North Carolina Early Childhood Foundation
Racial Equity Committee Agenda
June 2, 2021 1:00 – 2:00 PM
Zoom Meeting Link Here
Meeting ID: 863 4469 5141

NCECF’s mission is to marshal North Carolina’s great people, ideas, and achievements to ensure equitable access to opportunity and success for every child by the end of third grade.

Racial Equity Committee Meeting

1:00 PM ............Welcome, Call to Order, and Establish Quorum
Tracey Greene-Washington

1:05 PM ............Approve Minutes from March 10, 2021 Meeting – Action
Attachment A
Tracey Greene-Washington

1:10 PM ............Equity Change Team – Discussion
Tracey Greene-Washington

• Defining, creating, and responsibilities of an Equity Change Team

1:30 PM........... Plan RE Strategy for Facilitation to the Board – Discussion
Attachment B-B2
Tracey Greene-Washington

• Where are we as an organization on the RE journey?
• Where are we going? What is our desired result?
• How to conduct a safe space to inform a strategy to move forward?
• Discuss creating a presentation of the Organizational Self-Assessment and Equity Action Plan, and facilitating a conversation at the June 21st Board meeting.

Adjourn
North Carolina Early Childhood Foundation
Racial Equity Committee Minutes
March 10, 2021 1:00 PM via Zoom

Members Present: Patti Gillenwater, Tracey Greene-Washington, Rashidah Lopez Morgan, Harold Sellars, Peggy Wang
Others in Attendance: Marian Earls, Mandy Ableidinger, Kaylan Sloane

Welcome, Call to Order, and Establish Quorum
The Racial Equity Committee of the Board of Directors (Board) of the North Carolina Early Childhood Foundation (NCECF) met on March 10, 2021 at 1:00 pm. Tracey Greene-Washington called the meeting to order and a quorum was established.

Welcome to new member Rashidah Lopez Morgan. Members and staff make introductions.

Approve Minutes from November 13, 2020 Meeting
A motion to approve the minutes as written from the November 13, 2020 Committee meeting was made by Patti, seconded by Harold, and passed unanimously.

Equity Action Plan Outline
Committee reviews and discusses the results of Organizational Self-Assessment and Action Plan. It is clarified that the results of the staff and Board Organizational Self-Assessment have not yet been presented to nor discussed by the Board. The RE Committee feels that discussing our current state as an organization on the Racial Equity journey is an important step before presenting the Action Plan to the Board. Members thank and appreciate Sumera for all her work on moving the Action Plan forward.

Where we are:
- Staff and Board completed Organizational Self-Assessment last fall
- Staff has discussed their answers as a group
- The range of outcomes from the data signifies that we need to discuss the assessment results and how to move forward with the full Board
- Is the range of outcomes due to different interpretations of the questions, due to differences in the racial equity journey, or due to lack of communication between staff and Board members on what has been addressed internally on the journey?

Where are we going?
- Towards the creation of an Equity Action Plan
- Define our role in the equity discussion, first internally, then externally (not to become RE police to our partner organizations). Currently our primary RE work is internal, which will ultimately impact our external work
- Move to a slower, more deliberate RE process
- Create a safe space for awareness and analysis, to understand staff and board self-assessment outcomes, and propose a plan for moving from the self-assessment to a draft Equity Action Plan
- How are we perceived by partners we work with? The suggestion was made that as a future step, NCECF ask partners to assess where we are on our RE journey, like staff and Board were
asked. Our input is not complete until we have feedback from those closest to the problems we are addressing.

