementation measure School-wide Evaluation Tool (SET) or Pre-SET
2.3 All NWRESD schools and sites use evidence-based, culturally sustaining, social-emotional learning curriculum	2.3.1: 5 percentage point increase from 51.8% to 56.8% by 2025 in social emotional learning on the Assessment, Evaluation, and Programming System (AEPS) in EI/ECSE 2.3.2: 100% of school teams consistently use adopted Social Emotional Learning (SEL) curriculum
2.4 NWRESD schools, sites, and programs have reliable and demonstrated systems for emergency response and reunification	2.4.1: 100% of schools, sites, and programs have reliable and demonstrated systems for emergency response and reunification
2.5 Expand regional internet connectivity for students and ensure all NWRESD students and staff are connected	2.5.1: 100% internet connectivity for NWRESD students and staff by 2025 2.5.2: 91.2% to 100% by 2025 in internet connectivity for students in the NWRESD region

3. Establish high expectations for achievement and personal growth for each student;

Strategy	Metric
3.1 Expand regional pre-Kindergarten access for students of color and students in special education	3.1.1: 10 percentage point increase for BIPOC students with access to preK from 32.3% to 42.3%

	3.1.2: 10 percentage point increase for students in SPED with access to preK from 59.7% to 69.7%
3.2 Launch a research-based early literacy professional learning network	3.2.1: 30% of elementary schools in our region participate annually (34 schools) 3.2.2: 95% of participants rate the professional learning as impactful/highly impactful on their work toward improved outcomes for BIPOC students
3.3 Facilitate a regional mental and behavioral health professional learning network	3.3.1: 30% of all schools in our region participate annually (70 schools) 3.3.2: 95% of participants rate the professional learning as impactful/highly impactful on their work toward improved outcomes for BIPOC students
3.4 Sustain the regional professional learning network to increase high school graduation	3.4.1: 90% of high schools in our region participating annually (30 schools) 3.4.2: 95% of participants rate the professional learning as impactful/highly impactful on their work toward improved outcomes for BIPOC students
3.5 Expand college credit and/or CTE+STEM opportunities for BIPOC students in high school	3.5.1: 10 percentage point increase in the number of BIPOC students who earn college credit while in high school 3.5.2: 10 percentage point increase in the number of BIPOC students who earn certification through a Career Technical Education (CTE) Pathway
3.6 Develop a regional data system to ensure teams identify, intervene, monitor, and adjust interventions for students.	3.6.1: 100% of NWRES D schools and programs utilize Multi-Tier System of Supports (MTSS) data system 3.6.2: 80% of component school districts utilize Multi-Tier System of Supports (MTSS) data system

4. Use culturally sustaining, research-based practices for designing and delivering instruction

Strategy	Metric
4.1 Develop, implement, and monitor departmental and school Action Plans (APs) in partnership with racially diverse students, families, staff, and community organizations	4.1.1: 100% of Action Plans (APs) include purposeful involvement with racially diverse partners in plan development and accountability.
4.2 Implement teacher-driven professional learning communities (PLCs) within NWRESD schools, sites and programs	4.2.1: 100% of NWRESD schools are audited to ensure implementation of research based PLCs 4.2.2: 80% of participants rate their PLC as effective/highly effective
4.3 NWRESD curriculum adoption and implementation efforts prioritizes the needs of emerging bilingual students, students with disabilities, and students of color.	4.3.1: Increase percentage of students of color in NWRESD schools achieving a 3 or 4 on SBAC ELA from 18.2% to 30% and the percentage achieving a 3 or 4 in SBAC math from 4.3% to 20% by 2025. 4.3.2: 15 NWRESD teachers participate in an agency-wide curriculum review committee on the state-adopted schedule

5. Develop authentic, reciprocal, and inclusive partnerships with our diverse students, families, and community partners;

Strategy	Metric
5.1 All NWRESD schools, sites, and programs embed family partnership strategies in their Action Plans (APs)	5.1.1: 100% of APs include family partnership strategies

	5.1.2: Family partnership in schools, sites, and programs increases as measured by empathy interviews with racially diverse families
5.2 Design and implement a family partnership communication framework	5.2.1: Framework developed and utilized 100% of the time 5.2.2: Annual review using qualitative and quantitative data demonstrates communications are accessible/highly accessible to linguistically and racially diverse families and partners.
5.3 NWRESD leads regional racial equity learning and partnerships	5.3.1: 250 schools in the tri-ESD (Northwest, Multnomah, Clackamas) region participate in Cascade Alliance for Equity

6. Seek, organize, and allocate resources toward achieving these commitments.

Strategy	Metric
6.1 Establish comprehensive onboarding process for all new staff	6.1.1: Empathy interviews with 3-5 new employees completed by HR Office twice annually 6.1.2: 80% of participants rate the onboarding process as effective/highly effective
6.2 Embed racial equity expectations within the professional evaluation system for all staff	6.2.1 Professional evaluation system is revised and includes a standard(s) on racial equity
6.3 Refine and implement a meaningful, growth-oriented professional evaluation system for licensed staff	6.3.1: Annual review of evaluations by HR finds supervisors provide actionable feedback focused on instructional improvement 6.3.2: 80% of licensed staff report the evaluation feedback they received led to instructional improvements

<p>6.4 Improve budget development process and timeline to ensure resources are aligned to the strategic plan</p>	<p>6.4.1: Establish annual cross-department budget development team 6.4.2: Annual budget documents demonstrate alignment of resources to strategic plan 6.4.3: 100% of revenue and expenditures align for contract and grant funded programs</p>
<p>6.5 Ensure NWRESD budget provides prudent reserves to meet unexpected emergencies and statewide funding shortfalls</p>	<p>6.5.1: By 2025, maintain 8% percent of operating revenue in reserves, net of the beginning fund balance</p>
<p>6.6 NWRESD service centers, sites, and programs offer wellness opportunities for staff</p>	<p>6.6.1: 100% of service centers, sites, and programs offer wellness programs 6.6.2: 90% of users rate wellness activities as effective/highly effective</p>

5 year milestones

<p>What Targets: Outstanding Attendance Ready for Kindergarten Approaches to Learning Early Literacy 3rd Grade Reading 9th Grade on Track On Time Graduation College & Career Ready</p>	<p>Which Student Groups: Black/African American Latinx Alaskan Native/American Indian Pacific Islanders/Native Hawaiian All students Students in SPED disaggregated by race</p>
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Next steps

- Departments create Continuous Improvement Plans
- Work the plan and monitor using stocktake process



NORTHWEST REGIONAL EDUCATION SERVICE DISTRICT FOUNDATION

PROPOSED MEETING CALENDAR 2020-21

SEPTEMBER

Wednesday, Sept. 29, 2020 - Regular Meeting

4:30 - 5:30 p.m.

[Virtual](#)

NOVEMBER

Executive session

FEBRUARY

Tuesday, Feb. 2, 2021 - Regular Meeting

4:30-5:30 p.m.

[Virtual](#)

MARCH

Wednesday, March 10 - Grant Committee Meeting

4:30-5:30 p.m.

[Virtual](#)

APRIL

Grant selection specifics and distribution - TBA based on grant selection committee recommendations

MAY

May 10, 2021 - Regular Meeting

4:30-5:30 p.m.

[Virtual](#)



NORTHWEST REGIONAL EDUCATION SERVICE DISTRICT FOUNDATION

JUNE

June 16, 2021 - Annual Meeting

5-7 p.m.

Location: TBA