

**Diversity, Equity & Inclusion Advisory Committee Meeting Minutes** TOWN CLERK  
TOWN OF SANDWICH

Date: April 28, 2021  
Location: Via Google Meet

MAY 19 2021

9 H 30 M 4 M  
RECEIVED & RECORDED

Attendance: Charity O'Neill O'Kane, Trinity Poon, Diana Ganju, Kathie Reynolds, Becky Milburn, Margot Critchfield, Connor Green, Lisa Kent, Ariana Glick, Robert Thomson, Tracey Goodwin

Call to order 6:02pm by Trinity Poon

- Pledge of Allegiance recited
- Group Norms and intent statement read and dates of calendar acknowledgement by Charity O'Neill O'Kane.
- Diana Ganju reviewed the calendar of important dates.
- Charity O'Neill O'Kane read over the statement of intention/group norms
- Public Forum: Robert Thomson of 30 Kensington Drive, Sandwich Ma stated that he was present as a person of the public and wanted to attend in order to learn more about our committee. Mr. Thomson is also a member of the Sandwich Library Board of Trustees.
- Becky Milburn and Charity O'Neill O'Kane spoke of what is happening with the workshop. Becky created a google document that has been shared within the committee. It was discussed how we are introduced and acknowledged during the workshop. Currently we are awaiting the discussion to be had within the school committee and among administration. Awaiting a date and location for the workshop at this time. Public Forum will be held at the workshop. Margot Critchfield thanked Becky for creating the document as well as mentioned the importance of relationship building within the workshop. Kathie Reynolds stated that she liked the idea of stating who we are and why we are serving on the committee at the workshop.
- Goal Progress: Kathie Reynolds has heard from Cape Cod Cooperative Bank and that they are interested in looking at our application for the ADL programs, applications are due by June 15, 2021. Margot Critchfield explained that the cape cod foundation is excited to help, grant funds will be competitive this year due to covid interfering last year, there are no deadlines for this. Charity O'Neill O'Kane asked about possibly voting if we want to present this to School Committee, Becky stated that she had reached out to Jeanne Neilson regarding the mechanics of ADL programs in the high school and STEM, also that Kristin Bader is reaching out to Jim Mulcahy regarding the ADL program. Diana Ganju stated that at the workshop it might be a good place to discuss the ADL program with administrators and the school committee. ADL program will be on the agenda for the May 11 meeting. Becky asked if the whole ADL programming needed to be voted on or if it was just an overall vote, Charity will be checking with an SC representative. Margot Critchfield stated that she would like the ADL timeline to be prior to the May 11 meeting. Diana Ganju pointed out that the workshop should be a collaborative effort focused on sharing information, not on presenting recommendations. Charity and Connor Green are also working on the goal of a DEI coordinator and would like to see that voted on prior to the next school committee meeting. Margot Critchfield asked if workshops have been done in the past with school committees and advisory committees, it was unclear if this was done in the past. Dr. Gould and other members of the school committee had mentioned having a workshop to incorporate the ideas and platforms we are working on. Connor Green stated that we should listen to what the administration and others present to the School Committee and then go from there in terms





of voting. Diana Ganju asked that we possibly look at handbook language prior to the workshop as the end of the year is coming and we need to get the ball rolling, Connor also stated that it is important to fill in the gaps of what is presented within the school committee. Becky stated that Kristin Bader and her are working on handbook vocabulary and are researching different passages to use. The protocols of the workshop will be researched by Charity O'Neill O'Kane. Connor stated that being transparent will help with our ideas and recommendations being absorbed quickly. Diana recommended doing a google slide presentation for the workshop for recommendations on goals (Diana will create the document). Recommendations will be made after the presentation on the School Committee, and will be presented prior to the workshop and at our next meeting. Becky Milburn stated that we should educate what DEI is and that it will benefit all students in the district. Connor Green mentioned Social Emotional learning would be a good way to incorporate DEI into the curriculum to present to parents/guardians. Connor also stated that we should have some boundaries in regards to what the committee is responsible for, in particular addressing issues that occur. Charity stated that she spoke with Don DiGacimo regarding email addresses, this is possible if we would like them. A listening session was also mentioned in order to address any concerns. There were concerns brought up regarding the listening session, would we be dealing with issues that were happening within the community and how to we help and support the community. It was mentioned that a listening session would be a place to ask questions and receive feedback from the community. The workshop is the first step in getting our intentions and norms out into the public. Charity stated that diversity is a lot like differentiation in the classroom.

- Trinity Poon addressed the **meeting notes** from 4/13/21, Margot Critchfield put a motion to accept them and Diana Ganju seconded the motion. Unanimous vote to approve.
- **Public Forum:** none
- **Any other topics not anticipated :** Trinity Poon spoke of an anti-racism venue that she attended at Sturgis, Cape Cod Voices presented.  
Charity O'Neill O'Kane recognized a post that was made on Facebook regarding an event that was brought to her attention, she did reach out to the school committee liaisons in order to make sure that we were addressing it. Discussions ensued about the incident, it was stated that educators missed an opportunity to educate the students, there was also a discussion that this did not take place on school grounds. Many members voiced their concerns over what happened within this incident and Charity stated that we need to be mindful within our comments and responses. It was mentioned that as a committee we were prepared to have a large public forum regarding this issue, however there was not.
- **Closing Remarks and Thanks** by Charity O'Neill O'Kane
- Motion to adjourn by Lisa Kent , seconded by Charity O'Neill O'Kane
- Unanimous vote to adjourn at 7:45 pm.

Signed by:

*Lisa C. Kent* Secretary (approved 5/18/21)