

Thomas Jefferson Middle School Equity Team Meeting Minutes

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| | Location: ZOOM | Date: 5/27/2021 5pm |
| <p>Roles and Responsibilities: Zoom Chat & Hand Raising Monitor- Traci Holland-Shuford Time Keeper- Mari Gunderson & Nam Clark Recorder- Enid Dunbar & Elita Jenks Researchers- Elizabeth Allen, Carol Ezzelle and Nam Clark Process Observer- Katlyn Bennett and Elizabeth Brady Equity Work Advocate- Joanne Mann and Mrs. Mahmood Logistical Coordinator- Stephanie Smith Team Discussion Facilitators- Tiffini Woody-Pope and Kip Malinosky</p> | <p>Norms:</p> <ul style="list-style-type: none"> ● Mute your microphone when not speaking ● Cameras off unless you are the speaker ● Raise your hand to speak ● Start on time, end on time ● Stay on topic ● Avoid/reduce acronyms and/or jargon | |

Attendees: Carol Ezzelle, Elizabeth Allen, Tiffini Woody-Pope, Elita Jenks, Stephanie Smith, Kip Malinosky, Enid Dunbar, Jamie Karlinchak (ASL interpreter), Joanne Mann, Katlyn Bennett, Jennifer Mari Gunderson, Simon Earle, Karina, Nam Clark, Nicole Reynolds (ASL interpreter), Kia Haynes, Traci Holland-Schuford

| Agenda Items | Minutes | Action Items |
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| <p>Opening: Post an emoji in the chat about how your week is going!</p> | | |
| <p>TJ Equity Audit:</p> <ul style="list-style-type: none"> ● Breakout Rooms Watch video and discuss 1st question. ● Come back together to share highlights | <p><u>Implementation Assessment</u></p> <p><u>Lead Tool Rubric</u></p> | <p>*Use the following email address on the form: <u>stephanie.smith@apsva.us</u></p> <p><u>Dr. Woody-Pope Group</u> Gender neutral bathrooms, GSA Club, translation of IEPs and newsletters into main school language, school staff slowly becoming more representative of student body over time</p> <p><u>Mr. Malinosky Group</u> Equity trainings in Fall 2020, historically and culturally responsive texts, Ms.</p> |

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| | | <p>Boggan's Words of Wisdom, Global IB Goals, Student voices heard</p> <p><u>Ms. Jenks Group</u> Establishment of Equity Team, Plan for Criterion-based grading next year</p> |
| <p>Closing: Communication Plan Wrap Up</p> | <p>Website Updated (Translations, in progress)Text option coming soon but WhatsApp is not an option</p> <p>In addition to the website, how else should we be providing information to our community about our work.</p> | <p>Three Google forms added to the website for community engagement</p> <p>Working on translations for five major school languages</p> <p>What's App not county-approved</p> <p>Google form to staff and community to open Equity Team to additional individuals</p> |
| <p>Next time we meet: Continue Audit</p> | <p>June 17, 2021 @5:00 p.m.</p> | <p>Double check with 8th Grade EOY activities to make sure this day/time does not conflict.</p> |