

APPROVED



## Making Waves Academy

### Minutes

#### Diversity & Inclusion Committee Meeting

---

#### Date and Time

Thursday August 15, 2019 at 1:00 PM

#### Location

4123 Lakeside Dr, Richmond, CA 94806 (Central Office)

---

If you are in need of disability-related accommodations, please contact:

*Si necesita adaptaciones relacionadas con la discapacidad, comuníquese con:*

Elizabeth Martinez at [emartinez@mwacademy.org](mailto:emartinez@mwacademy.org) or 510-275-7331.

All members of the public must pick up a visitor sticker from the main office to enter campus during school hours. In accordance with the Brown Act, you are not required to provide your name to attend and signing in is voluntary but a visitor sticker is required to keep the campus safe.

Members of the public attending the board meetings are to remain within the designated meeting location and are not allowed to walk around campus for safety reasons. Upon adjournment, visitors must exit campus.

*Todos los miembros del público deben recoger una etiqueta de visitante en la oficina principal para entrar a la escuela durante el horario escolar. De acuerdo con la Ley Brown, no es necesario que proporcione su nombre para asistir y el registro es voluntario, pero se requiere una etiqueta de visitante para mantener el campus seguro.*

*Los miembros del público que asisten a las reuniones de la junta deben permanecer dentro del lugar de reunión designado y no se les permite caminar por el campus por razones de seguridad. Tras la suspensión de la junta, los visitantes deben salir del campus.*

---

### **Committee Members Present**

Alton B. Nelson Jr., Jessica Laughlin

### **Committee Members Absent**

*None*

### **Guests Present**

Elizabeth Martinez

---

## **I. Opening Items**

### **A. Record Attendance and Guests**

### **B. Call the Meeting to Order**

Alton B. Nelson Jr. called a meeting of the Diversity, Equity & Inclusion Advisory Committee of Making Waves Academy to order on Thursday Aug 15, 2019 at 1:00 PM.

## **II. Committee Items**

### **A. Check In**

Advisory Committee members participate in a check in activity.

### **B. Review Notes and Action Items from the Last Meeting**

Advisory Committee reviewed work-to-date and followed up on previous action items including proposal search.

### **C. Introduce Email Signature Proposal**

Advisory Committee discussed proposal to incorporate pronouns into standard email signatures for MWA. The Advisory Committee will continue to explore this with the service provider selected to support Diversity and Inclusion work.

### **D. Review Diversity & Inclusion Proposal Evaluations**

Advisory Committee reviewed three proposals and evaluated them using a proposal evaluation tool.

### **E. Discuss and Agree on Next Steps: Proposals**

Advisory Committee suggested that a follow up interview with the service provider take place, conducted by the CEO and other MWA staff to make a final recommendation to the board at the September meeting.

### **III. Closing Items**

#### **A. Prepare for Upcoming Board Meeting**

Advisory Committee agreed to make their final recommendation for a service provider at the next board meeting.

#### **B. Adjourn Meeting**

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 2:00 PM.

Respectfully Submitted,  
Elizabeth Martinez