Committee discusses next steps:

- Slow the discussion down, share with the full Board, and analyze the priority areas, not in a performance-based way but in a transformational way
- Define use and responsibility of the Equity Change Team in the journey (starting next RE Committee meeting)
- Recommend an internal meeting with Muffy to discuss data and where to go from here: how to conduct a safe space, what is our desired end result of the journey, inform a strategy to move forward
- Peggy will present a 10-minute summary at the March 25th Board meeting, sharing:
  - The “healthy tension” the committee feels between moving quickly and giving the racial equity work the space and time it deserves – “doing it right”
  - The importance of ensuring that we are creating – with the full Board, not just the RE Committee – the ability to step bravely into this space
  - Remind Board that staff and Board members both completed organizational self-assessments about where we are as an organization on our racial equity journey near the end of 2020. The RE committee would like staff to present those data at the next Board meeting and invite the Board to have a conversation about the results and plan a process for how to create an equity action plan based on those results
  - Sumera has done an excellent job creating a draft plan and the committee is very grateful to her for that work. The RE Committee would like to slow the process down a bit and draw the full Board into the planning.
  - Ultimately, we as an organization are looking for what is our current state as it pertains to RE, what is our desired state, and what will be the pain points along the way in moving from current to desired state that we need to be aware of.
- Committee recommended that the data from the organizational self-assessments be shared with the full Board in the future, with key questions to frame a conversation together about how to move forward.

Equity Change Team Presentation
What is the role of this committee as NCECF continues to evolve in this work? Committee will discuss the possibility of an Equity Change Team at a later meeting.

Racial Equity Training Interest
Members were open to participating in trainings with NCECF staff in the future, pending budget allowance. Some staff has previously had training with Kathleen & Sterling of CounterPart Consulting. Other resources mentioned:

- Race Equity Institute (REI) Groundwater training (Tracey)
- Ivan Canada of nonprofit NCCJ of Piedmont Triad (Patti)
- Melissa Hewitt (Patti & Tracey)
- Change Elemental: national organization has great tools (Tracey)
- Race Matters (Tracey)
- Equity in the Center: continuum of Awake, to Woke, to Work (Tracey, Rashidah)
- BUILD Initiative: guidelines and approaches specifically for early childhood organizations shared by BUILD fellow Aisha Ray (Marian)

Committee members were invited to email staff with any other names/organizations they would recommend.
Adjournment
Having no further business, the meeting was adjourned at 2:10 PM

Minutes submitted by:

___________________________________
Tracey Greene-Washington
Organizational Self-Assessment Step 1

- Staff Survey Link for Reference
- Board Survey Link for Reference
- Tool for Organizational Self-Assessment Related to Racial Equity for Reference

Staff Summary

Q1 Which lens will you use to answer the questions?

Organizational Characteristics Summary:

- 100% staff completion!
- 7 of 10 metrics scored 3 or above
- There was not a 100% consensus for any metric
  - 5 staff members said that supporting staff to address racial and ethnic inequities is “in place and we have evidence of its use” while 1 staff member said “Plans exists to use in planning and implementation”
  - 5 staff members said that data and planning practices that are accessible to and, as appropriate, driven by community stakeholders, incorporating community narratives and experience is “in place and we have evidence of its use” while 1 staff member said “Plans exists to use in planning and implementation”
  - 5 staff members said that Effective and coordinated administrative processes is “in place and we have evidence of its use” while 1 staff member said “haven’t started work in this area yet”
- A majority of staff said that they “can articulate the costs of failing to address barriers to opportunity and embedded racial inequities”
Most staff said that the institution is committed to addressing/eliminating racial and ethnic inequities and the environment of the organization (food, art, holiday activities, etc.) is multicultural.

### Workforce Competencies Summary:
- 4 of 7 metrics scored 3 or above (this is in place and we have evidence of its use and This is part of our routine, and we model it for others)

