

# Agenda

## Inclusivity Advisory Committee

September 18, 2024

3:30pm – 5:30pm

### Attendees:

Orlando Benzan (co-facilitator), Shana Cutaia (co-facilitator), Taj Smith (co-facilitator), Jennifer Canning, Kevin Curran, Kristen Dolan, Danielle Gary, Sarah J. Jacob, ~~Linda Dickey, Stephanie Barg, Nahoko Kawakyu O'Conner~~, Annalise Johnson-Smith, ~~Line Maine~~, Elizabeth Saint-Joy, Radhika Ramesh, ~~Eric Rathfelder~~, Karoline Trojian, Heather Clayton, ~~Shaunta Valloje, Worni Vimika~~

10 mins	<b>Connection Activity</b>	<b>All</b>
	<ul style="list-style-type: none"><li>Short connection activity on sharing information regarding individual preference in situations and the need to express who we are and what matters to us.</li></ul>	
20 mins	<b>Recap of previous year's committee survey</b>	<b>Orlando</b>
	<ul style="list-style-type: none"><li>We discussed the information shared by committee members regarding last year's work and how we can continue to move forward in the committee work.</li><li>Discussion on how to bring in and use the expertise of committee members in a more efficient manner</li><li>Discussion on what the needs of the committee were and how with the potential for a large portion of the committee being new members next year, how to best capture what we currently have and to build on what we are looking for in future committee members to have a balanced committee of experts</li></ul>	
10 mins	<b>Review Goals for 2024-2025</b>	<b>Orlando/Shana</b>
	<ul style="list-style-type: none"><li>Shared out the goals for the 2024-2025 year and how to link those goals to last year's goals so that there isn't just a checking off the box and not revisiting the work that has been done to ensure continued improvement.</li></ul>	
5 mins	<b>Review of Norms</b>	<b>Orlando/Shana/Taj</b>
	<ul style="list-style-type: none"><li>Review of norms, no need to add or modify the norms that have been established</li></ul>	
10 mins	<b>Review of Charter</b>	<b>Orlando/Shana</b>
	<ul style="list-style-type: none"><li>One change to the charter will need to be made. The member title of Coordinator of Equity and Inclusivity has been changed to Director of Equity, Inclusion, and Personnel</li></ul>	
5 mins	<b>Committee Code of Conduct</b>	<b>Orlando</b>
	<ul style="list-style-type: none"><li>Present committee members signed the Code of Conduct for the committee, absent members will need to sign the document.</li></ul>	
5 mins	<b>Discussion on 2025-2026 Membership</b>	<b>Orlando</b>
	<ul style="list-style-type: none"><li>This discussion was included in the recap of previous year's committee work survey discussion. The committee will continue to discuss this point over the course of the year to ensure that there is a full committee next year and that the membership is diverse and a good representation of the community at large</li></ul>	
45 mins	<b>Discussion/recap of last year's initiatives</b>	<b>Orlando/Shana</b>
	<ul style="list-style-type: none"><li>Committee was walked through the work that they took part in last year creating DASA protocol and how that was instrumental in training that took place this summer with the building dignity act coordinators. The committee was shown the training and the steps that the district has taken as a result of the work that committee did last year moving this issue forward to address the incidents of DASA violations and the disproportionality that exists in PCSD. This was discussed as being an ongoing issue that the committee will continue to work on during the 2024-2025 school year as well.</li></ul>	
10 Mins	<b>Closure</b>	<b>All</b>

**2024-2025 Goals:**

1. The Inclusivity Advisory Committee will **review and provide feedback toward the District Equity Action Plan**
  - a. Continued work toward Equity Audits/Walks at all levels (internal structures, process, tools)
  - b. Will receive updates on completed work
    - i. Committee will be updated and give feedback on SEL Committee and survey tools/data review
    - ii. Progress monitoring/success metrics
  
2. The Inclusivity Advisory Committee will **make recommendations to the Superintendent regarding communication** of District work toward Equity Goals
  - a. The committee will engage in a review of current communication strategies and analyze any potential gaps
  - b. Committee will provide feedback on communication templates for use in Equity-focused communications
  - c. Committee will provide feedback on additional ways to share progress toward equity goals and current positive happenings/growth/learning

**IAC Group Norms:**

- Keep students at the center
- Listen with intention of learning
- Be present- physically and mentally
- Speak your first draft
- Maintain a safe and confidential space
- agree upon items to share out
- Respect the process
- Keep work within the role and scope of the committee
- Expect to experience discomfort/non-closure
- Assume positive intent and be responsible for your impact
- Remain tough on ideas, soft on people