

School Building Name  
CLT Equity Team Meeting

Date:

**December 16, 2021 5pm-6pm**

**Date:** December 16, 2021

**Location:** Zoom

**Team members present:** Kip Malinosky Stephanie Smith Tiffini Woody-Pope Joanne Mann Elizabeth Allen, Enid Dunbar Jeremy Wintersteen, Yadira Guerrero, 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**

<b>Welcoming</b>	<b>5 Minutes</b>	In the chat, tell us 1 tradition you practice this time of year?
<b>SMART Goal</b>	<b>45 Minutes</b>	SMART Goal for 2021-2022 will focus on our Biases & Assumptions rating from last year's audit  Break Out Rooms: Discuss <ul style="list-style-type: none"><li>• Biases and Assumptions Rating from last year's audit</li><li>• Samples of SMART goals</li><li>• Draft a SMART goal for this year?</li></ul> Breakout rooms discussed: <ul style="list-style-type: none"><li>• Malinosky: How can we reach every student?</li><li>• Smith: Should we have a tangible action item? Or should we have Leadership be reflective about their own practice? How do we move to the next phase? Have a SMART goal that gives us the data to guide us to the next phase?</li><li>• Dunbar: Goal that helps students feel they are valued members of the school community. We assume that students are aware of what's going on and are able to participate in activities. Evidence we would look for would be asking students about the activities they participate in</li><li>• Jenks: Welcoming students back into the classroom after a discipline referral with consistent language and strategies for teachers and students; translation services—how can we communicate with our families so they feel like an equal partner in their students' education?</li></ul>

<b>Closure</b>	<b>5 Minute</b>	<b>Action item:</b> Next meeting January 27, 2022 5pm-6pm

## 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 27th	February 24th Time	March 31st Time	April 28th Time	May 26th Time	June 30th Time
<b>Equity Team Action Steps</b>						
<b>Tentative Deadline Dates</b>						