

Jefferson Middle School  
CLT Equity Team Meeting

Date:

**December 15, 2022 5pm-6pm**

**Date:** December 15, 2022

**Location:** Zoom

**Team members present:** Stephanie Smith, Tiffini Woody-Pope, Jeremy Wintersteen, Kip Malinosky, Carol Ezzelle, Enid Dunbar, Katie P, Katlyn Bennett, Lindsay McBride, Nam Clark, Traci Holland, Liz Allen, Rachel Payne, Amanda Taylor, 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>Welcome: Tradition! Tradition!</b>	<b>15 Minutes</b>	<b>Welcome!</b>  Describe a favorite tradition, or one that you're looking forward to this time of the year.
<b>Equity Projects: Breakout</b>	<b>30 Minutes</b>	<ul style="list-style-type: none"><li>• Meet with sub-committee in breakout rooms</li></ul>
<b>Equity Projects: Updates</b>	<b>10 minutes</b>	<b>Share updates from:</b>  <b><u>Diversity Affirmation:</u></b>  We want to use three questions that will be consistent across all focus groups: 1. What was a time you felt connected to our school? 2. What was a time you did not feel connected to our school? 3. What is important for us to know about you/your identity? Each focus group could also include 2-3 questions more specific to that group.  <b>Data Dashboard:</b>

		<p>We created a potential list of groups in TJ. We want to know, for example, how students with disabilities are feeling. Are they feeling like part of the school community? How do we get that information while protecting their privacy? We brainstormed some questions that could open up some honest conversation. We also discussed our ultimate goal around this Data Dashboard.</p> <p><b>Grant Writing:</b></p> <p>-We are in the process of figuring out the “how.” There is a grant form that has to be completed for APS, and there’s a certain person in Finance that we need to talk to. We were able to look at the discipline data from last year to drive the writing and make it more convincing.</p> <p>-We can borrow some books to help us understand Restorative Justice in Education. If you’re interested, you can borrow a copy from Mr. Hanson’s office. If you want a personal copy, let Ms. Smith know.</p>
<b>Closure</b>	<b>5 Minutes</b>	<p><b>Enjoy the break! Happy New Year!</b></p> <p><b>Next meeting:</b> January 26, 2023 5pm on Zoom</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.

<b>October 27, 2022</b>	<b>November 17, 2022</b>	<b>December 15, 2022 5:00pm-6:00pm</b>	<b>January 26, 2023 5:00pm-6pm</b>	<b>February 23, 2023</b>	<b>March 23, 2023</b>
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meeting dates and times	5:00pm-600pm		5:00pm-6:00pm			
<b>Equity Team Action Steps</b>	<i>Create committees to focus on local equity projects</i>	<i>Meet with Equity Sub-committees</i>	<i>Updates from Sub-Committees</i>	<i>Informal gathering? Breakfast at TJ??</i>		
<b>Tentative Deadline Dates</b>						