#### STEP 1: Organizational Readiness Reflection

<table>
<thead>
<tr>
<th></th>
<th>(1) HAVEN'T STARTED WORK IN THIS AREA YET</th>
<th>(2) PLANS EXIST BUT HAVEN'T BEEN IMPLEMENTED</th>
<th>(3) THIS IS IN PLACE AND WE HAVE EVIDENCE OF ITS USE</th>
<th>(4) THIS IS PART OF OUR ROUTINE, AND WE MODEL IT FOR OTHERS</th>
<th>TOTAL RESPONDENTS</th>
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</thead>
<tbody>
<tr>
<td>Institutional commitment to addressing/eliminating racial and ethnic inequities</td>
<td>0.00%</td>
<td>33.33%</td>
<td>50.00%</td>
<td>16.67%</td>
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</tr>
<tr>
<td>Hiring to address racial and ethnic inequities, prioritizing the hiring of employees who represent communities of color, immigrant and refugees</td>
<td>33.33%</td>
<td>16.67%</td>
<td>50.00%</td>
<td>3</td>
<td>0</td>
</tr>
<tr>
<td>Structure that supports authentic community partnerships that are empowering and more fluid than hierarchical</td>
<td>16.67%</td>
<td>33.33%</td>
<td>50.00%</td>
<td>0.00%</td>
<td>0</td>
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<tr>
<td>Supporting staff to address racial and ethnic inequities</td>
<td>0.00%</td>
<td>16.67%</td>
<td>83.33%</td>
<td>0.00%</td>
<td>0</td>
</tr>
<tr>
<td>Inclusive and culturally-responsive internal communications</td>
<td>33.33%</td>
<td>16.67%</td>
<td>50.00%</td>
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<td>0</td>
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<tr>
<td>Data and planning practices that are accessible to and, as appropriate, driven by community stakeholders, incorporating community narratives and experience</td>
<td>0.00%</td>
<td>20.00%</td>
<td>100.00%</td>
<td>0.00%</td>
<td>0</td>
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<tr>
<td>Effective and coordinated administrative processes</td>
<td>16.67%</td>
<td>0.00%</td>
<td>83.33%</td>
<td>0.00%</td>
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</tr>
<tr>
<td>Staff can articulate the costs of failing to address barriers to opportunity and embedded racial inequities</td>
<td>0.00%</td>
<td>16.67%</td>
<td>66.67%</td>
<td>16.67%</td>
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<tr>
<td>The environment of the organization (food, art, holiday activities, etc.) is multicultural.</td>
<td>16.67%</td>
<td>16.67%</td>
<td>66.67%</td>
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</tr>
<tr>
<td>The organization has a deliberate plan to develop and promote the leadership of staff of color.</td>
<td>33.33%</td>
<td>16.67%</td>
<td>50.00%</td>
<td>0.00%</td>
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</tr>
<tr>
<td>Removing barriers to opportunity and disparity/disproportionality reduction are explicit goals of the work and are articulated in a mission/vision statement.</td>
<td>0.00%</td>
<td>33.33%</td>
<td>50.00%</td>
<td>16.67%</td>
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</table>

# OTHER (PLEASE SPECIFY)  DATE
1  We don’t have a plan to hire refugees. While we are working to promote leadership for people of color, we don’t have a deliberate plan.  8/27/2020 11:59 AM
- Staff has knowledge of racial equity components (e.g. public policy development, advocacy, data practices)” and “Understanding of the social, environmental and structural determinants of racial and ethnic inequities
- Staff has knowledge of affected community (can be developed by building and maintaining authentic relationships with communities of color, analysis of community-driven data, etc.)
- Problem solving abilities

● A majority of staff responded 1 or 2 for “Community organizing and engagement skills (community organizing skills based on the principles and practices espoused by communities of color, immigrants and refugees)” – see staff comment on immigrants and refugees

