

**Equity Task Force Committee Meeting**  
**March 22, 2011**  
**6:30 – 7:30 PM**  
**District Office Conference Room**

<b><u>NORMS</u></b>	<b><u>AGENDA</u></b>
<p><b><u>Before the Meeting</u></b></p> <ul style="list-style-type: none"> <li>* <i>Publish the agenda</i> <ul style="list-style-type: none"> <li>- <i>Clearly state the purpose of the meeting</i></li> </ul> </li> </ul> <p><i>Plan in advance by Meeting Facilitator</i></p> <ul style="list-style-type: none"> <li>* <i>Who is making decisions at the meeting?</i></li> <li>* <i>What are the parameters of the meeting?</i></li> <li>* <i>What strategies are going to be used to facilitate input and engage participants?</i></li> </ul> <p><b><u>During the Meeting</u></b></p> <ul style="list-style-type: none"> <li>* <i>Equity of Voice</i></li> <li>* <i>Active Listening</i></li> <li>* <i>Safety to Share all Perspectives</i></li> <li>* <i>Start on Time and End on Time</i></li> <li>* <i>Other Norms As Agreed Upon</i></li> </ul> <p>* <i>Assign roles of Note-taker, Facilitator, and Time Keeper</i></p> <p><b><u>After the Meeting</u></b></p> <ul style="list-style-type: none"> <li>* <i>Email a summary of the meeting along with next steps to the participants</i></li> <li>* <i>What was discussed?</i></li> <li>* <i>What was decided?</i></li> <li>* <i>What are the next steps?</i> <ul style="list-style-type: none"> <li>- <i>Who is responsible for the work?</i></li> <li>- <i>When is it due?</i></li> </ul> </li> </ul>	<ol style="list-style-type: none"> <li><b>1. Opening Business</b> <ol style="list-style-type: none"> <li>a. Call to Order</li> <li>b. Roll Call</li> </ol> </li> <li><b>2. Public Comment Period for Persons to Address the Committee on Matters not on the Agenda</b></li> <li><b>3. Old business</b> <ol style="list-style-type: none"> <li>a. Approve March 14, 2011 minutes</li> <li>b. Continue discussion of alternatives to current donation practices</li> <li>c. Continue discussion of extensions to core programs</li> <li>d. Continue development of the outline for the upcoming Board Report</li> </ol> </li> <li><b>4. New business</b></li> <li><b>5. For the good of the order</b></li> <li><b>6. Adjourn</b></li> </ol> <p><b>Future Meeting Dates:</b></p> <p>TBD</p>

Timekeeper: \_\_\_\_\_

Facilitator: \_\_\_\_\_