

Southeast Comprehensive Center
Equity Summit Planning Guide

September 2019

SOUTHEAST
Comprehensive Center

at American Institutes for Research ■

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The Southeast Comprehensive Center provides technical assistance to the state education agencies in Alabama, Georgia, Mississippi, North Carolina, and South Carolina. This assistance is tailored to each state's individual needs and addresses the priorities of the U.S. Department of Education. The Southeast Comprehensive Center is one of the 15 regional comprehensive centers funded by the U.S. Department of Education, and its work is administered by American Institutes for Research.



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Table of Contents

Equity Summit Planning Guide Overview	4
Equity Summit Purpose	4
Equity Summit Goals	4
Step-By-Step Planning Guide.....	5–8
Pre-Event Planning	5
Day-of-Event Action Items	7
Post-Event Follow-Up	8
Equity Summit Planning Subcommittees	9–10
Budget	9
Project Management	9
Communications	9
Speakers	10
Pre-Conference Activities	10
Registration.....	10
Evaluation.....	10
Appendix and Attachments	11–22

Overview

Our special thanks go to everyone who participated in the Southeast Comprehensive Center's (SECC) Equity Summit, "Accountable Leadership: Opportunities for Equitable Systems," which was held November 29–30, 2018, in Jackson, Mississippi. Many participants expressed interest in continuing the conversation in their states and in obtaining resources that would assist in furthering their equity work. Consequently, SECC has developed this guide to aid in replicating the planning and implementation of such an event to drive systems change in specific areas. It includes information that was used to govern what would take place prior to, during, and after the SECC Equity Summit as well as sample documents. Feel free to customize the information within this guide and the samples to meet your capacity, needs, and budget.

The following helped to chart the course of our event.

Equity Summit Purpose:

Convene education stakeholders in a robust discussion that evokes reflection by taking stock of the conditions, practices, and policies within your local context that call for attention to equity as a moral imperative.

Equity Summit Goals:

1. To ground participants' equity-related understandings, plans, and actions in local, immediate, and historical realities linked to human and civil rights.
2. To engage stakeholders in a critical review and interpretation of education data, particularly regarding persistent education gaps among various subgroups.

The content in this guide is segmented to provide you with steps and ideas to facilitate pre-event, day-of-event, and post-event planning.

We hope this guide serves as a blueprint for planning your own Equity Summit. If you have questions or need additional information, please contact Tammie Causey-Konaté, Ph.D., SECC Deputy Director, at American Institutes for Research (AIR), at tcausey@air.org, or Robyn Madison-Harris, Ed.D., Senior Technical Assistance Consultant, SECC at AIR, at rmadison-harris@air.org. Please note that the contract for SECC ends on September 30, 2019. To obtain information or to access archived resources after this date, please visit the [AIR website](#).

Pre-Event Planning

Step 1:

- Assemble a core planning team and conduct a brainstorming session to determine your specific event goals/objectives, target audience, theme, topics, number of speakers/presenters, and keynote speakers.
- Establish task leads (overall program management, site logistics, communications, speakers, and materials) and develop your event timeline in a spreadsheet to capture details and track assignments. Be sure to specify each task and its expected date of completion.
- Create an overall budget shell. Refer to the sample budget and task list worksheet (refer to the Excel spreadsheet attachment to this guide).
- Schedule internal meetings monthly for regular updates on progress. Internal team meetings should enable planning committees to remain abreast of one another's progress to avoid unnecessary overlap of tasks. As the event date draws closer, increase the frequency to weekly meetings to ensure coverage of details.

Step 2:

- Develop the meeting agenda and event flow. Determine the event date and time (number of days) as well as the number of meeting rooms needed for breakout/concurrent sessions and plenary/keynote speakers, the number of meals/breaks, and audiovisual needs. Refer to sample booklet (which contains the agenda and program) in the attachments.
- Determine internal roles: presenters, moderators, table facilitators, and event site and administrative leads to oversee registration, materials, and facilities/logistics.
- Establish a registration timeline, including dates for sending out save-the-date (see sample in attachments) and registration announcements and for closing registration to provide the venue with a final participant count.

Step 3:

- Estimate the number of attendees and scout potential venues. If any pre- or post-summit activities are planned, such as an immersion event to evoke a deeper level of engagement and reflection, determine the locations, goals/objectives, and plans for these activities.
- Request bids from one or more venues for meeting rooms, including rooms for any plenary sessions, breakout/concurrent sessions, sleeping rooms, parking arrangements, registration, catering, and reception activities. Conduct a site visit of the venue if possible (or view photos and a layout of the facilities) to ensure that it will be suitable for your event.
- Contract with a venue based on your budget and site requirements.

Step 4:

- If issuing a call for presenters (speakers), establish session guidelines, develop a submission process with open and close dates for session proposals, and form a review committee to accept presentations.
- Issue invitations to internal and external presenters. Include an event budget for honorarium and external presenters' expenses.
- Once external presenters confirm their participation and agree on an honorarium, determine whether you will reimburse the external presenters after the event or up-front. Notify accepted presenters and request their set-up and audiovisual needs (i.e., supplies, equipment, laptops, presentation screens, etc.).

Step 5:

- Develop a communications plan to develop brand assets to promote the event: logo, visuals, signage, and website or landing/interior pages for an existing site.
- Plan the timeline for website development, including the registration web page (if online) and compiling, reviewing, and posting bios (presenters, facilitators, moderators, etc.), an agenda, and related event content/pre-work.
- Collect bios for all key participants (presenters, facilitators, moderators, etc.) to post on the event site.
- Build an invitation list and determine the distribution methods (email and/or print) you will use to invite people to register. Determine what participant data you want to collect on the registration site, including whether attendees will preselect breakout/concurrent sessions and specify special accommodations (e.g., dietary or physical needs, hotel room, and parking options).
- Create and deploy a save-the-date message and invitation based on outreach plan to invitees. Be sure the registration period closes at least 4 weeks before the final participant count is due to the venue.
- If applicable, include in your communications plan both internal employee communication and external outreach, including traditional outreach and social media (use search and tag keywords to drive search engine optimization for content and event hashtags).
- If applicable, secure an event photographer or videographer and plan for any necessary audiovisual release forms to be completed by participants prior to or during the event.

Step 6:

- Finalize the event agenda, presentations, breakout/concurrent sessions, and activities. Conduct a final check of all event speakers to ensure alignment with event goals and objectives. Confirm receipt of all bios, presentations, and handouts in accordance with the schedule.
- Store final event files in a secure online repository that is accessible by key event staff. As a back-up, download all presentation materials to an external storage device (hard drive or flash drive).
- Confirm on-site logistics with the venue: attendee count, room set-up, registration table, catering (including any dietary or other accommodations), and audiovisual needs.
- Prepare conference materials: badges, handouts, table tents, and signage at least 1 week prior to the event.

- Develop an event evaluation tool, and determine whether to administer the survey on-site at the end of the event or via email after the event.
- Plan pre-event media relations and social media outreach to raise awareness of the event. Issue email communication to participants to generate excitement and share event hashtags.

Step 7:

- The day before the event, have an advance team host a pre-event briefing with all internal participants to conduct a final event run-through, distribute and review the event flow, and confirm the arrival and placement of materials and signage.
- Confirm all site logistics by conducting a walk-through with hotel/venue staff. Finalize the facility details, such as room arrangement, platform/presenter seating, temperature, placement of equipment, testing of microphones, and Wi-Fi access.
- If applicable, host pre-event activities, such as a dinner with speakers, a pre-summit activity, or a networking reception.

Day-of-Event Action Items

- Have the lead for site logistics set up or verify the materials for the registration table: sign-in list, staff coverage, badges, event materials, and audiovisual release forms (if to be completed on-site).
- Set up table tents and conduct a final check of all audiovisual equipment (i.e., microphones, projectors, and uploaded presentations).
- Confirm arrival and placement of all presenters, facilitators, and moderators.
- Provide a shot list or direction for the photographer or videographer to capture the event.
- Ensure assigned communication staff are on-site to provide updates on social media platforms throughout the day.
- If applicable, issue a media alert and manage any media event coverage, working with news outlets to schedule video, photos, and interviews.
- Keep track of time: Assign timekeepers to notify speakers when their time is nearly up and to manage the schedule of event breaks and movement between sessions.
- Assign handlers to signal and move speakers between sessions and trade out name placards.
- Ensure that the assigned site lead remains in touch with the venue to address any issues with site logistics, such as catering, audiovisual support, and room set-up.
- Immediately after the event, gather the team for a debriefing to assess the overall event while it's still fresh in people's minds—what worked, areas for improvement, and lessons learned.

Post-Event Follow-Up

- Issue post-event communication to thank all presenters and close out any details regarding honoraria and expenses.
- Host a telephone conversation with the presenters to obtain feedback/impressions of the event.
- Archive event materials (presentation slides and handouts) on the event website.
- If applicable, review photos and videos and create a photo gallery or highlight reel/presentation segments for posting on the website.
- Send a thank you message to participants via email. If applicable, include the event evaluation tool, and encourage participants to provide comments and share their reflections. In addition, provide a link for participants to review and download the archived event materials.
- Share available content and feedback on social media platforms to continue the conversation.
- Host a post-event meeting with the team to thank them for their contributions, review attendee evaluations and feedback, and to follow up on items noted in the debriefing.