### STEP 1: Organizational Readiness Reflection

<table>
<thead>
<tr>
<th>Staff has knowledge of racial equity components (e.g. public policy development, advocacy, data practices)</th>
<th>(1) HAVEN'T STARTED WORK IN THIS AREA YET</th>
<th>(2) PLANS EXIST BUT HAVEN'T BEEN IMPLEMENTED</th>
<th>(3) THIS IS IN PLACE AND WE HAVE EVIDENCE OF ITS USE</th>
<th>(4) THIS IS PART OF OUR ROUTINE, AND WE MODEL IT FOR OTHERS</th>
<th>TOTAL RESPONDENTS</th>
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<tbody>
<tr>
<td></td>
<td>0.00%</td>
<td>16.67%</td>
<td>66.67%</td>
<td>16.67%</td>
<td>6</td>
</tr>
<tr>
<td>Understanding of the social, environmental and structural determinants of racial and ethnic inequities</td>
<td>0.00%</td>
<td>16.67%</td>
<td>66.67%</td>
<td>16.67%</td>
<td>6</td>
</tr>
<tr>
<td>Staff has knowledge of affected community (can be developed by building and maintaining authentic relationships with communities of color, analysis of community-driven data, etc.)</td>
<td>0.00%</td>
<td>16.67%</td>
<td>66.67%</td>
<td>16.67%</td>
<td>6</td>
</tr>
<tr>
<td>Courageous leadership that is consistent around applying a racial equity lens and understanding of power and privilege</td>
<td>0.00%</td>
<td>33.33%</td>
<td>66.67%</td>
<td>0.00%</td>
<td>0</td>
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<tr>
<td>Community organizing and engagement skills (community organizing skills based on the principles and practices espoused by communities of color, immigrants and refugees)</td>
<td>33.33%</td>
<td>66.67%</td>
<td>10.07%</td>
<td>0.00%</td>
<td>6</td>
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<tr>
<td>Problem-solving abilities</td>
<td>0.00%</td>
<td>16.67%</td>
<td>66.67%</td>
<td>16.67%</td>
<td>6</td>
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<tr>
<td>Cultural responsiveness and humility</td>
<td>0.00%</td>
<td>33.33%</td>
<td>50.00%</td>
<td>16.67%</td>
<td>6</td>
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**#** | OTHER (PLEASE SPECIFY) | DATE |
---|------------------------|------|
1 | I do not think our community organizing is based on principles and practices of refugees. I will not assume they are the completely the same as those communities of color or immigrants. | 8/27/2020 11:59 AM |
2 | All questions are difficult for me to answer with a financial lens. I kept choosing #2 and #3 as answers, but also feel like I just don't know. Maybe, as individuals, we are aware of and practice the above, but we haven't discussed what we know together. Internally (staff & board), I think the RE work & lens is in the "planning to learn" stage, and will soon get to implementation, written policies, and more board/staff engagement. | 8/27/2020 9:42 AM |
3 | I didn't give us top marks for anything because I feel like we're already learning and growing in all these areas and could always do better. Also the second column (plans exist but not implemented) I didn't end up finding all that useful. So everything was pretty much 1 if we're not really doing it, and 3 if we are doing it at least some. | 8/26/2020 4:25 PM |

Thoughts from staff about the results:
• Looking at staff & board responses, they do trend towards 3 & 4, but there are still a lot of 2 answers, especially in the board results. I was definitely the one on staff answering 1 and 2!
• I get the impression NCECF is putting into action things mentioned in the Tool but maybe I'm not aware of it because it’s mostly within the RE Committee & program staff? Perhaps as a staff, we should go over existing items, like RE in our HR policy, office environment, data collection & policies, required PD for staff, etc. That way we'll all be on the same page and know what exists and what we need to work on - like an internal RE training.
• As I completed the first survey, the terms were a little unclear or up for interpretation - like what is a 'deliberate plan'? A person could interpret a 'plan' as a conversation and direction we’re headed in or as an actual written policy that is implemented.
• I went through the 20 questions and found I could only say yes to a few because we are lacking (or I'm not aware of) many of the written policies or procedures mentioned. But looking past the 20 questions, the short answer part on the Tool define an end product and would really help us drill down to what already exists, what is in progress, and what is needed, first as a staff, and then to share with the Board.
• This RE work is good timing since we're also revamping the strategic plan and mission statement; they go hand in hand.
• I agree with a lot of the comments above. I did not know enough about what was included or not included in written policies or how to interpret “deliberate plan.”
• I think it would be helpful to discuss some of these areas as a team so we are more familiar with one another’s work, concerns and hopes as it relates to equity. This includes our role at the local level and authentic family/community involvement in informing and leading our work.
• I look forward to hiring more BIPOC on our team. My guess is most of us feel this is important.
• I don’t know why we wouldn’t do the “first 20 questions” next. Can’t hurt, right? I’m excited we’re doing this process.
• For me a deliberate plan is a written plan that everyone has contributed to and agreed upon which we don’t have - it can be within the strategic plan as noted above.
• Both the vision and mission are not explicit about disproportionality - we need to update those.
• Given the mixed results, I think we should do the first 20 questions.
Board of Directors Summary

Organizational Characteristics Summary:

