

Monday, December 15, 2025**6:00 PM****McFarland Municipal Center**
5915 Milwaukee St, McFarland
Community Room

AGENDA

The public may attend in-person or remotely through the Zoom webinar or telephone options listed below. *Please Note: Virtual attendance is offered as a convenience, but technical difficulties beyond the Village's control may prevent or limit its availability at any meeting. The public is encouraged to attend the meeting in person to assure full access to the proceedings.*

PLEASE CLICK THE LINK BELOW TO JOIN THE ZOOM WEBINAR:

<https://us02web.zoom.us/j/83289668615>

Or by Telephone: +1 (312) 626-6799

Webinar ID: 832 8966 8615

Press *9 to raise/lower hand. Press *6 to mute/unmute.

1. CALL TO ORDER, ROLL CALL.

2. PUBLIC APPEARANCES.

- a. This is an opportunity for members of the public to address the Diversity, Equity, and Inclusion Committee for items that are not on the agenda. Please remember this is a hybrid meeting conducted in person and through the Zoom online meeting platform. Meeting attendees wishing to address the Committee about items not on the agenda may do so at this time. Zoom attendees should type their name and address in the Question and Answer feature within the Zoom online meeting platform at this time. Members of the public who are present in person and wish to address the Committee should fill out a public comment form and turn into the meeting chairperson. When you are called upon to speak, state your name, address, and provide your comments to the Committee for their consideration. Please adhere to the 3-minute time limit. Additionally, you may send your public comments to communications@mcfarland.wi.us to be included as part of the meeting.

Members of the public may also speak during their selected agenda item as they designate on the public comment form or in the Question and Answer feature on Zoom.

3. APPROVAL OF MINUTES.

- a. Motion to approve the minutes of the October 22, 2025 meeting.
- b. Motion to approve the minutes of the November 17th, 2025 meeting.

4. BUSINESS.

- a. Discussion and Action on Planning Education and Awareness Campaigns for January 2026–June 2026.
- b. Presentation and Discussion on Equity in Events — World Day for Cultural Diversity Dialogue and Development
- c. Discussion of the DEI Committee's participation with the Village of McFarland High School, including recent high-school events and participation

d. DEI Committee Updates: Committee members will have the opportunity to share community updates and updates from other village committees, commissions, and boards to assist in implementing ordinance 2-461 (a)(b)(c)

5. SCHEDULE NEXT MEETING DATE.

a. Next meeting is scheduled for January 22nd, 2026 at 6:00 pm

6. ADJOURNMENT.

Any person who has a qualifying disability as defined by the Americans with Disabilities Act that requires the meeting or materials at the meeting to be in an accessible location or format should contact the McFarland Municipal Center at (608)838-3153, 5915 Milwaukee Street, McFarland, Wisconsin, or village.clerk@mcfarland.wi.us by 2:00 p.m. at least 5 business days prior to the meeting so that any necessary arrangements can be made to accommodate each request. If the meeting or request is less than 5 business days from the meeting, requests for accommodations may still be made and reasonable efforts will be made to accommodate each request.

VILLAGE OF MCFARLAND

Diversity, Equity, and Inclusion Committee Minutes

Wednesday, October 22, 2025 - 6:00 PM

1. CALL TO ORDER, ROLL CALL.

Present -Miguel Peña, Kathy Annen, Monica Bruce, Meghan Kelling-Shanks, Cyndi Jaye

Absent -

Mona Nelson

Kelly Thompson

Staff -

Krystal Johnson

Melanie Camellia

Cassandra Suettinger

Matt Schuenke

2. PUBLIC APPEARANCES.

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Members of the public may also speak during their selected agenda item as they designate on the public comment form or in the Question and Answer feature on Zoom.

No public appearances

3. APPROVAL OF MINUTES.

a. Motion to approve the minutes of the August 18th, 2025 meeting.