Equity Summit Planning Subcommittees Roles and Responsibilities

Budget

The budget is developed in conjunction with the organization's leadership and project leads and can be incorporated as a certain amount within the yearly budget and earmarked as an annual event. The following are additional considerations:

- Administrative role can be assigned to handle contract negotiations under the direction of leadership
- Administrator leads contract discussions and works with internal finance staff for contracts and payable for the event including the venue
- Event lead or administrator should secure a room block and incorporate food and beverage costs into the budget
- Anticipated travel costs for participants, presenters, and staff should be included in the budget
 - Other budget considerations
 - Know your internal processes for required funding outside of your office (department or division) or if it involves multiple offices
 - Determine whether to charge fees
 - Determine if your state education agency (SEA) will cover travel costs
 - Leave it open for local education agency (LEA) to cover their own reimbursements

Project Management

Project management lead serves as the overall project manager to ensure that timelines are created to develop and implement event elements.

- Monitor progress on tasks and budgets: identification of venue, contracts, presenter and participant travel.
- Set up timelines for major pieces of the event and discuss the status of these during regular check-in meetings
- Assign leads for each subcommittee and set up timelines for their tasks.
- Select administrative support with event planning experience. With oversight from senior leadership, project lead, and administrative assistants work together with budget committee (if needed).
- Coordinate final walk-through with venue contact, project lead, and administrative assistant.

Communications

Communications lead is responsible for development and oversight of all communications activities and materials to ensure compliance with organizational brand standards and to provide marketing support.

- Leads the development and review of event graphics, save-the-date message, participant and presenter invitations, reminders, registration content, agenda, evaluation surveys, signage, facilitator guides, presenter bios, presentation materials, website, and web content.
- Provides support for subcommittees.
- Directs protocols used during the event (overall event flow, timekeeping, photographer, videographer, equipment checks).
- Supports facilitator roles and responsibilities.

Speakers

Presenter lead serves as liaison between the organization and presenters (speakers and panelists) to facilitate timely communication and execution of engagement.

- Review and select presenters, and connect with budget committee for cost threshold.
- Submit recommendations for how or if presenters will be compensated (honorarium) or pro bono.
- Submit recommendation for keynote speaker.
- Secure bios in accordance with schedule.
- Gather intel regarding presenters' needs (travel, supplies, equipment, audiovisual, etc.) and determine costs.
- Draft presenter invitation to present at event, confirmation letter, and reminder letter.
- Confirm and monitor logistics on behalf of presenters.

Pre-Conference Activities

If applicable, develop activities to set the tone for and ground attendees in the content received during pre-conference activities.

- Determine pre-conference activities, based on content, topics, and goals/objectives.
- Finalize details of pre-conference logistics including description of activity, location, fees, dates/times, communication of event.
- Assign a point person for the activity and provide contact information.
- Determine a sign-up deadline for activity, if a head count of participants is necessary.
- Consider ideas such as a specialized pre-conference workshop or an immersion experience.

Registration

Registration lead coordinates all details concerning capture of event attendees, presenters, and staff working in partnership with other subcommittees to ensure execution and hospitality.

- Determine your registration process (online versus print).
- If online process, work with Information Technology (IT) and graphics staff to develop registration site (internal website or Eventbrite), in conjunction with communications lead. If print process, work with communications lead to develop content and determine distribution method.
- Provide content for registration site (if needed), review content, and adjust to ensure alignment with event communications and materials.
- Work with administrative staff to develop registration lists, sign-in sheets, name tags, table tents, and placards.
- Assign team members to follow up with possible attendees via personal outreach (email or phone call).
- Cross check between registration and administrative staff to ensure that attendees are captured prior to close out of registration process, room count, and accommodations.

Evaluation

Evaluation lead works with team to develop and gather participant feedback to evaluate overall event execution: content (presenters, delivery, engagement, usefulness of information, quality), hospitality, communications, and service.

- Determine evaluation process (print, onsite at event versus online during or after event).
- Identify a staff member to develop and implement evaluation.
- Ensure that event purpose, goals/objectives are reflected in evaluation.
- Obtain senior leadership input and approval of evaluation.

Appendix–Sample Documents

- Sample 1: Save-the-Date Message
- Sample 2: Overall Event Evaluation Form
- Sample 3: Breakout Session Evaluation Form
- Sample 4: Communication Materials Worksheet

Attachments–Additional Sample Documents

- Sample 5: Equity Summit Budget and Task List Worksheet
- Sample 6: Equity Summit Participant Invitation Letter
- Sample 7: Equity Summit Presenter Letter
- Sample 8: Equity Summit Agenda Template
- Sample 9: Equity Summit Program

Note: To obtain a copy of Sample 5: Equity Summit Budget and Task List Worksheet, please complete the contact us form at www.air.org/contact.

APPENDIX

SAMPLE 1: SAVE-THE-DATE MESSAGE

SAVE THE DATE

SECC EQUITY SUMMIT
Accountable Leadership:
Opportunities for Equitable Systems



November 29–30, 2018
Jackson, Mississippi

Pre-Summit Civil Rights Learning Journey: November 25-28, 2018 (By Invitation Only)
Pre-Summit Activities & Networking Reception: November 28, 2018 (Optional)
Summit Work Sessions: November 29–30, 2018
Day 1: Thursday, November 29, 8 a.m.–5 p.m.
Day 2: Friday, November 30, 8:30 a.m.–2:30 p.m.

Contact:
Robyn Madison-Harris, Ed.D., Senior Technical Assistance Consultant
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SAMPLE 2

2018 SECC EQUITY SUMMIT Accountable Leadership: Opportunities for Equitable Systems

Feedback Survey – Day 1
November 29, 2018

Equity Summit Goals

1. To ground participants' equity-related understandings, plans, and actions in local, immediate, and historical realities linked to human rights and civil rights.
2. To engage stakeholders in a critical review and interpretation of education data, particularly with regard to persistent education gaps among various student groups.

1. Pre-Summit Activities

1. Please indicate below if you attended any of the following pre-summit activities (check all that apply):

	Activity	Date
<input type="checkbox"/>	Civil Rights Learning Journey	Nov. 25-28
<input type="checkbox"/>	Mississippi Band of Choctaw Indians Community Tour	Nov. 28
<input type="checkbox"/>	Mississippi Civil Rights Museum and Museum of Mississippi History	Nov. 28
<input type="checkbox"/>	Historic Tour of Jackson State University (JSU) Campus	Nov. 28
<input type="checkbox"/>	Did not attend a preconference activity	—

2. Regarding the pre-summit activity/activities you attended, please respond to the following questions:

The activity(s) was/were:	Very Little	To a Fair Degree	Considerably
1. Informative			
2. Relevant			
3. Engaging			

Please share any comments you would like about the Pre-Summit activity/activities:

4. Summit Activities – Day 1: Thursday, November 29, 2018

5. Please indicate the summit sessions that you attended during Day 1:

Day 1 Sessions	
<input type="checkbox"/>	Occasion
<input type="checkbox"/>	Plenary Session: Six Disruptive Demographics that will Change America Forever
<input type="checkbox"/>	National Collaborators in Equity Panel
<input type="checkbox"/>	Luncheon Plenary Session: Focus on English Learners
<input type="checkbox"/>	Innovation Café Round Table Discussion
<input type="checkbox"/>	Equity in Action Strategy Sessions

6. Regarding the summit sessions that you attended on Day 1, please indicate your overall agreement with the statements below:

	Strongly Disagree	Disagree	Agree	Strongly Agree
1. The information/resources from the summit sessions were of high quality.				
2. The format of the summit sessions provided opportunities and encouragement for meaningful interaction with others.				
3. The issues explored during the summit sessions were relevant to my professional responsibilities.				
4. The summit sessions provided information and/or resources valuable to planning and implementing equity related efforts.				
5. I am satisfied with the overall quality of the summit.				