- 11 of 14 board members completed the survey.
- 6 of 11 board members say that “Institutional commitment to addressing/eliminating racial and ethnic inequities” are in place and a part of our routine while 5 of 11 say that the plan exists but hasn’t been implemented yet.
- 9 of 11 board members say that “Board supports staff to address racial and ethnic inequities” are in place and a part of our routine.
- 9 of 11 board members say that “the organization has a deliberate plan to develop and promote the leadership of board members of color,” haven’t started the work in this area or the plan exists but haven’t been implemented.
- For “Board can articulate the costs of failing to address barriers to opportunity and embedded racial inequities” 2 of 11 board members said we haven’t started this work yet, 2 of 11 board members said the plan exists but haven’t been implemented, 5 of 11 said this is in place and we have evidence of its use and 1 of 11 said this is part of our routine and we model it for others.

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<tbody>
<tr>
<td>Institutional commitment to addressing/eliminating racial and ethnic inequities</td>
<td>0.00%</td>
<td>45.45%</td>
<td>36.36%</td>
<td>18.18%</td>
<td>11</td>
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<tr>
<td>Board supports staff to address racial and ethnic inequities</td>
<td>0.00%</td>
<td>18.18%</td>
<td>45.45%</td>
<td>36.36%</td>
<td>11</td>
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<tr>
<td>Inclusive and culturally-responsive internal communications</td>
<td>20.00%</td>
<td>50.00%</td>
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<td>10</td>
</tr>
<tr>
<td>Board can articulate the costs of failing to address barriers to opportunity and embedded racial inequities</td>
<td>18.18%</td>
<td>27.27%</td>
<td>9.09%</td>
<td>0.00%</td>
<td>11</td>
</tr>
<tr>
<td>The organization has a deliberate plan to develop and promote the leadership of board members of color.</td>
<td>63.64%</td>
<td>18.18%</td>
<td>9.09%</td>
<td>9.09%</td>
<td>11</td>
</tr>
<tr>
<td>Removing barriers to opportunity and disparity/disproportionality reduction are explicit goals of the work and are articulated in a mission/vision statement.</td>
<td>18.18%</td>
<td>36.36%</td>
<td>27.27%</td>
<td>18.18%</td>
<td>11</td>
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Workforce Competencies Summary:

- 8 of 11 board members say that “understanding of the social, environmental and structural determinants of racial and ethnic inequities” are in place and a part of our routine.
- 7 of 11 board members say that “knowledge of affected community (can be developed by building and maintaining authentic relationships with communities of color, analysis of community-driven data, etc.),” haven’t started the work in this area or the plan exists but haven’t been implemented.
- For “Courageous leadership that is consistent around applying a racial equity lens and understanding of power and privilege,” 4 of 11 board members said the plan exists but haven’t been implemented, 3 of 11 said this is in place and we have evidence of its use and 4 of 11 said this is part of our routine and we model it for others.

<table>
<thead>
<tr>
<th>Understanding of the social, environmental and structural determinants of racial and ethnic inequities</th>
<th>(1) HAVEN’T STARTED WORK IN THIS AREA YET</th>
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<tr>
<td>18.18%</td>
<td>2</td>
<td>9.09%</td>
<td>1</td>
<td>54.55%</td>
<td>6</td>
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<tr>
<th>Knowledge of affected community (can be developed by building and maintaining authentic relationships with communities of color, analysis of community-driven data, etc.)</th>
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<td>27.27%</td>
<td>3</td>
<td>36.36%</td>
<td>4</td>
<td>18.18%</td>
<td>2</td>
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<th>TOTAL RESPONDENTS</th>
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<tr>
<td>0.00%</td>
<td>0</td>
<td>36.36%</td>
<td>4</td>
<td>45.45%</td>
<td>5</td>
</tr>
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Thoughts from RE Committee members about board results:

- See all responses (board and staff) and then discuss where NCECF is overall
- Look for outliers in the responses
- Some of the questions were difficult to answer as a board member (question on internal communication)
- Staff provide evidence where NCECF is in reality based on the questions compared to where the board thinks NCECF is on the self-assessment
- Make sure that all board and staff agree with what the questions are asking (ex: Plan to develop leadership for board members of color.)
STEP 2  THE FIRST 20 QUESTIONS
Directions: Please answer the questions below. Put a “Y,” “N” or “?” in the blank to indicate yes, no, I don’t know.

