

Diversity, Equity & Inclusion Advisory Committee Meeting Minutes

TOWN CLERK
TOWN OF SANDWICH

Date: June 14, 2021
Location: Via Google Meet

AUG 27 2021
9 H 10 M A M
RECEIVED & RECORDED

Attendance: Charity O'Neill O'Kane, Trinity Poon, Diana Ganju, Becky Milburn, Margot Critchfield, Lisa Kent, Ariana Glick, Kristin Bader, Michael Pell, Yadira Barrett, Kathie Reynolds joined at 7:00pm

Call to order 6:05pm by Trinity Poon

- Pledge of Allegiance recited
- Group Norms and intent statement read and dates of calendar acknowledgement by Charity O'Neill O'Kane.
- Charity O'Neill O'Kane read over the statement of intention/group norms

Public Forum: None

Workshop Details : Kristin Bader discussed her discussion with Dr. Gould, she would like to see a presentation for the workshop (slideshow or video) overviews of our goals, recap of recommendations, and breakout groups. Dr. Gould also stated that she would like to see a forward progression at the meeting, and not focus on incidents that have happened in the past. Charity O'Neal O'Kane stated that she would like to do breakout groups but was unsure of how that would work. It was also mentioned that Dr. Gould said her office would print any materials needed, Becky stated that she would print the copies needed for the workshop. Becky Milburn spoke of specific ways to break down groups, with a moderator and a speaker, also sharing out of materials. Becky also asked who from the administration is attending. Also Becky stated that at the school committee meeting it was mentioned that we should focus on what is being done, what will be done and costs. Becky also asked what our expectations are for the workshop and what is truly the priority for the group. Charity stated that having a timeline would be helpful in regards to our recommendations so that we are aware of the movement of these recommendations. Others responded that we as a team need to come together and present our recommendations and provide action steps and go forward. Becky and Diana stated that having a timeline and working guidelines for all would be helpful and making sure that there is a definite guideline of where information is sent and forwarded to will allow for transparency. Diana also stated that letting the community see and hear the results from surveys. Margot stated that the School Committee needs to be involved and on board with the recommendations, she also stated that it was critical that the school committee members were in appropriate breakout rooms to absorb information in a way that allows for growth and understanding. Kristin stated that as long as we are professional and on point in the workshop it should go smoothly. She also stated that it would be nice to have representatives from each school to include all grade levels. Lisa Kent stated that it might be hard due to summer vacation, Mike Pell also stated that administrators should be the ones who are at the workshop. Diana agreed with the fact that this is in the early stages and that staff might not be able to attend however having administration there will be beneficial. Diana recommended that it would be a great idea to have students at the workshop to sit at each of the groups. Each group will have a moderator, note taker and easel for the workshop, it was also mentioned that perhaps any notes or action steps be presented on the website, this allows for transparency within the community. There was a discussion about sending an email to the school community asking if anyone would like to join the workshop, this was stated by Kristin Bader. Much



discussion among the committee regarding how this will all work and recommendations timeline, it was stated that we would like these things implemented as soon as possible, however we do not have control over that and at this moment we are asking for some timeline information. Becky Milburn asked how this information will be communicated out? This will be added to the list below for what needs to happen at the workshop. Diana set forth the following document:

https://docs.google.com/document/d/1OITKDBgKxOraTcbK_DgGzXTOfhAk1ZDQKzCvCM5IEXg/edit?usp=sharing
The following was stated by Kristin Bader in regards to the workshop:

1. What's being done/what groundwork has been laid
2. What needs to be done?
3. What is a realistic timeline for implementation?
4. Action Steps to Bring Recommendation to Fruition
5. Action steps and Parties Responsible
6. How will this information be communicated?

Break out rooms will be decided with the assistance of the school committee (specifically Don DiGiacomo will assign SC members). This sign up link is for the members to look at to sign up for workshop.

<https://docs.google.com/spreadsheets/d/1B71xmsEq8xT6D9PsFhZo9PYH8m0aSy301zIGW1fbOc8/edit#gid=0>

- Trinity Poon addressed the **meeting notes** from 6/2/21, Lisa Kent put a motion to accept them and Charity O'Neill O'Kane seconded the motion. Unanimous vote to approve.
- **Public Forum:** none
- **Any other topics not anticipated :** Huge thank you to all by Charity O'Neill O'Kane. Kristin Bader stated that the school committee presentation was amazing and that the whole thing was spot on.
- **Closing Remarks and Thanks** by Charity O'Neill O'Kane
- Motion to adjourn by Kathie Reynolds , seconded by Charity O'Neill O'Kane
- Unanimous vote to adjourn at 7:22 pm.

Signed by:

Lisa C. Kent Secretary