Motion made by Trustee Pena, Second by Monica Bruce

Motion carries 5-0

4. BUSINESS.

a. Discussion on Village items of recognitions and awareness.

Communications Manager M. Camiella presented an overview of the Villages recognition process. The committee reviewed the presentation and provided feedback for consideration.

b. Discussion regarding application of the public comment policy during meetings.

Cassandra. Suettinger presented an overview of the new public comment policy, including examples and details on how the policy is applied.

- c. DEI Committee Updates: Committee members will have the opportunity to share community updates and updates from other village committees, commissions, and boards to assist in implementing ordinance 2-461 (a)(b)(c)

The committee participates in a discussion about any community updates. Staff provided an update on the Village Board Joint meeting.

- d. Presentation and Discussion on Equity in Events - Mindset Restart

- e. Discussion and Action on Planning Education and Awareness Campaigns for January 2026–June 2026

The committee began discussion on selecting education and awareness campaigns for the beginning of 2026.

5. SCHEDULE NEXT MEETING DATE.

- a. Next meeting scheduled for November 17th, 2025 at 6:00pm

6. ADJOURNMENT.

Motion to adjourn by Trustee Pena, Second by Trustee Annen

VILLAGE OF MCFARLAND

Diversity, Equity, and Inclusion Committee Minutes

Monday, November 17, 2025 - 6:00 PM

1. CALL TO ORDER, ROLL CALL.

Chairperson Miguel Peña called the regular meeting of the Diversity, Equity, and Inclusion Committee to order at 6:00 PM in Community Room.

Members present: Miguel Peña, Kathy Annen, Monica Bruce (arrived at 6:15 pm), Mona Nelson, Kelly Thompson, Cyndi Jaye, Meghan Kelling-Shanks

Members not present: None.

Staff Present: Administrator Matt Schuenke and Communications Manager Melanie Camellia.

2. PUBLIC APPEARANCES.

a. This is an opportunity for members of the public to address the Diversity, Equity, and Inclusion Committee for items that are not on the agenda. Please remember this is a hybrid meeting conducted in person and through the Zoom online meeting platform. Meeting attendees wishing to address the Committee about items not on the agenda may do so at this time. Zoom attendees should type their name and address in the Question and Answer feature within the Zoom online meeting platform at this time. Members of the public who are present in person and wish to address the Committee should fill out a public comment form and turn into the meeting chairperson. When you are called upon to speak, state your name, address, and provide your comments to the Committee for their consideration. Please adhere to the 3-minute time limit. Additionally, you may send your public comments to communications@mcfarland.wi.us to be included as part of the meeting.

Members of the public may also speak during their selected agenda item as they designate on the public comment form or in the Question and Answer feature on Zoom.

3. BUSINESS.

a. Discussion and Action on Planning Education and Awareness Campaigns for January 2026–June 2026.

Village Staff presented an updated memorandum to plan for education and awareness campaigns in January through June of 2026. The Committee reviewed this at its previous meeting as well looking at campaigns from 2025, discussing options for recognition, and considering what opportunities exist in the next year. Staff walked through the recommendation to help provide context and support around making selections within the various days, weeks, and months that were being considered. The Committee discussed each month helping to highlight different areas as noted. Village Staff will update the memo and bring to the meeting in December for acceptance in order for implementation to begin thereafter. No action was taken on this item.

b. Discussion and Action to make a recommendation to the Village Board regarding the Proposed Religious Holidays for 2026 Calendar.

Annually the Village chooses to recognize various religious holidays by aligning when they are recognized against when the Village schedules its public meetings. The Administrator presented a list from Dane County that is used as a resource to reconcile against our calendar to identify potential meeting conflicts and plan for their rescheduling. The Committee reviewed these dates and discussed the effect of enacting this plan. Following discussion, a motion was made by Peña, second by Annen, and carried by the DEI Committee to recommend approval of the proposed religious holidays for 2026 calendar. Motion carried 7 - 0 - 0.

c. Discussion and action to make a recommendation to the Village Board regarding an inventory of gender neutral public restrooms available through Village facilities.