Organizational Commitment, Leadership & Governance:
1. _____ Has your organization made a public commitment to racial equity?
2. _____ Does your organization have a mission statement that incorporates racial equity?
3. _____ Does your organization have an internal structure whose goal is to address issues of racial equity, for example an equity committee?
4. _____ Do you collect the racial, ethnic and linguistic makeup of your board?

Racial Equity Policies & Implementation Practices:
5. _____ Does your organization have a racial equity policy?
6. _____ Does your organization have a written racial equity plan with clear actions, timelines, people responsible for each action, indicators of progress and processes for monitoring and evaluation?

Organizational Climate, Culture & Communications
7. _____ Does your organization visibly post materials in languages other than English?

Service-Based Equity
8. N/A Do you collect racial, ethnic and linguistic data on your clients or constituents?
9. N/A Do you provide language interpreter/translator services for people who speak languages other than English?

Service-User Voice & Influence
10. N/A Do you collect data on service-user or constituent satisfaction with your organization regarding racial equity?

Workforce Composition & Quality
11. N Do you collect the racial, ethnic and linguistic makeup of your workforce?
12. N Does your organization have written procedures to increase the recruitment, retention and promotion of people of color?
13. N Does your organization have an internal structure or position dedicated to promoting workforce diversity?
14. N Are racial equity and cultural competency training and capacity building made available to your workforce?

Community Collaboration
15. N Does your organization have formal partnerships with organizations of color?
16. N Does your organization allocate resources for engagement and outreach in communities of color?

Resource Allocation & Contracting Practices
17. N Does your organization have a Minority, Women & Emerging Small Business (MWESB) policy?
18. N Does your organization routinely collect data on MWESB utilization?

Data, Metrics & Continuous Quality Improvement
19. N Does your organization have a written policy or formal practice regarding the collection of race and ethnicity data?
20. N Does your organization meet regularly with leaders from communities of color specifically to discuss racial equity within your organization?
RACIAL EQUITY COMMITTEE MEETING: March 10, 2021

DISCUSSION ITEM: Equity Action Plan

Based on the results from Step 1 and Step 2 of the Organizational Self-Assessment (attached for reference), NCECF ranked what priorities will be pursued in 2021 to continue becoming an organization that is focused on racial equity internally.

Equity in the Center Assessment & Action Plan

Action Plan - Please outline key steps you will take to center race equity in your work.

<table>
<thead>
<tr>
<th>Background/Narrative</th>
<th>Action</th>
<th>With Whom will you partner?</th>
<th>When will the action be completed?</th>
<th>Measuring Progress</th>
</tr>
</thead>
<tbody>
<tr>
<td>Why are these action items taking place?</td>
<td>Outline steps to make progress toward race equity at your organization.</td>
<td>Staff, Board, Consultants</td>
<td>Second quarter of 2021</td>
<td>How will actions contribute to making a measurable difference in race equity?</td>
</tr>
</tbody>
</table>
| | Incorporate a mission/vision/impact statement that addresses racial equity | | | -Approve document  
-Publicly announce change in mission and vision statement  
-Share that the process for updating the mission and vision statement is inclusive and collaborative  
-Uphold the importance internally and externally of living and breathing our mission and vision statement – this isn’t just to sit on a shelf or for show  
-The Theory of Change lists specific outcomes on how we plan to incorporate racial equity. Ex: A leader in equipping other organizations to lead with racial equity. That means prioritizing strategies that specifically work to improve outcomes for children of color and giving special consideration to the wisdom and innovation of people of color to develop |
This Equity Action Plan document (adapted from Equity in the Center) was derived from the feedback of the organizational self-assessment taken by staff and Board in 2020. This plan can serve as a standalone document that holds NCECF accountable to make internal organizational changes in 2021.

