

## **Task Force on Prevention of and Response to Sexual Harassment and Sexual Assault Charter**

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### **Article I: Name**

The name of this Task Force is the Seattle Public Schools Task Force on Prevention of and Response to Sexual Harassment and Sexual Assault

### **Article II: Purpose**

#### Section 1 – District Focus

The District is conducting a comprehensive review of its policy and procedures to prevent and respond to instances of sexual harassment and sexual assault. This includes a complete review of how we comply with the requirements of Title IX of the Education Amendments of 1972 as well as Chapter 28A.640 RCW. The objective of the review is to establish a robust, easily accessible program to prevent and respond to incidents of sexual harassment and sexual assault, which educates students and adults to know how to prevent and respond to as well as provide support for victims of sexual harassment and assault. This program must not merely demonstrate compliance with applicable federal and state laws; it must establish processes that provide for effective implementation of a program to prevent and respond to incidents of sexual harassment and assault, to demonstrate the District does not tolerate sexual harassment or sexual assault and actively supports complainants and victims.

#### Section 2 - Objectives

As the District conducts this review, the decisions made can benefit from school staff, student and public input, and a task force is the best way to obtain that input. The primary purpose of the Task Force shall be to advise the Superintendent on matters pertaining to sexual harassment and sexual assault within Seattle Public Schools. The task force will be asked to:

- A. Receive periodic briefings and be asked to comment upon and make recommendations for compliance with Title IX and Chapter 28A.640 RCW, as well as Board Policy 3208 and the associated Superintendent Procedure.
- B. Review and provide input on policy and procedures to prevent and respond to instances of sexual harassment and sexual assault.
- C. Review and provide input on program development including program organization and staffing.
- D. Review and provide input on program implementation including (a) posting of required notices; (b) training of staff; (c) curriculum for students; (d) response to complaints, including investigations; (e) appeals; (f) identification and implementation of responses and remedies; and (g) reporting.
- E. Review and provide input on internal controls, program monitoring and oversight.
- F. Review and providing input on other matters relating to sexual harassment and sexual assault as requested by the Superintendent.

G. Provide regular comments and recommendations to staff regarding conduct of the District's activities to prevent and respond to incidents of sexual harassment and sexual assault with a semi-annual and final written report, including recommendations to the Superintendent. Minority reports of one or more task force members are allowed.

### **Article III: Membership**

#### Section 1 – Broad Representation

The Task Force will strive to be inclusive of the broad spectrum of ethnic, racial and educational programs found within the Seattle Public Schools including Basic Education and Special Programs. In addition to regular voting members, the task force will also contain a number of non-voting technical expertise members. In seeking membership for the task force, the District will work with the Seattle Council Parent, Teacher, Student Association (SCPTSA) and other stakeholders.

#### Section 2 – Regular Members

The specific voting membership of the task force will be comprised of a minimum of fourteen (14) positions that reflect the diversity in Seattle Schools, to include at least the following:

- A. Two (2) teachers
- B. Two (2) principals
- C. Two (2) classified employees
- D. Two (2) parents
- E. Two (2) students
- F. Two (2) specialists (counselor, nurse, coach, etc.)
- G. Two (2) individuals with expertise in prevention and response to sexual harassment and sexual assault in the Public school or college environment
- H. One (1) District staff Co-Chairperson

One of the members shall be selected to serve as Co-Chair with the District staff Co-Chair.

#### Section 2 - Public Notice

Appointments will be advertised to:

District website

Seattle Council of PTSAs (to forward to all PTAs)

SEA, PASS and Local 609

All principals (to forward to all site councils and building leadership teams)

District stakeholder contact lists, as appropriate

Other individuals who have expressed interest in the Task Force

#### Section 3 – Appointment of Members

All members of shall be appointed by the Superintendent based upon the applications received.

#### Section 4 – Length of Appointment/Service

The term of service for members shall be for a period of one year. The year of service shall be defined as October 2014 to October 2015.

#### Section 5 – Attendance Requirement

Members not attending for three consecutive regular meetings, without an excused absence as approved by the co-chairs of the task force, will not be considered in good standing and may be replaced.

### **Article IV: Responsibilities**

#### Section 1 – General Responsibilities

The Task Force is a resource to the Superintendent of Schools on the topic of sexual harassment and sexual assault. The Task Force's primary responsibility will be to serve as an advisory committee and sounding board to receive and respond to data, information and proposals surrounding program development, implementation and monitoring. As such, the term "advisory" is intended to generally mean 1) inquiring, 2) informing, 3) suggesting, 4) recommending, and 5) evaluating.

