



## Meeting Minutes

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Name: **Diversity, Equity and Inclusion Team**  
Date: September 19, 2022  
Time: 3:30 - 6:30 p.m.  
Location: Darien High School - Learning Connections, 80 High School Lane  
Notetaker: **Keith Keeler**

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### Agenda Details:

- I. **Welcome and Celebrations-Shout Outs-Shares** 3:30 - 3:40

**Outcome:** Reacquaint and welcome new team members.

  - Welcome from Dr. Addley - context for DEI work
  
- II. **2022 Accomplishments and 2023 Goal Setting** 3:40 - 4:10

**Outcome:** Celebrate accomplishments and identify shared, results-oriented, goals and actions for a successful 2022-2023 Year for the DEI Team.

  - Welcome from Dr. Tranberg
  - Good News / Share
  - Definitions of equity and diversity and inclusion (being used in core values)
    - District Website - has notes, agendas, past meetings, and overview of what this group is doing
    - DEI Team Agreement
    - Equity statement
    - Forward Motion - Finding the Bright Spots
  
- III. **Focus Group Team Work** 4:10 - 5:10

**Outcome:** Continue data dive with audit subcommittee teams to generate questions for the next level of work in determining the root cause and understanding the story.

- What does happily ever after look like and how do we know we are making progress? In teams - discuss these four questions:
  - What does success look like for our team?
  - Name a personal growth goal you have related to DEI for this school year.
  - Name something you hope the DEI team will accomplish this year
  - What do you hope the District will accomplish this year related to DEI?

**IV. Break**

5:10 - 5:20

**V. Navigating Challenging Conversations**

5:20 - 6:20

**Outcome:** Utilize tabletop DEI discussion questions to develop skills in navigating challenging conversations.

- Is what we did at the end of last year the right area of focus? Or do we need to refocus?
- Ask:
  - What do you know?
  - What do you still need to know?
  - What obstacles might we anticipate?
- What are we missing?
- At the end of this time the group should commit to the question or reframe the question. They should also identify what data points they need next.
  
- Phase 1 of Navigating Challenging Conversations
- Would we engage with a family member over something they said? (Example: Lizzo making a statement about re-recording her song Grrrls because of its use of an inappropriate term and a family member's response saying people needed to lighten up.
  - 8 strategies for approaching these types of conversations:
    - Approach the conversation directly and truthfully
    - Don't single anyone out and be empathetic
    - Rehearse what you have to say
    - Demonstrate care and connection
    - Address the problem as soon as possible
    - Always keep your cool

- Adopt the glass is half full strategy
- Have the right attitude

## VI. Ending Well

6:20 - 6:30

**Outcome:** End meeting with clarity and understanding of action to be completed prior to the next meeting.

- NETWORK HW: using the Lizzo example or another current event topic that is of interest to you/your network members, engage in a conversation and reflection upon the 8 techniques for navigating difficult conversations.
  - Other options for the “scenario”:: Ukraine / Immigration - Ariel / Disney