The Village Board set a goal to inventory all of the public restrooms offered through our facilities that offer gender neutral restrooms. Staff reviewed our main facilities as well as what is provided in the park system to detail what they include. Where gender neutral was lacking, this is identified as well as general recommendations on how to add this amenity. The Parks and Recreation Committee will also review this report. Following discussion, a motion was made by Peña, seconded by Annen, to make a recommendation of approval to the Village Board regarding the inventory of gender neutral public restrooms available through Village facilities. Motion carried 7 - 0 - 0.

d. DEI Committee Updates: Committee members will have the opportunity to share community updates and updates from other village committees, commissions, and boards to assist in implementing ordinance 2-461 (a)(b)(c)

None.

4. SCHEDULE NEXT MEETING DATE.

a. Monday, December 15, 2025 at 6:00 pm.

5. ADJOURNMENT.

Motion by Peña, second by Annen, to adjourn at 7:10 pm.

Pursuant to law, written notice of this meeting was given to the public and posted on the public bulletin board in accordance with Open Meetings Law.

Respectfully submitted,
Matthew G. Schuenke
Village Administrator


VILLAGE OF
McFarland
SUMMARY SHEET

MEETING DATE: Monday, December 15, 2025

SECTION: Business

DEPARTMENT: Administration

CONTACT: Krystal Johnson, DEI Strategist, Matt Schuenke, Village Administrator

AGENDA ITEM: Discussion and Action on Planning Education and Awareness Campaigns for January 2026–June 2026.

PREVIOUS ACTION:

The DEI Committee discussed possible education and awareness campaigns at its meeting on October 22, 2025.

The DEI Committee discussed possible education and awareness campaigns at its meeting on November 17, 2025.

ISSUE SUMMARY:

Please find enclosed a memorandum outlining background and initial discussion around education and awareness campaigns for 2026. This is the updated and final version from our discussion at the last meeting to finalize the campaigns listed and begin implementation.

FINANCIAL/BUDGET IMPACT:

The 2026 Budget will be approved with an allocation of \$3,000 to be used for diversity, equity, and inclusion programming next year.

VILLAGE PLAN REFERENCE:

[Please click on this link to view](#) the SMART Goals created by the Committee.

ORDINANCE REFERENCE:

None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

Recommended Action:


Motion, second to accept the enclosed memorandum to set the education and awareness campaigns for January - June 2026.

ATTACHMENTS:

1. 2026 Education and Awareness Jan-Jun Memo 12112025 mgs

Memorandum

To: Diversity, Equity, and Inclusion (DEI) Committee

From: Matthew G. Schuenke, Village Administrator 

Cc: Krystal Johnson, DEI Strategist

Date: December 11, 2025

Re: **2026 Education and Awareness Campaigns – January-June**

Executive Summary

Annually the Village through the DEI Committee reviews opportunities to plan for education and awareness campaigns related to its goals. The Committee developed this work for the first six months of 2026 to help guide staff on areas to recognize. This memorandum is provided to bring together the purpose and background while establishing the campaigns within the desired options for recognition.

Background

The DEI Committee has previously established a SMART Goal for Education and Awareness within the Community. That goal attempts to “increase community awareness and understanding of diversity, equity, and inclusion by providing ongoing educational initiatives that engage at least 30% of the Community annually by the end of 2025”. For 2025, the Committee established the following:

- January – None
- February – Black History Month
- March – Women’s History Month
- April – None
- May – None
- June – Pride Month
- July – Disability Pride Month
- September – Hispanic Heritage Month
- October – Indigenous People’s Day
- November – Veterans Day
- December – None

In addition to these specific areas, the Committee also took action to financially support various programs at the Library aligned with this goal. This included programs geared towards culturally significant artistry and traditional food preparation.