Please share any comments you would like about any of the summit sessions you attended on Day 1:

6. Please indicate which concurrent session #1 you attended:

Concurrent Session #1 – Ensuring Educational Equity: A Systems Challenge	
<input type="checkbox"/>	Examining Bias and Privilege
<input type="checkbox"/>	Eliminating Deficit Ideology and Language

	Concurrent Session #1 – Ensuring Educational Equity: A Systems Challenge
<input type="checkbox"/>	Advancing Social and Emotional Learning
<input type="checkbox"/>	The Journey of a School District Toward Cultural and Linguistic Competence
<input type="checkbox"/>	Identifying and Dismantling Drivers of Gaps and Segregation
<input type="checkbox"/>	Did not attend concurrent session #1

7. Regarding the concurrent session that you attended, please respond to the following questions:

The session was:	Very Little	To a Fair Degree	Considerably
1. Informative			
2. Relevant			
3. Engaging			

4. Please indicate which concurrent session #2 you attended:

	Concurrent Session #2 – Inequity and the Underserved
<input type="checkbox"/>	Consultation, Collaboration, and Cooperation: Strengthening American Indian Education
<input type="checkbox"/>	English Learners
<input type="checkbox"/>	Opportunity Gaps
<input type="checkbox"/>	The Big 3: Addressing Over-Representation, Ineffective Discipline Practices, and Academic Achievement of Students with Disabilities
<input type="checkbox"/>	Equity in Action Strategy Session (state superintendents or their designees)
<input type="checkbox"/>	Did not attend concurrent session #2

5. Regarding the concurrent session that you attended, please respond to the following questions:

The session was:	Very Little	To a Fair Degree	Considerably
1. Informative			
2. Relevant			
3. Engaging			

Please share any comments you would like about the Day 1 concurrent sessions that you attended:

4. Please indicate the innovation café session(s) you attended:

Innovation Café Sessions	
<input type="checkbox"/>	Cross-State Teams: Thinking about Disruptive Demographics
<input type="checkbox"/>	Round Table Discussion
<input type="checkbox"/>	Did not attend an innovation café session

5. Regarding the innovation café session(s) that you attended, please respond to the following questions:

The session/sessions was/were:	Very Little	To a Fair Degree	Considerably
1. Informative			
2. Relevant			
3. Engaging			

4. Please share your perceptions about the usefulness of the cross-state team time during Day 1 of the summit:

5. Please share your perceptions about the usefulness of the state team time during Day 1 of the summit:

6. Please provide any further comments that you would like to share about your overall experience at the summit so far:

—Thank you for completing our Day 1 survey!—

SAMPLE 3

2018 SECC EQUITY SUMMIT Accountability Leadership: Opportunities for Equitable Systems November 29-30, 2018

Feedback Survey

Equity Summit Goals

7. To ground participants' equity-related understandings, plans, and actions in local, immediate, and historical realities linked to human rights and civil rights.
8. To engage stakeholders in a critical review and interpretation of education data, particularly with regard to persistent education gaps among various subgroups.

9. Preconference Activities

10. Please indicate below if you attended any of the following preconference activities (check all that apply):

	Activity	Date
<input type="checkbox"/>	Civil Rights Learning Journey	Nov. 25-28
<input type="checkbox"/>	Mississippi Band of Choctaw Indians Community	Nov. 28
<input type="checkbox"/>	Mississippi Civil Rights Museum	Nov. 28
<input type="checkbox"/>	Malaco Records	Nov. 28
<input type="checkbox"/>	The Studio-Patterson and Blalock Photograph	Nov. 28
<input type="checkbox"/>	Did not attend a preconference activity	—

11. Regarding the preconference activities you attended, please respond to the following questions:

The activity(s) was/were:	Very Little	To a Fair Degree	Considerably
12. Informative			
13. Relevant			
14. Engaging			

Please provide any comments you would like about the preconference activity/activities you attended below:

15. Conference Activities

16. Please indicate below the Institute sessions that you attended:

	Institute Sessions
<input type="checkbox"/>	Occasion
<input type="checkbox"/>	Plenary Session: Focus on Data-Informed Decision-Making
<input type="checkbox"/>	National Collaborators in Equity Panel
<input type="checkbox"/>	Luncheon Plenary Session: Focus on English Learners
<input type="checkbox"/>	Innovation Café Round Table Discussion
<input type="checkbox"/>	Equity in Action Strategy Sessions
<input type="checkbox"/>	Plenary Session: Focus on Civil and Human Rights
<input type="checkbox"/>	Luncheon Plenary Session: Focus on Geographic Information System (GIS) Mapping
<input type="checkbox"/>	Equity in Action Exemplar

17. Regarding the Institute sessions that you attended, please indicate your agreement with the statements below:

	Strongly Disagree	Disagree	Agree	Strongly Agree
18. The information/resources from the Institute sessions were of high quality.				
19. The format of the Institute sessions provided opportunities and encouragement for meaningful interaction with others.				
20. The issues explored during the Institute sessions were relevant to my professional responsibilities.				
21. The Institute sessions provided information and/or resources valuable to planning and implementing equity related efforts.				
22. I am satisfied with the overall quality of the Institute.				

Please provide any comments you would like about the Institute sessions you attended on below:

23. Please indicate which of the concurrent sessions you attended:

Concurrent Session #1	
<input type="checkbox"/>	Overcoming Bias and Privilege
<input type="checkbox"/>	Eliminating Deficit Language
<input type="checkbox"/>	Social and Emotional Learning
<input type="checkbox"/>	Cultural and Linguistic Competence
Concurrent Session #2	
<input type="checkbox"/>	Historically Underrepresented Learners
<input type="checkbox"/>	English Learners
<input type="checkbox"/>	LGBTQ (lesbian, gay, bisexual, transgender, queer) Learners
<input type="checkbox"/>	Students with Disabilities
Concurrent Session #3	
<input type="checkbox"/>	Disproportionality
<input type="checkbox"/>	Talent Management
<input type="checkbox"/>	Opportunity Gaps
<input type="checkbox"/>	Equitable Access (culturally competent hiring and selection processes, diversification of workforce, and school improvement)
Concurrent Session #4	
<input type="checkbox"/>	Restorative Practices
<input type="checkbox"/>	Equity Leadership and Conditions for Support and Retention
<input type="checkbox"/>	Financial Transparency/Funding
<input type="checkbox"/>	Data Use

24. Regarding the concurrent sessions that you attended, please respond to the following questions:

The session(s) was/were:	Very Little	To a Fair Degree	Considerably
25. Informative			
26. Relevant			
27. Engaging			

Please provide any comments you would like about the concurrent sessions you attended below:

28. Regarding the objectives for this Institute, please indicate the extent that you agree that they were accomplished:

As a result of this Institute:	Strongly Disagree	Disagree	Agree	Strongly Agree
1. I have a stronger understanding of the strengths and challenges related to equity patterns/trends in my state.				
2. I have increased my knowledge regarding the alignment of our ESSA plan and other equity plans/frameworks for initiatives in our state.				
3. I have increased my knowledge of evidence-based strategies/interventions that impact the performance of historically underserved student populations.				
4. Our state participants have developed ESSA-related Accountability Commitment Plans for post-summit implementation.				

5. Please provide any further comments below that you would like to share about your overall experience at the Institute:

--Thank you for completing our survey--

SAMPLE 4: COMMUNICATIONS MATERIALS FOR EQUITY SUMMIT

Item	Due	Responsible	Comments/Status
Save-the-Date Mailer			
Calendar of Events Entries (Organizational Websites)			
Event Logo for Materials (various sizes/formats)			
Invitation Letter & Form for State Leaders			
Presenter Invitation Letter			
Participant Confirmation Letter (w/link to registration site)			
Presenter Confirmation Letter (w/link to registration site, etc.)			
Registration Site (Registration Form, Copyright Permission, and Confirmation Emails)			
Preliminary Agenda			
Microsoft Word Template			
Program Booklet			
Presenter Bios, Head Shots, Presentation Materials			
PowerPoint Template and Placeholder Slide			
Website			
Evaluation Form			
Participants List			
Posters and Signage			
Website Carousel Graphic			
Name Badges, Lanyards, and Sign-In Sheets			
Folders and Organizational Marketing Materials			
Photos and Videos			
Evaluation Post-Event Report			



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Sample 6

Date

Dear Name:

On behalf of the Southeast Comprehensive Center (SECC) at American Institutes for Research (AIR), we welcome you to our **2018 Equity Summit—Accountable Leadership: Opportunities for Equitable Systems**. The summit commences with an array of optional, equity-focused pre-summit activities and is designed to provide data-based opportunities for teams from Alabama, Georgia, Mississippi, North Carolina, and South Carolina to identify and act upon state and local conditions, practices, and policies in education that call for equity as a moral imperative.

During the summit, state teams will

- Reflect upon immediate and historical realities that have perpetuated inequitable norms.
- Engage with education stakeholders and experts in the field to critically examine data to better understand state and local structures related to those norms.
- Develop strategies for redesigning equitable education systems to increase access to high-quality teachers and supports for improving student academic achievement.

We encourage participants to share their thoughts and experiences relevant to advancing equitable education systems at the state and local levels.

You are invited to send a five-member team of individuals who are involved in initiatives designed to address the state's educational equity needs. The team should be led by at least one person at the senior leadership level, and consist of another representative from the state education agency, one from the local education agency, one from the school level, and one representing the community (i.e., someone affiliated with a state or local educational advocacy group). We also are asking that you nominate one of the team members to serve as the equity champion for your state. In addition to participation in the summit, this equity champion will participate in the [Civil Rights Learning Journey](#) pre-summit event, which will take place November 25–28. The SECC will cover allowable summit expenses, which include travel, accommodations, meals, and the learning journey. To ensure a successful convening, we ask that you submit the attached equity team participant form to Heidi Goertzen, SECC senior technical assistance consultant, at hgoertzen@air.org by Thursday, October 25, 2018.

