

School Building Name
CLT Equity Team Meeting

Date:

November 30, 2021 6:00pm

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Location: [Zoom](#)

Team members present: Stephanie Smith, Alisha Potempa (int), Amanda Taylor, Carol Ezzelle, Chanai “CJ” Brewster, Dante Hicks, Enid Dunbar, Yadira Guerrero, Jeremy Wintersteen, Keisha Boggan, Katlyn Bennett, Joanne Mann, Kip Malinosky, Tiffini Woody-Pope, Traci Holland, Nam Clark, Elita Jenks

7 General Norms of Expected Collaboration: Pausing, Paraphrasing, Posing Questions, Putting Ideas on the Table, Providing Data, Paying Attention to Self and Others, Presuming Positive Intentions

[Courageous Conversation 4 Agreements](#): Stay engaged, Experience discomfort, Speak your truth, and Expect and accept non-closure

Welcoming	5 Minutes	Getting to know you activity
	80 Minutes	Establishing Norms/Agreements <i>Previous Norms:</i> <i>Mute your microphone when you're not speaking</i> <i>Keep cameras off unless you are the speaker</i> <i>Raise your hand to speak</i> <i>Start on time, end on time</i> <i>Stay on topic</i> <i>Avoid use of acronyms/jargon</i> <i>7 Norms of Collaboration:</i> <i>Pausing</i> <i>Paraphrasing</i> <i>Posing questions</i> <i>Putting ideas on the table and pulling them off</i> <i>Providing data to structure conversations</i> <i>Paying attention to self and others</i> <i>Presuming positive intentions</i> Roles and Responsibilities *Amanda Taylor would like to be a Researcher

		<p>SMART Goal for 2021-2022 will focus on our Biases & Assumptions rating from last year's audit</p> <ul style="list-style-type: none"> • Main focus but it doesn't have to be our only focus • This will require action outside of our regular meeting time <p>Biases and Assumptions Rating from last year's audit: <i>Question: How aware are you of the biases in policy and practice that perpetuate disparities among students? How ready are you to engage in awareness building as a driver for change?</i></p> <p>Leadership* begins to examine their biases, assumptions, and positions related to racism, classism, sexism, sexual orientation, religion, age, disability, home language, and other forms of oppression, but does not make personal growth for equity a high priority in their practice.</p> <ul style="list-style-type: none"> • 7th grade English CLT examines bias in curriculum and lessons • Equity trainings for staff and community • Resources to support home language/translating documents/language line use • GSA promotes schoolwide awareness • Discipline referrals • Gender neutral bathroom location change • Faculty support • New elevator to support students/staff/families <p>*Leadership refers to people who take an instructional as well as administrative leadership role in our building</p> <p>Stephanie Smith will send an email with the presentation, results of our audit, explanation of roles</p>
<p>Closure</p>	<p>5 Minute</p>	<p>Action item: <i>Think about a SMART goal. Our next meeting will focus on the development of our SMART goal.</i></p> <p>Next meeting Dec 16, 2021 5pm-6pm</p>

Preparing Equity Team Meeting Agendas

A clear, purposeful advance agenda that includes all team members is key to making sure that the Equity Team implementation plan remains a top priority and team motivation and meeting attendance stay high throughout the year.

Make sure your meetings stay grounded in your core implementation by referencing your school’s vision and goals.

- What action steps need to take place this school year to accomplish your goals, and when will they need to happen?
- How will the team measure progress toward goals?
- Who will be responsible for collecting data or documentation for the next meeting, and when can the team gather and reflect on benchmark data to practice continuous improvement?

Use a chart like the example of the DEI ET monthly calendar below to sketch out how your team will advance the school’s Equity Team implementation plan and engage in continuous improvement over the course of the school year.

meeting dates and times	January	February Time	March Time	April Time	May Time	June Time
Equity Team Action Steps						
Tentative Deadline Dates						