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Name of Project: Fairfax Racial Equity and Social Justice Committee

Name of Learning Facilitator: Lisa Jiménez

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Project Description

Fairfax Town council formed a Racial Equity and Social Justice committee (RESJ) to examine issues of racial equity, social justice, systemic racial bias, and diversity in the town. As stated in the town council RESJ resolution, the facilitator will support the development of goals, objectives, and a work plan for the committee. In order to accomplish the items of the resolution, it will also be necessary for to build team capacity through the development of equity centered practices. The facilitator will use a model of *gradual release* which build the team capacity to hold the work of the committee. The *gradual release model* allows for the gradual release of committee work to move from the facilitator to committee members thereby reducing the facilitator hours over time.

Timeline

One year from October 2020 to October 2021

Scope of Work

	Project	Work Flow	Est Time Per Month
Minimum	Monthly RESJ Meetings	Community/Committee input and engagement	21-25 hours
		Agenda preparation Agenda co-planning Meeting facilitation Post meeting follow up	Oct-Feb
	Consultation	Support and guidance as needed for committee members and committee chairs to lead for equity	18-21 hours Feb-Sept
As Needed	Equity Practices Retreat <i>All day learning session</i>	Content development Community/Committee input and engagement Agenda preparation Agenda co-planning Meeting facilitation Post meeting follow up	As needed
	Learning Lab <i>Mini learning session</i>	Content development Community/Committee input and engagement Agenda preparation Agenda co-planning Meeting facilitation Post meeting follow up	14 hours est
			12 hours est



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Deliverable

Part of the committee work is to develop a work plan. As part of this work plan, additional deliverables will be created for both the committee and the facilitator.

Project	Sample Deliverables
Monthly RESJ Meetings	Equity Centered Agenda Meeting Minutes Committee Work Plan Scope and Sequence of team development plan
Consultation	NA
Equity Practices Retreat <i>All day learning session</i>	Agenda Power Point Content development
Learning Lab <i>Mini learning session</i>	Agenda Power Point Content development

Draft Timeline

Oct	Nov	Dec	Jan	Feb	Mar
RESJ Kick-off	RESJ Meeting Retreat	RESJ Meeting Work Plan (WP) Draft Learning Lab	RESJ Meeting WP Final	RESJ Meeting	RESJ Meeting Retreat
Apr	May	June	July	Aug	Sept
RESJ Meeting	RESJ Meeting WP Mid-term	RESJ Meeting Learning Lab	RESJ Meeting	RESJ Meeting	RESJ Meeting Final WP Report

Cost

\$425 per hour