We will share additional information about registration for the summit and the preliminary agenda in a separate communication.

If your state team has questions or needs assistance during the summit, members may contact SECC Administrative Associates Crystal Darby at cdarby@air.org or Tashanda Riley at triley@air.org. They will do their best to accommodate your needs.

We look forward to your active participation and input in our summit. Thank you for joining us.

Sincerely,

Beth Howard-Brown, Ed.D., Director, Southeast Comprehensive Center at AIR



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Sample 7

Date

Dear Name:

On behalf of the Southeast Comprehensive Center (SECC) at American Institutes for Research (AIR), we are pleased to formally invite you to speak to participants at our **2018 Equity Summit: Accountable Leadership: Opportunities for Equitable Systems**. The purpose of the summit, which follows an afternoon of optional pre-summit activities, is to offer state and local education agency leadership and other education stakeholders the opportunity to take stock of the conditions, practices, and policies within their states and local contexts that call for action to develop and sustain equitable systems as a moral imperative.

The summit will take place November 29–30, 2018, at the Hilton Jackson Hotel. It begins with a meet-and-greet on the evening of November 28 (attendance is optional). State teams will be composed of approximately five members representing state education agencies, local education agencies, schools, and communities involved in initiatives designed to address their state's educational equity needs.

To assist in preparation for the summit, we have attached a draft of the agenda. Registration and travel information will follow in a separate correspondence.

Your presentation on _____ will occur _____ day, November ____, from _____ to _____. We are asking presenters to help participants think deeply about how their states can address issues of inequity and develop solutions to improve education systems. Your presentation should include ample opportunities for participant interaction, discussion, and reflection.

To ensure a successful convening, we ask that you submit the following items to Heidi Goertzen, senior technical assistance consultant, at hgoertzen@air.org by the dates noted below:

Thursday, October 25, 2018

1. A short biography summarizing your professional and educational achievements
2. The presentation title and a brief description (up to 150 words) of your presentation topic.

Thursday, November 8, 2018

1. An electronic copy of your presentation and handouts (if any).
2. A list of additional audiovisual needs (note: An LCD projector, screen, chart paper, and markers will be furnished in each of the meeting rooms)

If you have questions or need assistance during the summit, please contact SECC Administrative Associates Crystal Darby at cdarby@air.org or Tashanda Riley at triley@air.org. They will do their best to accommodate your needs.

We look forward to your active participation and input in our summit. Thank you for joining us.

Sincerely,



Beth Howard-Brown, Ed.D., Director, Southeast Comprehensive Center at AIR

FRONT COVER

**SECC EQUITY SUMMIT– ACCOUNTABLE LEADERSHIP:
OPPORTUNITIES FOR EQUITABLE SYSTEMS**

November 25–28, 2018

Jackson, Mississippi

BACK COVER

Continuation of design

Notes to Graphic Designer:

Insert event logo and SECC logo on front cover.

Content Order:

Page 1 – Welcome Letter from Dr. Carey Wright

Page 2 – Welcome Letter from Dr. Beth Howard-Brown

Page 3 – Agenda

Pages Following Agenda:

Website Description

Hilton Facility Map

The SECC Equity Summit—Accountable Leadership: Opportunities for Equitable Systems will take place November 29–30, 2018, at the [Historic King Edward Hotel – Hilton Garden Inn](#) in Jackson, Mississippi. The event, which follows several optional pre-summit activities, offers state and local education agency leadership and other education stakeholders the opportunity to take stock of the conditions, practices, and policies within their states and local contexts that call for attention to equity as a moral imperative.

Goals

- To ground participants’ equity-related understandings, plans, and actions in local, immediate, and historical realities linked to human rights and civil rights.
- To engage stakeholders in a critical review and interpretation of education data, particularly with regard to persistent education gaps among various student groups.

Objectives

Participants will ...

- Examine state equity-related patterns and trends within the context of educational communities and their geographic locations and identify the equity strengths and challenges within their states.
- Review content alignment of equity-related Every Student Succeeds Act (ESSA) plans and initiatives and analyze the evidence-based strategies and implementation efforts of plans and initiatives for indicators of impact on student learning.
- Develop ESSA-related Equity Accountability Commitment Plans for post-summit implementation.

For additional information regarding the summit, please contact Robyn Madison-Harris, Ed.D., senior technical assistance consultant, SECC at American Institutes for Research, at 225-751-8770.

Pre-Summit Activities

Sunday, November 25, 2018, through Wednesday, November 28, 2018

Civil Rights Learning Journey – Required (State Champions only)

Wednesday, November 28, 2018 (Optional)

Recommended Activities in Jackson:

Mississippi Band of Choctaw Indians Community

Mississippi Civil Rights Museum

Historic Tour of Jackson State University (JSU) Campus

Mississippi Museum of Art

Wednesday, November 28, 2018, 6:30–8:00 p.m.

Networking Reception (Optional)

Greetings from Joseph A. Whittaker, Ph.D., Associate Provost, JSU

Featured Musicians: JSU Music Ensemble

Location: The Historic King Edward Hotel - Hilton Garden Inn, Grand Ballroom

Summit Work Sessions (King Edward Hotel – Hilton Garden Inn)

Day 1: Thursday, November 29, 2018, 7:30 a.m.–5:00 p.m.

Day 2: Friday, November 30, 2018, 7:30 a.m.–2:30 p.m.

**Summit Preliminary Agenda
Thursday, November 29, 2018**

- 7:30–8:00 a.m.** **Registration, Breakfast, and Networking**
Grand Ballroom
- 8:00–8:15 a.m.** **Welcome**
Grand Ballroom
Beth Howard-Brown, Ed.D., Director, Southeast Comprehensive Center (SECC) at American Institutes for Research (AIR)
- 8:15–9:00 a.m.** **Occasion**
Grand Ballroom
Stephanie Autumn, Senior Technical Assistance Consultant, AIR
- 9:00–9:50 a.m.** **Plenary Session – Six Disruptive Demographics that will Change America Forever**
Grand Ballroom
James H. Johnson, Jr., Ph.D., William Rand Kenan, Jr. Distinguished Professor of Entrepreneurship & Strategy, Kenan-Flager Business School, Director, Urban Investment Strategies Center, Frank Hawkins Kenan Institute of Private Enterprise, University of North Carolina at Chapel Hill
- 9:50–10:35 a.m.** **National Collaborators in Equity Panel**
Grand Ballroom
Council of Chief State School Officers (CCSSO), Saroja Warner, Ph.D., Director of Teacher Workforce Initiatives
Education Trust, Ashley Griffin, Ph.D., Director of P-12 Research
National Association of State Boards of Education (NASBE) – Robert Hull, Executive Vice President
National Conference of State Legislatures (NCSL) – Daniel G. Thatcher, J.D., Program Director, Education
Facilitator: James H. Johnson, Jr., Ph.D. University of North Carolina
- 10:35 – 10:45 a.m.** **Break**
- 10:45–11:45 a.m.** **Concurrent Sessions 1 – Ensuring Educational Equity: A Systems Challenge**
The Ensuring Educational Equity: A Systems Challenge concurrent sessions provide a backdrop for appreciating a range of deeply-rooted systemic challenges that delimit possibilities for equity in our existing educational systems. Topical areas to be addressed include:
- A. **Overcoming Bias and Privilege**
Gold A Room - Tammie Knights, Principal Technical Assistance Consultant, AIR
 - B. **Eliminating Deficit Ideology and Language**
Gold B Room - Robyn Madison-Harris, Ed.D., Senior Technical Assistance Consultant, SECC at AIR
 - C. **Advancing Social and Emotional Learning**
Club Room - David Osher, Ph.D., Vice-President and Institute Fellow, AIR

D. Ensuring Cultural and Linguistic Competence

Coronet Room - Karen Francis, Ph.D., Principal Researcher, AIR

E. Identifying and Dismantling Drivers of Gaps and Segregation

Crown Room - Etai Mizrav, Senior Technical Assistance Consultant, Center on Great Teachers and Leaders (GTL Center) at AIR

11:45 0 12:00 p.m.

Break

12:00–1:00 p.m.

Luncheon Plenary Session – Focus on English Learners

Grand Ballroom

Panelists: Linda Cavazos, Ph.D., Senior Technical Assistance Consultant, AIR and Heidi Goertzen, Ph.D., Senior Technical Assistance Consultant, SECC at AIR

Moderator: Danny Martinez, Senior Technical Assistance Consultant, AIR

Session Facilitator: Como Molina, Ed.D., Senior Technical Assistance Consultant, AIR

1:00–1:15 p.m.

Break

1:15– 2:15 p.m.