#### Section 2 – Limitations

The Task Force, since it is advisory only, may not dictate or work outside of current School Board policy limitations.

#### Section 3- Ethics

Members shall not have any direct or indirect financial interest, except a remote interest, in any contract for services or activity financed from School District funds relating to compliance with Title IX, Chapter 28A.640 RCW or other civil rights laws or school board policies. Members shall decline to vote on or participate in official District business in which the individual has a remote interest as defined by state statute, as amended from time to time.

#### Section 4- Indemnification

The District, in accordance with approved School Board policy, shall indemnify task force members acting in good faith in the course of their responsibilities.

### **Article V: Executive Sponsor and Staff Support**

#### Section 1 – Leadership

The task force shall be led by the Executive Sponsor. The Executive Sponsor shall be Deputy Superintendent Charles Wright.

#### Section 2 – Lead Staff Support

The Executive Sponsor shall identify one lead staff individual to work directly with the task force to assure that meeting preparation and appropriate data/document support is being provided. The lead staff individual shall attend all task force meetings and chair the meetings. The Lead Staff Individual shall:

- A. Work closely with the Executive Sponsor and Task Force co-chair to plan each meeting and establish an agenda and notify the members of the purpose, time and place of each meeting.
- B. Provide background information on District structure, terminology, prior practices, etc.
- C. Chair the task force meetings, call the meetings to order, maintain order, and see that the meeting is properly adjourned

- a. Work with the Task Force co-chair to see that minutes taken by SPS staff are prepared, read and approved
- b. See that business is ordered, considered and disposed of properly
- c. Serve as impartial, conscientious arbiters of discussion and debate, and insist on the fairness in the action and debate of the members
- d. Facilitate development and use of group norms
- e. Act as a resource person by making available specialized information about the schools, educational programs, innovative ideas, and available resources
- f. Assist in identifying district and community resources which can aid in supporting program development, implementation and monitoring
- g. Serve as a communication link between task force, the administration and staff of the internal school community

#### **Article VI: Roles of Task Force Members**

Regular Task Force members shall:

- a. Act as a committee member according to established procedures by making suggestions and providing input representative of the views of parents, citizens, and community organizations of the school community
- b. Participate regularly in task force meetings
- c. Become knowledgeable about the various school education program(s), applicable Title IX rules and programs, related laws and data
- d. Maintain active participation in task force following established group norms

#### **Article VII: Subcommittees**

##### **Section 1 – Sub-Committees**

The task force may, from time-to-time, create sub-committees as necessary to carry out specific work of the task force. These sub-committees should be task-specific and have a limited duration of existence.

##### **Section 2 – Size and Selection of Sub-Committee Members**

Sub-committees shall be restricted in size to between three (3) and five (5) current members in order to expedite the task(s) at hand. Sub-committee members will be sought from the regular task force membership and shall be appointed by the co-chairs of the task force or the Superintendent of Schools.

## **Article VIII: Meetings**

### Section 1 – Schedule of Meetings

The task force shall meet as often as necessary to perform its duties, but no less than monthly during the academic school year.

### Section 2 – Quorum Requirement

A quorum of regular members (8 of 14) must be present to conduct business which results in any form of formal recommendation by the task force. For those matters deemed ‘critical’ for which a quorum is not present, the co-chairs of the task force shall have the authority to electronically poll all members not in attendance in a timely basis in order to assure that a more inclusive recommendation is accomplished.

### Section 3 – Group Norms

A set of group norms (group standards and code of conduct) will be initially developed and approved by a majority vote. These norms will be reviewed on a quarterly basis and will be modified as appropriate and reaffirmed by majority.

### Section 4 – Open Public Meetings Act and Records Retention

Task Forces do not have authority to take action on behalf of the school board, and are not subject to the Open Public Meetings Act and are not required to keep minutes. However, meetings should be open to the public and a record of the actions of the task force will be kept.

### Section 5 – Consensus Model Voting

When asked to provide a measure of committee opinion on specific topics, suggestions, or proposals put before the task force, the Regular task force members will use a voting methodology that shall identify the degree of consensus for each topic using the metrics:

4 = strongly agree      3 = agree      2 = disagree      1 = strongly disagree

This model of voting will allow the Superintendent to understand if there is a divergence in opinion and whether and how to seek additional information to inform district decisions, programming and recommendations to the school community. Minority opinion reports to the Superintendent by one or more task force members will be allowed.

SPS strives to protect all of our students and we will continue to work with all staff, families, students and the community to make improvements.