<table>
<thead>
<tr>
<th>IN PROGRESS – LIVING DOCUMENT</th>
<th>Staff, Board</th>
<th>In progress</th>
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<tbody>
<tr>
<td>Develop a written racial equity plan with clear actions, timelines, people responsible for each action, indicators of progress and processes for monitoring and evaluation.</td>
<td>-This document, once updated, will serve as the organizational racial equity plan for 2021</td>
<td></td>
</tr>
</tbody>
</table>

A majority of NCECF’s policies were developed when the organization was first founded in 2015 or when a need arises for new policies (ex: parental leave policy adopted in 2018). A complete review of the existing items/policies will create a baseline of what we currently have, and help us see what makes sense to update and what will have the most impact. Our internal policies and procedures need to reflect our commitment to racial equity.

<table>
<thead>
<tr>
<th>PRIORITY NUMBER 2</th>
<th>Staff (Equity officer, Finance Manager, ED), Governance Committee</th>
<th>Ongoing</th>
</tr>
</thead>
<tbody>
<tr>
<td>Review existing items/policies (e.g. HR policy, benefits package, professional development allocation, office environment, data collection)</td>
<td>-This would require a deep dive into all organizational policies and procedures (ex: acceptance letter, RFPs, fiscal policies and procedures, budget, board documents, PD assessments, bylaws, committee charters, board makeup, etc.) -Racial Equity Committee bring it forward to the board</td>
<td></td>
</tr>
</tbody>
</table>

In conjunction with Priority 2, knowing where we currently stand is essential to determining how NCECF can best move forward and make strategic changes.

<table>
<thead>
<tr>
<th>PRIORITY NUMBER 3</th>
<th>Staff</th>
<th>Ongoing</th>
</tr>
</thead>
</table>
| Collect data on race, ethnicity, linguistics of:  
  • Staff | -Can provide a baseline of who we are, who we work with, and where we want to go from here  
  -Determine what measurable data will be useful for staff |
Current data will inform what steps need to be taken in the future.

- Board of Directors
- Consultants
- Partners

- Self-reporting, collect internal information without asking?
- Possibly create a questionnaire/survey that becomes SOP for new hires/new consultants to take (voluntary participation)?

Once NCECF completes Priority numbers 2 & 3 so that we have a starting place of all the updated information, then we can determine what new written policies and procedures make sense to be added and maintained yearly. This is tied to the strategic plan principle to continuously grow our understanding of systems of oppression and power and antiracism and challenge racist policies and ideas.

**PRIORITY NUMBER 4**

Written policy or formal practice regarding the collection of race and ethnicity data; have a Minority, Women & Emerging Small Business (MWESB) policy and routinely collect data on MWESB utilization (vendors/contracts/consultants, etc.) Develop a safe space for change by adopting non-retaliation policies

Written procedures to increase the recruitment, retention and promotion of people of color and Hiring to address racial and ethnic inequities, prioritizing the hiring for racial and gender diversity

Staff (Equity officer, Finance Manager)

Fourth quarter of 2021 (Or once existing policies have been identified that need to be changed)

- Need to determine if MWESB policy is the best for our organization or if there is something more tailored to nonprofit work that would be beneficial
- This will be helpful in streamlining further communications and expectations from vendors, contracts, consultants on racial equity
- Also need to research legality of using these statements and curating them to fit the needs of the organization (ex: Equal Employment Opportunity statement)

Since NCECF does not provide direct services to families and communities and mainly works with state and local health, education, business and policy leaders, programmatic staff determined that translating materials to a different language would not be the

Post materials in languages other than English

Staff

On Hold

- Using Localize for translation services
- User-friendly, easy addition to promote our equity work, and could expand our communications outreach if we can determine what languages would be best for us to incorporate.
- For 2 language translations, it is $50 a month if you sign up for their annual contract. It would be more if you wanted a specific dialect or additional languages.
<table>
<thead>
<tr>
<th>best use of NCECF’s resources at this time and can be reevaluated in the future.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
<tr>
<td>-This resource would be more beneficial to NCECF partners that work in direct service and have readership of non-native English speakers (ex: Campaign for Grade Level Reading communities), and we can share it with them.</td>
</tr>
</tbody>
</table>