Concurrent Sessions 2 – Inequity and the Underserved

The Inequity and the Underserved concurrent sessions touch on the ways in which learners are adversely affected by disparities in educational offerings and related opportunities. Topical areas to be addressed include:

A. Historically Underrepresented Learners (Native Populations)

Gold A Room - Taishya Adams, Senior Technical Assistance Consultant, Midwest Comprehensive Center at AIR

B. English Learners

Gold B Room - Linda Cavazos, Ph.D., Senior Technical Assistance Consultant, AIR

C. Opportunity Gaps

Club Room - Rashida Govan, Ph.D., Executive Director, New Orleans Youth Alliance

D. The Big 3: Addressing Overrepresentation, Ineffective Discipline Practices and Academic Achievement of Students with Disabilities

Coronet Room - Dia Jackson, Senior Researcher, AIR

Equity in Action

Crown Room

Facilitator: Beth Howard Brown, Ed.D., SECC Deputy Director at AIR

State Superintendents (or their designees) Strategy Session

2:15–2:30 p.m.

Break

2:30–3:15 p.m.

Concurrent Sessions (A–E)

Strategic

Thinking About Disruptive Demographics: Innovation Café

The Innovation Café sessions offer cross-state teams opportunities to reflect upon their state priorities and needs in light of the content provided in plenary

and concurrent sessions and select appropriate evidence-based interventions and innovations to address them.

Gold A Room - Team A

Gold B Room - Team B

Club Room - Team C

Coronet Room - Team D

Crown Room - Team E

Facilitators: Ramona Chauvin, Ph.D., Senior TA Consultant, AIR; Grace Fleming, Researcher, AIR; Tammie Knights, Principal TA Consultant, AIR; Kat Theodore, Ph.D., Senior TA Consultant, SECC at AIR; Como Molina, Ed.D., Senior TA Consultant, AIR

3:15–3:30 p.m.

Break

3:30–4:15 p.m.

Innovation Café Round Table Discussion

Grand Ballroom

The Innovation Café Round Table experience will enable state teams to take part in a guided discussion and debrief of learnings from their cross-state sharing.

Facilitator: James H. Johnson, Jr., Ph.D., University of North Carolina

4:15 - 4:45 p.m.

State Team Time

Gold A Room - Alabama Team & Georgia Team

Gold B Room - Mississippi Team

Club Room - North Carolina Team

Coronet Room - South Carolina Team & Texas Team

Crown Room - Michigan Team & Midwest Team

State teams will review their ESSA plan (mapping it to the data trends presentation provided by Dr. Johnson) and conduct a stock take of the state's equity-related accomplishments, gaps, and challenges. Teams will identify potential strategies for leveraging accomplishments and for addressing gaps and challenges.

Facilitators: Heidi Goertzen, Ph.D., SECC Alabama State Manager (Alabama Team); Glenda Copeland, SECC Georgia State Manager (Georgia Team); Tammie Causey-Konaté, Ph.D., SECC Deputy Director (Mississippi Team); Kathy Terry, Ph.D., SECC North Carolina State Manager (North Carolina Team); Ursula Hill, Ed.D. SECC South Carolina State Manager (South Carolina Team); Bersheril Bailey, Senior TA Consultant Great Lakes Comprehensive Center at AIR (Michigan Team); Taishya Adams, Midwest Comprehensive Center (MWCC) Deputy Director (Midwest Team -Illinois, Iowa, and Wisconsin)

4:45 - 5:00 p.m.

Closing

Grand Ballroom

Friday, November 30, 2018

7:30–8:30 a.m.

Breakfast, Reflections, and Networking

Grand Ballroom

- 8:30–8:40 a.m.** **Welcome and Opening Remarks**
Grand Ballroom
Tammie Causey-Konaté, Ph.D., Deputy Director, SECC at AIR
Monique Chism, Ph.D., Vice President, Policy, Practice, and Systems Change, AIR
- 8:40–9:10 a.m.** **Plenary Session – Focus on Civil and Human Rights**
Grand Ballroom
Roscoe Jones, Sr., Civil Rights Activist and Founder, Freedom 64
Facilitator: Robyn Madison-Harris, Ed.D., Senior Technical Assistance Consultant, SECC at AIR
- 9:10–10:10 a.m.** **Concurrent Sessions 1 – Trends in Inequity**
The Trends in Inequity concurrent sessions will provide specific examples of initiatives and strategies that challenge educational and political structures to eradicate inequities in education. Topical areas to be addressed include:
- A. **Disparities in Discipline: Alternatives to Suspension and Expulsion**
Gold A - Bersheril Bailey, Senior Technical Assistance Consultant, Great Lakes Comprehensive Center at AIR
 - B. **Talent Management for Equitable Access**
Gold B - Dana Chambers, Principal Technical Assistance Consultant and Lisa Lachlan, Ed.D., Principal Researcher, GTL Center at AIR; Vernesia Wilson, Ph.D., Office Director II, Mississippi Department of Education
 - C. **Families and Communities**
Club - Marion Baldwin, Senior TA Consultant, AIR
 - D. **Examining the Structural Underpinnings of Historical Inequity**
Coronet -Archie Hill, Ph.D., Research Associate, RMC Research Corporation
- Equity in Action**
Crown Room
Facilitator: Etai Mizrav, Senior TA Consultant, GTL Center at AIR
District and School Leaders Strategy Session
- 10:10–10:20 a.m.** **Break**

10:20–11:20 a.m.

Concurrent Sessions 2 – From Inequity to Equity: A Paradigm Shift

The From Inequity to Equity concurrent sessions focus on transforming mindsets and illuminating solutions that move states and their stakeholders toward more equitable systems. Topical areas to be addressed include:

A. **Restorative Practices**

Gold A Room - Stephanie Autumn, AIR

B. **Equity Leadership and Conditions for Educator Support and Retention**

Gold B Room - Gonzalo Salazar, Ed.D., Superintendent, Los Fresnos Consolidated Independent School District

C. **Financial Equity**

Club Room - Drew Atchison, Ph.D., Researcher, AIR

D. **Opportunity Gaps Data**

Coronet Room - Bricio Vasquez, Ph.D., Education Data Scientist, Intercultural Development Research Association

Equity in Action

Crown Room

Facilitator: Robyn Madison-Harris, Ed.D., Senior TA Consultant, SECC at AIR
State, District, School, Community Strategy Session (Pre-Summit Civil Rights Learning Journey Connection, featuring Roscoe Jones and Tyson Elbert)

11:20–11:30 a.m.

Break

11:30 a.m.–12:00 p.m.

Luncheon Plenary Session – Focus on Geographic Information System (GIS) Mapping

Grand Ballroom - Trent Sharp, Senior Technical Assistance Consultant, AIR

12:00–1:00 p.m.

Equity in Action Exemplar Los Fresnos Consolidated Independent School District (CISD), Brownsville, Texas

Grand Ballroom - Gonzalo Salazar, Ph.D., CISD Superintendent

1:00 – 1:15 p.m.

Break

1:15–2:15 p.m.

State Team Planning Sessions (A–E) (Resulting in Actionable Equitable System Plans)

Gold A Room - Alabama Team & Georgia Team

Gold B Room - Mississippi Team

Club Room - North Carolina Team

Coronet Room - South Carolina Team & Texas Team

Crown Room - Michigan Team & Midwest Team

State teams will revisit their Day 1 stock take of the state’s equity-related accomplishments, gaps, and challenges based on the GIS mapping presentation. Teams will identify the geographic sites of greatest inequity in their states and generate site-specific strategies for leveraging equity accomplishments and for addressing equity gaps and challenges. State team time will culminate with the development of an Actionable Equitable System Plan.

Facilitators: Heidi Goertzen, Ph.D., SECC Alabama State Manager (Alabama Team); Glenda Copeland, SECC Georgia State Manager (Georgia Team); Tammie Causey-Konaté, Ph.D., SECC Deputy Director (Mississippi Team); Kathy Terry, Ph.D., SECC North Carolina State Manager (North Carolina Team); Ursula Hill,

Ed.D. SECC South Carolina State Manager (South Carolina Team); Bersheril Bailey, Senior TA Consultant Great Lakes Comprehensive Center at AIR (Michigan Team); Taishya Adams, Midwest Comprehensive Center (MWCC) Deputy Director (Midwest Team -Illinois, Iowa, and Wisconsin)

2:15–2:30 p.m.

Closing Session (Post-Summit Orientation)

Grand Ballroom

Facilitator: Tammie Causey-Konaté, Ph.D., Deputy Director, SECC at AIR



SOUTHEAST COMPREHENSIVE CENTER EQUITY SUMMIT

Accountable Leadership:
Opportunities for Equitable Systems

November 29-30, 2018
Historic King Edward Hotel – Hilton Garden Inn
Jackson, Mississippi

SOUTHEAST
Comprehensive Center
at American Institutes for Research ■



SECC EQUITY SUMMIT

Accountable Leadership:
Opportunities for Equitable Systems



November 29, 2018

Dear Educators:

On behalf of the Mississippi Department of Education (MDE), I am pleased to welcome you to the 2018 Southeast Comprehensive Center Equity Summit. It is my hope that this summit will help you develop strategies to advance equity and access to high-quality teachers and supports to improve student achievement.

The Every Student Succeeds Act (ESSA) calls on states and school districts to ensure equitable education systems so that all student groups have an equal opportunity to be successful. ESSA supports the Mississippi State Board of Education Strategic Plan, which also emphasizes equity. The strategic plan drives the state's work to help all students be proficient and show growth, to graduate from high school ready for college and career, and to be educated in schools with effective teachers and leaders.

