

Jefferson Middle School  
CLT Equity Team Meeting

Date:

**January 26, 2022 5pm-6pm**

**Date:** January 26, 2022

**Location:** Zoom

**Team members present:** Stephanie Smith, Tiffini Woody-Pope, Alisha Potempa, Carol Ezzelle, Chanai Brewster, Elizabeth Allen, Enid Dunbar, Jeremy Wintersteen, Katie P, Katlyn Bennett, Nam Clark, Peter Anderson, Rachel Payne, Lindsay McBride, Elita Jenks, Joann Mann

**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: How was your day?</b>	<b>15 Minutes</b>	<b>Welcome!</b> <b>Thumb up or thumb down? (or thumb sideways, if you must)?</b>
<b>Equity Projects: Breakout</b>	<b>30 Minutes</b>	<p>*Ms. Smith, Dr. Woody-Pope, Mr Anderson met with Ms. Boggan. She asked a lot of questions and is in support of our endeavors *Ms. Smith has been in conversation with Ms. Sharrin Saintil, School Climate Coordinator, about implementing a pilot middle school for restorative practices (fingers crossed!) *Send Ms. Smith calendar invites when your subcommittee meets!</p> <p><b>February 8th: AS2023 Restorative Justice in Education Training 2:45-4:00 (restorative practices, circles to address student trauma)</b> <b>Books on Restorative Justice and Circles in Mr. Hanson's office available to check out</b> <b>Book Club in Frontline: JEF2023 Restorative Justice Book Clubs</b></p> <ul style="list-style-type: none"><li>• Meet with sub-committee in breakout rooms</li></ul>

<p><b>Equity Projects: Updates</b></p>	<p><b>10 minutes</b></p>	<p><b>Updates from:</b></p> <p><b>Data Dashboard:</b></p> <ul style="list-style-type: none"> <li>• Develop, create a handful of small opportunities for students to provide feedback about a variety of school related topics. Perfect Google Survey? Multiple ways to poll students?</li> <li>• Teachers will meet with small groups of students in order to open up conversational spaces where students can talk about what’s going on with them</li> <li>• Focus will be on students typically marginalized in schools, and on soliciting information more informally.</li> <li>• The audience will be more community ??</li> </ul> <p><b>Diversity Affirmation Group</b></p> <ul style="list-style-type: none"> <li>• Developed questions to ask focus groups (This is different from the Data Dashboard group, even though it sounds similar!)</li> <li>• <a href="#">Padlet</a></li> <li>• <a href="#">Notes</a></li> <li>• We’ll be going forward with our questions in the next month</li> <li>• Focus will be on student groups that we have identified around the school, using specific questions (with sentence frames and visuals) we are developing that will be common to all groups.</li> </ul> <p><b>Restorative Practices Grant Writing</b></p> <ul style="list-style-type: none"> <li>• Quandry—if we move forward with grant writing, we might not be chosen to be the pilot middle school or get APS support</li> <li>• We’re still going to check in with people in Arlington to see if they are willing to be benefactors</li> <li>• Ms. Bennett put the Restorative Practices books in Frontline so staff can both improve their knowledge AND get credit</li> <li>• We plan to work with staff members so everyone has a baseline, foundational knowledge about restorative practices</li> <li>• How can our Equity team members help push this out to staff, maybe through CLT meetings</li> </ul>
<p><b>Closure</b></p>	<p><b>5 Minutes</b></p>	<p><b>Next meeting:</b> February 23, 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.

meeting dates and times	October 27, 2022 5:00pm-6:00pm	November 17, 2022 5:00pm-6:00pm	December 15, 2022 5:00pm-6:00pm	January 26, 2023 5:00pm-6pm	February 23, 2023	March 23, 2023
<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>Updates from Sub-Committees</i>		
<b>Tentative Deadline Dates</b>						