



TOWN OF SHREWSBURY

Richard D. Carney Municipal Office Building
100 Maple Avenue
Shrewsbury, Massachusetts 01545-5398

MINUTES

Thursday June 10, 2021 at 5:30 PM

Important Notice: Pursuant to Governor Baker's March 12, 2020 Order Suspending Certain Provisions of the Open Meeting Law, G.L. c. 30A, §18, and the Governor's March 15, 2020 Order imposing strict limitations on the number of people that may gather in one place, this meeting of the **Diversity, Equity & Inclusion Task Force – Survey Subcommittee** will be conducted via remote participation to the greatest extent possible. All meetings and hearings listed in the agenda will also be done so through remote participation. Specific information and the general guidelines for remote participation by members of the public and/or parties with a right and/or requirement to attend this meeting can be found on the town's website, at www.shrewsburyma.gov/coronavirus. No in-person attendance of members of the public will be permitted, but every effort will be made to ensure that the public can adequately access the proceedings in real time, via technological means. In the event that we are unable to do so, despite best efforts, we will post on the town's website an audio or video recording, transcript, or other comprehensive record of proceedings as soon as possible after the meeting. To listen to this meeting, dial [1 929-287-3897] and enter the following pin: [784 405 817#]. Please mute your device.

Present: Paula Collins, Deb DelDotto, Maura Eagan, Milind Kanitkar
Absent: Jennie Fishman

Meeting was called to order at 5:30 pm by Chairperson Milind Kanitkar. Milind shared the notice provision in regards to meeting virtually during COVID19 pandemic. A motion to accept the minutes from the meeting held on Monday May 24th, 2021, was made by Maura Eagan. A second was made by Deb DelDotto. The Survey Subcommittee approved the minutes as written.

First item of business

Review, and amend (if required) Survey Rollout plan

- The whole group meeting feedback was productive and items they suggested are being reviewed
- Paula shared survey monkey can categorize responses
- Paper survey, will have someone enter the responses into survey monkey
- Milind made changes as per suggested by the whole group.
- Paula made a motion to Use of census 2020 wording for questions 5 and 6 of the survey. Maura seconded and the change was passed
- Add dental next to medical
- Add tell us about your experience
- Add did you report the incident? Yes/No This will be placed under tell us about your experience

- Add Story Telling Link under Shrewsbury Stories- Call for participation
- Add I participated in this survey voluntarily. The information provided is solely my option and my experience.
- Paula suggested an introduction before the purpose of the survey. The Diversity, Equity, and Inclusion Task Force has been hard at work and we need your help. Take a few minutes to take our survey so we can accurately represent you.

Second item of business

Prepare and Finalize Rollout Plan for the Survey

- Milind will send the survey subcommittee a copy of the revised survey for comments.
- The survey changes will be sent to Ruth Febo and Aldeola Mkaneme in addition to Taylor Galusha the new Principal department Assistant.
- The survey will then be forwarded to the town legal consultants
- Paula suggested we practice taking the survey before it has is roll out while it is beginning reviewed by legal.
- The original goal was to have the survey out to the community before the end of the academic year calendar June 18th.
- Deb spoke to her church and they are going to put out a request to church community members to complete the DEI survey.
- Paula share the storytellers use email, video, audio, and calls to reach out
- All subgroups should be encouraged to participate and reach out to encourage community participation.
- The goal is to get as many community members to share
- Next Survey Committee Meeting is Thursday, June 24th at 5:30pm – 7:30

The motion to adjourn the meeting was made by Maura. A second was made by Paula. The meeting adjourned at 6:30.