I encourage you to use this summit as an opportunity to reflect upon the conditions that have perpetuated inequity in education and to think about new ways that state and local structures can ensure all students have access to a high-quality education.

Mississippi students have achieved unprecedented academic success in recent years, and student achievement continues to rise. While we have more improvement to make, it is clear that the state's steady achievements in education demonstrate that substantial progress has been made. I look forward to working with you to build upon this progress and to make significant achievement a reality for all students.

Sincerely,

A handwritten signature in black ink that reads "Carey M. Wright". The signature is written in a cursive style.

Carey M. Wright, Ed.D.

State Superintendent of Education

SOUTHEAST Comprehensive Center

at American Institutes for Research ■

November 29, 2018

Dear Summit Participant:

On behalf of the Southeast Comprehensive Center (SECC) at American Institutes for Research (AIR), we welcome you to our **2018 Equity Summit – Accountable Leadership: Opportunities for Equitable Systems**, November 29–30, 2018, in Jackson, Mississippi. The summit commences with an array of optional, equity-focused pre-summit activities and is designed to provide data-based opportunities for state teams from Alabama, Georgia, Mississippi, North Carolina, and South Carolina to identify and act upon state and local conditions, practices, and policies in education that call for equity as a moral imperative.

During the summit, state teams will

- ▶ Reflect upon immediate and historical realities that have perpetuated inequitable norms.
- ▶ Engage with education stakeholders and experts in the field to critically examine data to better understand state and local structures related to those norms.
- ▶ Develop strategies for redesigning equitable education systems to increase access to high-quality teachers and supports for improving student academic achievement.

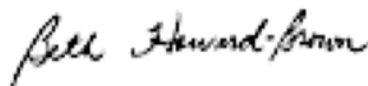
While there, we encourage you to share your thoughts and experiences relevant to advancing equitable education systems at the state and local levels.

In the event folder that you will receive, you will find the agenda, participant list, and other helpful resources. On the event site, you will find additional information regarding presenters, facilitators, and presentation materials (which will be posted online following the summit).

If you have questions or need assistance during the summit, please contact Crystal Darby, SECC administrative associate, at 803-747-0065 (mobile phone), or other SECC staff members, who will do their best to accommodate your needs.

We look forward to your active participation and input in our summit. Thank you for joining us.

Sincerely,



Beth Howard-Brown, Ed.D., Director, Southeast Comprehensive Center at AIR

Summit Overview

The SECC Equity Summit—Accountable Leadership: Opportunities for Equitable Systems will take place November 29–30, 2018, at the [Historic King Edward Hotel – Hilton Garden Inn](#) in Jackson, Mississippi. The event, which follows several optional pre-summit activities, offers state and local education agency leadership and other education stakeholders the opportunity to take stock of the conditions, practices, and policies within their states and local contexts that call for attention to equity as a moral imperative.

Goals

- ▶ To ground participants' equity-related understandings, plans, and actions in local, immediate, and historical realities linked to human rights and civil rights.
- ▶ To engage stakeholders in a critical review and interpretation of education data, particularly with regard to persistent education gaps among various student groups.

Objectives

Participants will accomplish the following:

- ▶ Examine state equity-related patterns and trends within the context of educational communities and their geographic locations and identify the equity strengths and challenges within their states.
- ▶ Review content alignment of equity-related Every Student Succeeds Act (ESSA) plans and initiatives and analyze the evidence-based strategies and implementation efforts of plans and initiatives for indicators of impact on student learning.
- ▶ Develop ESSA-related Equity Accountability Commitment Plans for post-summit implementation.

For additional information regarding the summit, please contact Robyn Madison-Harris, Ed.D., senior technical assistance consultant, SECC at American Institutes for Research, at 225-751-8770.

AGENDA

Pre-Summit Activities

Sunday, November 25, 2018, through Wednesday, November 28, 2018

Civil Rights Learning Journey – Required (State Champions only)

Wednesday, November 28, 2018 (Optional)

Recommended Activities in Jackson:

Mississippi Band of Choctaw Indians Community Tour

Mississippi Civil Rights Museum and Museum of Mississippi History

Historic Tour of Jackson State University Campus

Wednesday, November 28, 2018, 6:30–8:00 p.m.

Networking Reception (Optional)

The Historic King Edward Hotel - Hilton Garden Inn, Grand Ballroom

Greetings from Associate Provost Joseph Whittaker, Ph.D., Jackson State University (JSU)

Music performed by JSU Jazz Ensemble

Summit Work Sessions

(King Edward Hotel – Hilton Garden Inn)

Day 1: Thursday, November 29, 2018, 7:30 a.m.–5:00 p.m.

Day 2: Friday, November 30, 2018, 7:30 a.m.–2:30 p.m.

Summit Agenda

Day 1: Thursday, November 29, 2018

Time	Session	Room
7:30–8:00 a.m.	Registration, Breakfast, and Networking	Grand Ballroom
8:00–8:15 a.m.	Welcome <ul style="list-style-type: none"> Beth Howard-Brown, Ed.D., Director, Southeast Comprehensive Center (SECC) at American Institutes for Research (AIR) 	Grand Ballroom
8:15–9:00 a.m.	Occasion <ul style="list-style-type: none"> Stephanie Autumn, Senior Technical Assistance (TA) Consultant, AIR 	Grand Ballroom
9:00–9:50 a.m.	Plenary Session – Six Disruptive Demographics that will Change America Forever James H. Johnson, Jr., Ph.D., William Rand Kenan, Jr. Distinguished Professor of Entrepreneurship & Strategy, Kenan-Flager Business School, Director, Urban Investment Strategies Center, Frank Hawkins Kenan Institute of Private Enterprise, University of North Carolina at Chapel Hill	Grand Ballroom
9:50–10:35 a.m.	National Collaborators in Equity Panel Panelists: <ul style="list-style-type: none"> Saroja Warner, Ph.D., Director of Teacher Workforce Initiatives, Council of Chief State School Officers (CCSSO) Ashley Griffin, Ph.D., Director of P-12 Research, Education Trust Robert Hull, Executive Vice President, National Association of State Boards of Education (NASBE) Daniel G. Thatcher, J.D., Program Director, Education, National Conference of State Legislatures (NCSL) Facilitator: <ul style="list-style-type: none"> James H. Johnson, Jr., Ph.D. University of North Carolina 	Grand Ballroom
10:35–10:45 a.m.	Break	
10:45–11:45 a.m.	Concurrent Sessions 1 – Ensuring Educational Equity: A Systems Challenge The Ensuring Educational Equity: A Systems Challenge concurrent sessions provide a backdrop for appreciating a range of deeply-rooted systemic challenges that delimit possibilities for equity in our existing educational systems. Topical areas to be addressed include the following: Examining Bias and Privilege: A Personal Journey That Impacts How We Work <ul style="list-style-type: none"> Tammie Knights, Principal TA Consultant, AIR Eliminating Deficit Ideology and Language <ul style="list-style-type: none"> Robyn Madison-Harris, Ed.D., Senior TA Consultant, SECC at AIR Advancing Social and Emotional Learning <ul style="list-style-type: none"> David Osher, Ph.D., Vice-President and Institute Fellow, AIR Championing Effective Strategies to Support and Advance Cultural and Linguistic Competence within Schools and Communities <ul style="list-style-type: none"> Karen Francis, Ph.D., Director of Diversity and Inclusion, AIR; Amy Carter, Ed.D., Superintendent of Meridian Public School District, Meridian, Mississippi; Howard Hagwood, Director of Positive Interventions and Supports (PBIS), Meridian Public School District, Meridian, Mississippi. Identifying and Dismantling Drivers of Gaps and Segregation <ul style="list-style-type: none"> Etai Mizrav, Senior TA Consultant, Center on Great Teachers and Leaders (GTL) at AIR 	Gold Room A Gold Room B Club Room Coronet Room Crown Room
11:45 a.m.–12:00 p.m.	Break	

SECC EQUITY SUMMIT

Day 1: Thursday, November 29, 2018 (continued)

