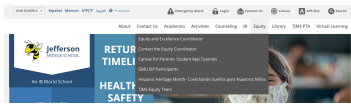


# Thomas Jefferson Middle School Equity Team Meeting Minutes

	Location: <a href="#">ZOOM</a>	Date: 4/29/2021 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, Jamie Karlinchak, Elizabeth Brady, Jeremy Siegel, Elizabeth Allen, Joanne Mann, Nam Clark, Traci Holland, Jennifer Mari, Simon Earle, Elita Jenks, Karina Valdez, Katlyn Bennett, April Oh

Agenda Items	Minutes	Action Items
<b>Opening:</b> Would you rather...		
<b>Our final Mission Statement!</b>	<i><b>Our mission is to understand where inequities lie in the TJMS community and ensure all voices are heard as we work collaboratively to dismantle inequities.</b></i>	Keep an eye on the Equity Tab on the Jefferson website for updates!  
<b>Communication Plan:</b> How will we communicate with the community?	Breakout Groups: We considered and discussed the following questions in small groups (Especially thinking about how to reach out/include people who aren't part of the Equity Team.): <ul style="list-style-type: none"> <li>● How do we want to receive information?               <ul style="list-style-type: none"> <li>○ Google form linked on TJMS Website</li> <li>○ Email, text reminders</li> </ul> </li> </ul>	Do we need a Communications Subcommittee??  <p style="text-align: center;">yes!</p>

	<ul style="list-style-type: none"> <li>○ Peach jar, list serves, Facebook, possibly in person once it's safe, ARLNow, whatsapp</li> <li>● How do we want to share information? <ul style="list-style-type: none"> <li>○ Have a prominent link on our website, and also use tools like WhatsApp to get out initial info about the website</li> <li>○ Texts, emails, robocalls, WhatsApp, Mail</li> </ul> </li> <li>● What else do we need to consider? <ul style="list-style-type: none"> <li>○ ASL, languages written verbal and audio</li> <li>○ Literacy in native languages, access to technology</li> </ul> </li> </ul>	
<b>Team Resources</b>	TJMS Equity Team Outlook Group	
<b>Next time we meet: Audit Tool!</b>	May 27, 2021 @5:00 p.m.	Equity Audit Tool: Look at TJMS and see where our greatest need lies