



TOWN OF WESTFORD  
**DIVERSITY, EQUITY AND INCLUSION  
COMMITTEE**

TOWN HALL  
55 Main Street  
WESTFORD, MA 01886  
Telephone (978) 692-5501 Fax (978) 399-2557

**MEETING AGENDA**

Wednesday, July 28, 2021

7:00 PM

Meeting will be recorded and held virtually via Zoom.  
Registration instructions for remote attendance are below.

1. 7:00 PM **Call to Order**
2. 7:00 PM **Open Forum**
3. 7:10 PM **Review and Approve 5/26/21 and 6/23/21 Meeting Minutes**
4. 7:30 PM **DEI Topics**
  - Social Media Update/Town Social Media Policies.
  - Process for using funds given to DEI Committee.
  - DEI Committee Update to Select Board set for 9/14/21.
  - Meeting Minutes (DEI and subcommittee meetings): Discussion on timely posting to stay in compliance with Town procedures.
5. 7:45 PM **Update /Review/Approval of Subcommittee Priorities (15 minutes each)**
  - School & Edu. Subcommittee- Haining Bao/Derek Lo**
    - Update on School Families Survey.
  - Community Outreach Subcommittee -- Corinne Badenhoff/Omar Laurino**
    - DEI Public Relations Team: Should it be a small team? Written procedures?
    - Update on Equity Act (J. Diamond presented to Select Board on 7/13/21).
    - Westford CAT Partnership: member contacts and use of space for meetings.
  - Town Policy Subcommittee- Nancy Cook /Jenny Kravitz**
    - Discuss posting Town position openings in places that attract diverse populations.
    - Refine and propose questions to ask potential Town employees.