Time	Session	Room
12:00-1:00 p.m.	<p>Luncheon Plenary Session – Focus on English Learners Meeting the Needs of English Learners: Designing Equitable Programs and Services</p> <p>Panelists:</p> <ul style="list-style-type: none"> · Linda Cavazos, Ph.D., Senior TA Consultant, AIR; LeighAnne Cheeseman, Assistant State Literacy Coordinator (K-3)/English Learner Coordinator (K-3), Mississippi Department of Education (MDE); Sandra C. Elliott, English Learner Student Intervention Support Specialist (PreK-12), MDE; and Heidi Goertzen, Ph.D., Senior TA Consultant, SECC at AIR <p>Moderator:</p> <ul style="list-style-type: none"> · Danny Martinez, Senior TA Consultant, AIR <p>Facilitator:</p> <ul style="list-style-type: none"> · Concepcion Molina, Ed.D., Senior TA Consultant, AIR 	Grand Ballroom
1:00-1:15 p.m.	Break	
1:15-2:15 p.m.	<p>Concurrent Sessions 2 – Inequity and the Underserved The Inequity and the Underserved concurrent sessions touch on the ways in which learners are adversely affected by disparities in educational offerings and related opportunities. Topical areas to be addressed include the following:</p>	
	<p>Consultation, Collaboration, and Cooperation: Strengthening American Indian Education</p> <ul style="list-style-type: none"> · Taishya Adams, Senior TA Consultant, Midwest Comprehensive Center at AIR 	Gold Room A
	<p>Distinguishing Language Difference from Learning Disability in Serving English Learners</p> <ul style="list-style-type: none"> · Linda Cavazos, Ph.D., Senior TA Consultant, AIR 	Gold Room B
	<p>Opportunity Gaps</p> <ul style="list-style-type: none"> · Rashida Govan, Ph.D., Executive Director, New Orleans Youth Alliance 	Club Room
	<p>The Big 3: Addressing Overrepresentation, Ineffective Discipline Practices, and Academic Achievement of Students with Disabilities</p> <ul style="list-style-type: none"> · Dia Jackson, Ed.D., Senior Researcher, AIR 	Coronet Room
	<p>Equity in Action</p> <p>Facilitator:</p> <ul style="list-style-type: none"> · Beth Howard Brown, Ed.D., Director, SECC at AIR <p>State Superintendents (or their designees) Strategy Session</p>	Crown Room
2:15-2:30 p.m.	Break	
2:30-3:15 p.m.	<p>Concurrent Sessions (A-E) Strategic Thinking About Disruptive Demographics: Innovation Café The Innovation Café sessions offer cross-state teams opportunities to reflect upon their state priorities and needs in light of the content provided in plenary and concurrent sessions and select appropriate evidence-based interventions and innovations to address them.</p> <p>Facilitators:</p> <ul style="list-style-type: none"> · Ramona Chauvin, Ph.D., Senior TA Consultant, AIR; Grace Fleming, Researcher, AIR; Tammie Knights, Principal TA Consultant, AIR; Kathleen Theodore, Ph.D., Senior TA Consultant, SECC at AIR; Concepcion Molina, Ed.D., Senior TA Consultant, AIR; Laura Shankland, Senior TA Consultant, AIR; Matthew Welch, Ph.D., Senior Researcher, AIR 	
	Team A	Gold Room A
	Team B	Gold Room B
	Team C	Club Room
	Team D	Coronet Room
	Team E	Crown Room
3:15-3:30 p.m.	Break	

Time	Session	Room										
3:30–4:15 p.m.	<p>Innovation Café Round Table Discussion</p> <p>The Innovation Café Round Table experience will enable state teams to take part in a guided discussion and debrief of learnings from their cross-state sharing.</p> <p>Facilitator:</p> <ul style="list-style-type: none"> James H. Johnson, Jr., Ph.D., University of North Carolina 	Grand Ballroom										
4:15–4:45 p.m.	<p>State Team Time</p> <p>State teams will review their ESSA plan (mapping it to the data trends presentation provided by Dr. Johnson) and conduct a stock take of the state’s equity-related accomplishments, gaps, and challenges. Teams also will identify potential strategies for leveraging accomplishments and for addressing gaps and challenges.</p> <p>Facilitators:</p> <ul style="list-style-type: none"> Heidi Goertzen, Ph.D., SECC Alabama State Manager (Alabama Team); Glenda Copeland, SECC Georgia State Manager (Georgia Team); Tammie Causey-Konaté, Ph.D., SECC Deputy Director (Mississippi Team); Kathy Terry, Ph.D., SECC North Carolina State Manager (North Carolina Team); Ursula Hill, Ed.D., SECC South Carolina State Manager (South Carolina Team); Bersheril Bailey, Senior TA Consultant, Great Lakes Comprehensive Center (GLCC) at AIR (Michigan Team); Grace Fleming, Researcher, AIR; and Laura Shankland, Senior TA Consultant, AIR (Texas Team) <table border="1" data-bbox="410 764 1422 947"> <tbody> <tr> <td data-bbox="410 764 1263 800">Alabama Team and Georgia Team</td> <td data-bbox="1271 764 1422 800">Gold Room A</td> </tr> <tr> <td data-bbox="410 806 1263 833">Mississippi Team</td> <td data-bbox="1271 806 1422 833">Gold Room B</td> </tr> <tr> <td data-bbox="410 840 1263 867">North Carolina Team</td> <td data-bbox="1271 840 1422 867">Club Room</td> </tr> <tr> <td data-bbox="410 873 1263 900">South Carolina Team and Texas Team</td> <td data-bbox="1271 873 1422 900">Coronet Room</td> </tr> <tr> <td data-bbox="410 907 1263 934">Michigan Team</td> <td data-bbox="1271 907 1422 934">Crown Room</td> </tr> </tbody> </table>	Alabama Team and Georgia Team	Gold Room A	Mississippi Team	Gold Room B	North Carolina Team	Club Room	South Carolina Team and Texas Team	Coronet Room	Michigan Team	Crown Room	
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South Carolina Team and Texas Team	Coronet Room											
Michigan Team	Crown Room											
4:45–5:00 p.m.	<p>Closing Session</p> <p>Facilitator:</p> <ul style="list-style-type: none"> Tammie Causey-Konaté, Ph.D., Deputy Director, SECC at AIR 	Grand Ballroom										

SECC EQUITY SUMMIT

Day 2: Friday, November 30, 2018

Time	Session	Room
7:30–8:30 a.m.	Breakfast, Reflections, and Networking	Grand Ballroom
8:30–8:40 a.m.	Welcome and Opening Remarks <ul style="list-style-type: none"> · Tammie Causey-Konaté, Ph.D., Deputy Director, SECC at AIR · Monique Chism, Ph.D., Vice President, Policy, Practice, and Systems Change, AIR 	Grand Ballroom
8:40–9:10 a.m.	Plenary Session – Focus on Civil and Human Rights <ul style="list-style-type: none"> · Roscoe Jones, Sr., Civil Rights Activist and Founder, Freedom 64 Facilitator: <ul style="list-style-type: none"> · Robyn Madison-Harris, Ed.D., Senior TA Consultant, SECC at AIR 	Grand Ballroom
9:10–10:10 a.m.	Concurrent Sessions 1 – Trends in Inequity The Trends in Inequity concurrent sessions will provide specific examples of initiatives and strategies that challenge educational and political structures to eradicate inequities in education. Topical areas to be addressed include the following: Disparities in Discipline: Alternatives to Suspension and Expulsion <ul style="list-style-type: none"> · Bersheril Bailey, Senior TA Consultant, GLCC at AIR Talent Management for Equitable Access: Partnering to Build Comprehensive Mentoring and Induction Programs in Low-Performing Schools and Addressing Inequities Through the Talent for Turnaround Leadership Academy <ul style="list-style-type: none"> · Dana Chambers, Principal TA Consultant; and Lisa Lachlan, Ed.D., Principal Researcher, GTL Center at AIR; Vernesia Wilson, Ph.D., Office Director II, Mississippi Department of Education Family-Community-Equity and Student Success <ul style="list-style-type: none"> · Marion Baldwin, Senior TA Consultant, AIR The Challenges of Realizing Educational Equity Across States: Recruiting High-Quality Teachers <ul style="list-style-type: none"> · Archie Hill, Ph.D., Research Associate, RMC Research Corporation Equity in Action Facilitator: <ul style="list-style-type: none"> · Etai Mizrav, Senior TA Consultant, GTL Center at AIR District and School Leaders Strategy Session Insights for Diversifying the Educator Workforce: A Data Tool for Practitioners	Gold Room A Gold Room B Club Room Coronet Room Crown Room
10:10–10:20 a.m.	Break	
10:20–11:20 a.m.	Concurrent Sessions 2 – From Inequity to Equity: A Paradigm Shift The From Inequity to Equity concurrent sessions focus on transforming mindsets and illuminating solutions that move states and their stakeholders toward more equitable systems. Topical areas to be addressed include the following: Increasing Diversity, Equity, and Inclusion in Schools Through a Restorative Practices Framework <ul style="list-style-type: none"> · Stephanie Autumn, Senior TA Consultant, AIR Equity Leadership and Conditions for Educator Support and Retention <ul style="list-style-type: none"> · Tammie Causey-Konaté, Ph.D., Deputy Director, SECC at AIR Equitable and Adequate Education Funding: Giving All Students the Opportunity to Succeed <ul style="list-style-type: none"> · Drew Atchison, Ph.D., Researcher, AIR Opportunity Gaps Data <ul style="list-style-type: none"> · Bricio Vasquez, Ph.D., Education Data Scientist, Intercultural Development Research Association Equity in Action Facilitator: <ul style="list-style-type: none"> · Robyn Madison-Harris, Ed.D., Senior TA Consultant, SECC at AIR State, District, School, Community Strategy Session (Pre-Summit Civil Rights Learning Journey Connection, featuring Roscoe Jones, Sr. and Tyson Elbert)	Gold Room A Gold Room B Club Room Coronet Room Crown Room
11:20–11:30 a.m.	Break	
11:30 a.m.–12:00 p.m.	Luncheon Plenary Session – Focus on Geographic Information System (GIS) Mapping <ul style="list-style-type: none"> · Trent Sharp, Senior TA Consultant, AIR 	Grand Ballroom

