

# Thomas Jefferson Middle School Equity Team Meeting Minutes

	Location: <a href="#">ZOOM</a>	Date: 3/25/2021 5pm
<p><b>Roles and Responsibilities:</b></p> <p><b>Zoom Chat &amp; Hand Raising Monitor-</b> Traci Holland-Shuford</p> <p><b>Time Keeper-</b> Mari Gunderson &amp; Nam Clark</p> <p><b>Recorder-</b> Enid Dunbar &amp; Elita Jenks</p> <p><b>Researchers-</b> Elizabeth Allen, Carol Ezzelle and Nam Clark</p> <p><b>Process Observer-</b> Katlyn Bennett and Elizabeth Brady</p> <p><b>Equity Work Advocate-</b> Joanne Mann and Mrs. Mahmood</p> <p><b>Logistical Coordinator-</b> Stephanie Smith</p> <p><b>Team Discussion Facilitators-</b> Tiffini Woody-Pope and Kip Malinosky</p>	<p><b>Norms:</b></p> <ul style="list-style-type: none"> <li>● Mute your microphone when not speaking</li> <li>● Cameras off unless you are the speaker</li> <li>● Raise your hand to speak</li> <li>● Start on time, end on time</li> <li>● Stay on topic</li> <li>● Avoid/reduce acronyms and/or jargon</li> </ul>	

**Attendees:** Stephanie Smith, [Tiffini Woody-Pope](#), Kip Malinosky, Katlyn Bennett, Nicole Reynolds (Int), Carol Ezzelle, [Dante Hicks](#), [Elizabeth Allen](#), Elizabeth Brady, [Enid Dunbar](#), Heba Mahmoud, [Joanne Mann](#), Kia Haynes, Nam Clark, Simon Earle, Traci Holland, Jennifer Mari, Elita Jenks

Agenda Items	Minutes	Action Items
<b>Opening:</b> Rose, Thorn, Bud		
<b>Communication:</b>	<p>How would we like to receive meeting minutes? Email? Central Location?</p> <p>69% prefer Email! 31% prefer a central location</p>	We will send minutes out in email form and try to find a central location that everyone can access (Kip volunteers to help with that!)
<p><b>Mission Statement:</b></p> <p><b>Goal:</b> Determine our beliefs to guide future decision making and action towards establishing equity.</p>	<p>Create a Mission Statement:</p> <p><i>Why does our team exist?</i></p> <p><i>What activity should occur daily/monthly?</i></p> <p><a href="#">Breakout Padlet Activity (18 minutes)</a>  <a href="#">Use the padlet to create small group mission statements</a></p>	Ms. Smith will collect the group mission statement column of the padlet and create a google form. We'll vote on our top 2 mission statements!

<b>Equity Trainings:</b> Links	We want everyone to be on the same page!	Please do your best to complete trainings by our next meeting:  <a href="#">Training for staff</a>  <a href="#">Training for parents/community members/students</a>
<b>Next time we meet:</b>	April 29th @5:00 p.m.	Equity Audit Tool: Look at TJMS and see where our greatest need lies