



Equity Committee Meeting Minutes
February 16, 2022

Attendees: Bill Nease; Bill Woodson; Dwana Washington, Ashley Cote; Rhana Bazzini; Wendy Katz; Julie Halbert; Queen Zabriski; David Wilkins; Nora Mitchel; Linda Daniels; Harriet Moore

One guest: Mrs. Wilkins

The meeting was called to order by Dr. Moore at 5:35pm - who shared the meeting protocols and introduced Attorney Patrick Duggan, (School Board Attorney, Shoemaker) of to understand the legal obligations attached to the volunteering on the Equity Committee. He shared that there are Two types of Sunshine Law and best practices, or Open Government Laws. To have as much transparency as possible. He is here to discuss the importance and best practices for both:

Public Records: All documents papers, or materials regardless of physical form...made or received, in connection with official business by an agency.... Chapter 19

*These documents are open to public inspection – Citizens can inspect records upon request.

*This does not include social security numbers, driver's license, medical information, and student records.

*Any records created must be retained for a minimum of 30 days and up to 25-30 years for exempt file.

*Notes, summaries of notes taken by committee members could be subject to public records.

*Best practice is to ensure that all communication via email, etc. is strictly about the business of the committee and should be limited to specific questions. Any communication about Equity Committee business in more detail, or discussions outside of the actual committee meeting, could be in violation of Sunshine Law.

*There was a question from a committee member about Liability Insurance, and Mr. Duggan indicated that he would let the Committee know, as he needed to find out for certain.

*Always put thought into what we message to ensure that we are not in violation of statute.

*Question: if someone makes a public records request do we notify someone from the school district? YES.

*There was some concern indicated by Committee members with respect to feeling as though they are under scrutiny.

*Student Member – Is student information redacted? YES (Names and personal information.

*Committee Member asked how will students continue to be a resource for other students? Could operate as an after-school club with a sponsor at the school.

Public Meetings:

*Have to provide public notice of meetings along with the agenda. That information is posed on the district website.

*Generally, 7 days prior to the meeting.



*Citizens may be allowed to comment publicly prior to any type of official action, typically requiring a vote.

Mr. Duggan provided general information and guidance for the Equity Committee members to ensure that Best Practices are followed.

Dr. Moore has provided ALL non-district Equity Committee members with a school district email address and instructions to enable the email.

Dr. Moore indicated that more time together was required to develop the Educational Equity Policy, that we would meet 4 times a year (when data and reporting was required) and as needed, to address issues and concerns voiced from the Committee, Community, Schools, etc.

Some Committee members felt we needed to meet more often, however, at this time, it was agreed to definitely meet 4 times per year, and as needed.

Due to the length of time of the discussion, it was moved, seconded, to move the discussion about the Student Application for the Equity Committee to the next meeting. All agreed to table the discussion until the next meeting.

The meeting was adjourned at 7:35pm.

Tentative Future Equity Meeting Dates

May 18, 2022 - Blue Room #221

August 24, 2022 - Blue Room #221

November 17, 2022 - Blue Room #221