Time	Session	Room
12:00-1:00 p.m.	<p>Equity in Action Exemplar Los Fresnos Consolidated Independent School District (CISD), Brownsville, Texas</p> <ul style="list-style-type: none"> Gonzalo Salazar, Ph.D., CISD Superintendent 	Grand Ballroom
1:00-1:15 p.m.	Break	
1:15-2:15 p.m.	<p>State Team Planning Sessions (A-E) (Resulting in Actionable Equitable System Plans)</p> <p>State teams will revisit their Day 1 stock take of the state’s equity-related accomplishments, gaps, and challenges based on the GIS mapping presentation. Teams will identify the geographic sites of greatest inequity in their states and generate site-specific strategies for leveraging equity accomplishments and for addressing equity gaps and challenges. State team time will culminate with the development of an Actionable Equitable System Plan.</p> <p>Facilitators:</p> <ul style="list-style-type: none"> Heidi Goertzen, Ph.D., SECC Alabama State Manager (Alabama Team); Glenda Copeland, SECC Georgia State Manager (Georgia Team); Tammie Causey-Konaté, Ph.D., SECC Deputy Director (Mississippi Team); Kathy Terry, Ph.D., SECC North Carolina State Manager (North Carolina Team); Ursula Hill, Ed.D., SECC South Carolina State Manager (South Carolina Team); Bersheril Bailey, Senior TA Consultant, GLCC at AIR (Michigan Team); Grace Fleming, Researcher, AIR; and Laura Shankland, Senior TA Consultant, AIR (Texas Team) 	
	Alabama Team and Georgia Team	Gold Room A
	Mississippi Team	Gold Room B
	North Carolina Team	Club Room
	South Carolina Team and Texas Team	Coronet Room
	Michigan Team	Crown Room
2:15-2:30 p.m.	<p>Closing Session (Post-Summit Orientation)</p> <p>Facilitator:</p> <ul style="list-style-type: none"> Tammie Causey-Konaté, Ph.D., Deputy Director, SECC at AIR 	Grand Ballroom

2018 SECC Equity Summit Website



SECC EQUITY SUMMIT
Accountable Leadership:
Opportunities for Equitable Systems

SOUTHEAST Comprehensive Center
at American Institutes for Research

HOME PROGRAM PRESENTERS PRESENTATIONS PHOTO GALLERY EVALUATION EXPLORE JACKSON

2018 Equity Summit

About the Event

The SECC Equity Summit—Accountable Leadership: Opportunities for Equitable Systems will take place November 29–30, 2018, at the Historic King Edward Hotel – Hilton Garden Inn in Jackson, Mississippi. The event, which follows several optional pre-summit activities, offers state and local education agency leadership and other education stakeholders the opportunity to take stock of the conditions, practices, and policies within their states and local contexts that call for attention to equity as a moral imperative.

Goals

- To ground participants' equity-related understandings, plans, and actions in local, immediate, and historical realities linked to human rights and civil rights.
- To engage stakeholders in a critical review and interpretation of education data, particularly with regard to persistent education gaps among various subgroups.

Objectives

Participants will...

- Examine state equity-related patterns and trends within the context of educational communities and their geographic locations

Pre-Summit Activities

Sunday, 11/25 – Wednesday, 11/28, 2018

Civil Rights Learning Journey (website)
Required (State Champions only)

Wednesday, 11/28, 2018 (Optional)

Additional Pre-Summit Activities in Jackson:

Mississippi Band of Choctaw Indians (MBCI) Tour
(9 a.m. to 1:30 p.m.)
<http://www.choctaw.org/tourism/index.html>
<http://www.choctaw.org/aboutMBCI/community/index.html>

Mississippi Civil Rights Museum and Museum of Mississippi History
(1 p.m. to 5 p.m.)
<https://mcrm.mdah.ms.gov>

Historic Tour of Jackson State University Campus
(12 p.m. to 2 p.m.)
<http://www.jsums.edu>

Venue Map

To enhance access and participation, the event website provides the following:

- ▶ Electronic Program
- ▶ Information about Presenters, Facilitators, and Participants
- ▶ Presentation Materials (will be available following the summit)
- ▶ Explore Jackson Resources (local attractions)

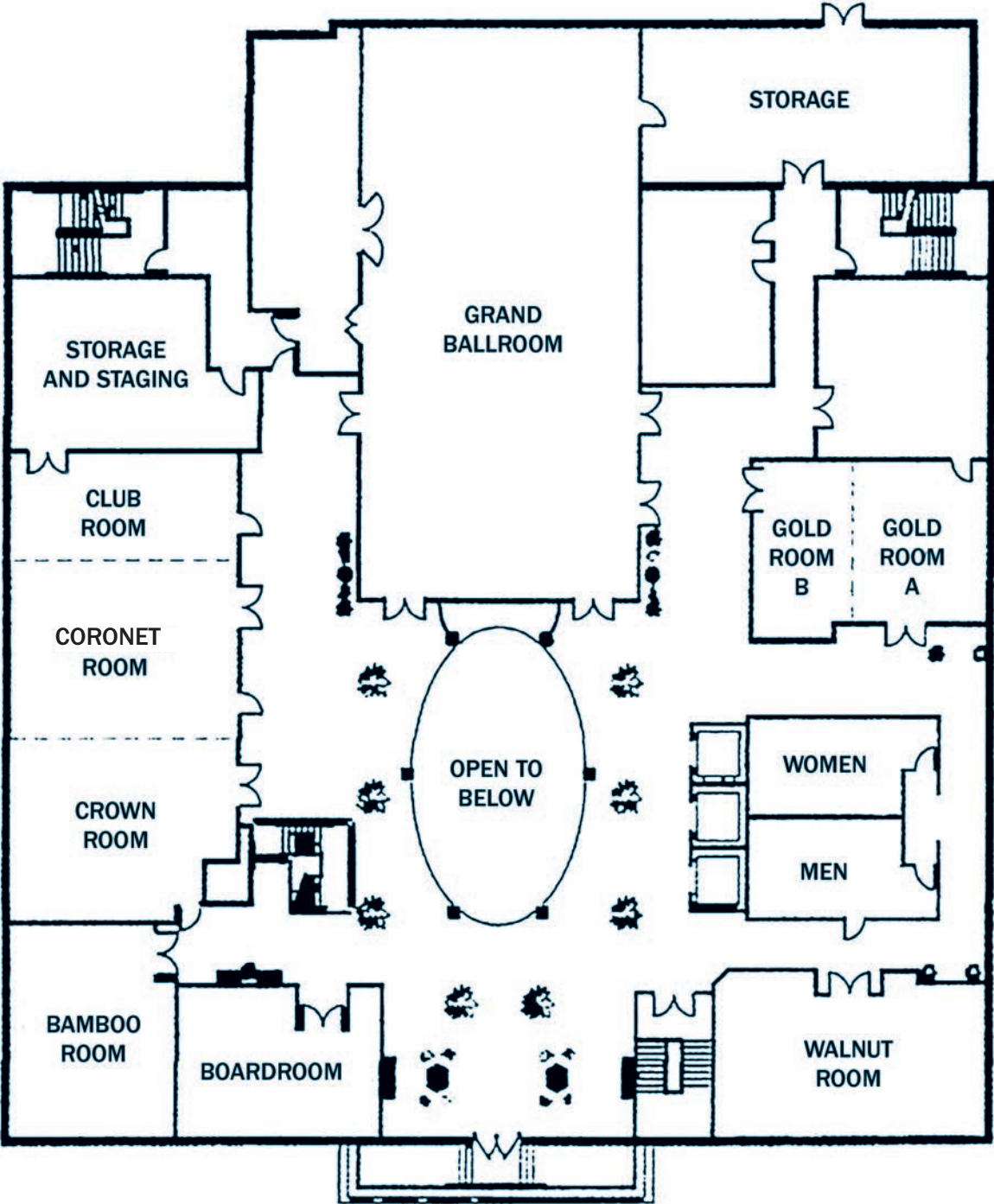
The site is dynamically designed for easy access via computer or mobile device (see link below):

<https://southeast-cc.org/events/equity-summit-home>

If you have questions or need additional information, please contact Tammie Causey-Konate´, Ph.D., deputy director, SECC at American Institutes for Research (AIR), at tcausey@air.org, or Robyn Madison-Harrison, Ed.D., senior technical assistance consultant, SECC at AIR, at rmadison-harris@air.org.

Also, please share information and photos from the workshop at #SECC@AIREQUITYSUMMIT2018.

Hilton Facility Map



Notes



SECC EQUITY SUMMIT

Accountable Leadership:
Opportunities for Equitable Systems



SECC EQUITY SUMMIT

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