

# DRAFT

## Latino/a/x & Indigenous Student Success Advisory Group Charter

### Office of Equity, Diversity, and Inclusion, Oregon Department of Education (ODE)

#### **Statement of Purpose:**

The Latino/a/x Student Success Advisory Group, will advise the Oregon Department of Education on educational matters affecting Latino/a/x students and families. This effort will seek to address systemic inequities experienced by Latino/a/x students through focused investments and community partnerships.

#### **Scope:**

The Latino/a/x Advisory Group shall advise the Department on:

- (A) Development and implementation of the Latino/a/x Student Success Plan;
- (B) Eligibility criteria, applicant selection processes and expectations for recipients of grant awards; and
- (C) Adoption of rules by the State Board of Education for the implementation of the plan.

#### **Formation of Committee:**

The Latino/a/x and Indigenous Student Success Advisory Group is required by statute: ORS 329.845 (2) (b) as part of the Student Success Act.

#### **Decision-making Authority:**

The group is an advisory body, where the members will provide knowledge, suggestions, and recommendations to advise the department regarding Latino/a/x and Indigenous students. ODE staff is responsible for summarizing highlights from the meetings and responding to information requests and key action items. ODE will communicate how it acted on the advice provided by advisory members at the following meeting. Minutes will be shared publicly.

#### **Membership:**

The Department shall form an advisory group consisting of individuals representing:

- A. Urban and rural communities;
- B. Indigenous and immigrant populations;
- C. English language learners;
- D. Individuals with disabilities;
- E. Parents and students;

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- F. Youth who are lesbian, gay, bisexual, transgender, queer or another minority gender or sexual orientation;
- G. Community-based organizations serving Latino or Hispanic youth and families; and
- H. Education stakeholders, including representatives of the Early Learning Division, the Youth Development Division and the Higher Education Coordinating Commission.

Advisory group will consist of up to 25 members with equitable representation from the required demographic categories.

Applications for membership will be publicized in the late spring when advisory group vacancies will be available. An ad-hoc subcommittee of ODE staff and current advisory group members will review applications and make recommendations to ODE staff. The Director of ODE will make the final decision on advisory group appointments.

## **Responsibilities of members:**

1. Attend advisory group meetings. Meetings will be held in-person and/or virtually to allow for full participation of advisory group members across the state.
2. Share relevant information from communities to the advisory group.
3. Connect with constituents and local networks to share with the advisory group.
4. Review minutes and materials prior to meetings.
5. Inform ODE staff if you anticipate missing one or more meetings.

Removal from the advisory group will occur when a member is absent for two (2) consecutive meetings unless prior notice is given to ODE staff.

## **Meetings:**

Advisory group will meet at least six times a year (bi-monthly) and last approximately 3 hours on the 2nd or 3rd Wednesday of the month; additional meetings may be requested. Meetings are held remotely. Meeting schedule for the year will be set in July of each year or at the annual retreat.

Meetings are open to the public and subject to public meeting requirements.

There will not be proxy attendance for this advisory group. ODE staff are responsible for following up with advisory group members who miss a meeting to debrief them on agenda items discussed.

## **Workgroups:**

Advisory group members may be asked to volunteer or participate in any formal or ad-hoc workgroups deemed necessary by the advisory group or agency. Assistance in coordinating additional meetings or other contributions will be provided by ODE.

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## **Membership Terms of Service:**

Members of the advisory group may be reappointed for a second term. Incumbents must submit new application materials before the recruitment deadline. Individuals who have served the maximum two terms must wait one year before they can reapply for a position on the advisory group.

Advisory group members shall not serve more than a total of two consecutive two-year terms.

If a committee seat is vacated mid-term, a replacement will be selected by an ad-hoc subcommittee of ODE staff and current advisory group members. That individual will complete the term they are filling and are still allowed to serve two 2-year terms.

## **Conflicts of interest:**

Advisory group members will be asked to declare any and all potential conflicts of interest. Since this group is advisory in nature, the agency does not want to exclude voices from participation. All advisory group members will submit a conflict of interest form upon accepting their membership. Conflicts of interest include place of employment, volunteer or board positions, close family members connected to potential grantee organizations, etc. Of note, if advisory group members volunteer to review future grant applications, we will need to ensure conflict of interest is addressed in this workgroup.

The charter shall be reviewed and reassessed by the advisory group annually.