World Day of Cultural Diversity and Dialogue was held in May with recognitions for April and May focusing on organizing around that event. Recognition of these events was conducted through the Communications Division with supported materials provided by the DEI Strategist. Outside of the event held in May, all other efforts were addressed by the Village Board through proclamations and/or social media campaigns. The next section will address various options for recognition to build upon this effort.

Recognition Options

The three areas of recognition focused on in 2025 included event development, financial support, and public recognition/social media campaigns. Options to align recognition with the campaigns are suggested as follows:

- Event Development – We can continue to look to host events and/or align with other groups through the participation option. The Village does not host a lot of events as our role typically is to support them with services to be organized by others. The last two years the Committee has emphasized the World Day of Cultural Diversity to align with this option, and can look to continue to do so.
- Financial Support – The Village does allocate some money to support DEI programs it wishes to host or to support other entities like the example of the Library in 2025. We can also encourage local groups to make application to the Community Grant Program which is administered by the Finance Committee and Village Board. Depending on the extent of involvement, we would need to think about the timing of this option with respect to the campaign noted on the calendar.
- General Recognition – This is our most widely used category to create education and awareness. There are a few examples of it through proclamations made by the Village Board through social media coverage provided through the Communications Division. All work would continue to be supported by the Department, DEI Strategist, or as applicable in order to be recognized as planned.
- Participation – The Committee could elect to participate as volunteers to help plan, staff, or otherwise support local initiatives. This could be done as a partnership with local groups or via some other collaboration.

Proposed Campaigns

Please note the following based on our discussion to date:

Campaign	Month	Timing	Recognition	Notes
Crossing Guard Appreciation Week	01-Jan	Week	General	The Dept will prepare a proclamation and current Crossing Guards invited.
Black History Month	02-Feb	Month	General	Similar recognition as 2025.
Lunar New Year	02-Feb	Day	General	<i>NEW...</i> February 17, 2026
World Day of Social Justice	02-Feb	Day	General	<i>NEW...</i> February 20, 2026
Social Work Month	03-Mar	Month	General	The Dept will address this at their discretion.
Women's History Month	03-Mar	Month	General	Similar recognition as 2025.
World Down Syndrome Day	03-Mar	Day	General	<i>NEW...</i> March 21, 2026
Transgender Day of Visibility	03-Mar	Day	General	<i>NEW...</i> March 31, 2026
Arbor Day	04-Apr	Day	Event	April 24, 2026 (Fri)
Autism Acceptance Week	04-Apr	Week	General	Mar 23-29, day is on Apr 3
Earth Day	04-Apr	Day	General	April 22, 2026 (Wed)
Community Service Day	04-Apr	Day	Participation	April 25, 2026 (Sat)
Mental Health Month	05-May	Month	General	
Asian American Month	05-May	Month	General	
World Day of Cultural Diversity	05-May	Day	Event, Participation	Planning conducted through Equity in Events.
Pride Month	06-Jun	Month	General, Event	Flag Raising (Jun 3)
Juneteenth	06-Jun	Day	Participation, Financial	June 19, 2026 (Fri)
World Refugee Day	06-Jun	Day	General	June 20, 2026 (Sat)

Recommendation

The background within this memorandum is provided to assist in the selection of education and awareness campaigns for 2026 and to align them with the options for recognition.

Areas to consider when thinking about areas to recognize:

1. Availability of Resources – Whether that is Staff time, Committee members time, or just money... how much we have of these things should be factored in to our ability to address each issue.
2. Variability in Selections – As the Paradigm calendar from 2025 suggests, there are many different items and ideas to choose from all of which are likely worth of that recognition. In relation to resources, need to think about the volume and whether or not items can change from one year to the next to spread out what is recognized from year to year.
3. Alignment of Selections with Village Services – As has been noted, most of our recognitions historically have been aligned with Village services. Our ability to act through these services while recognizing them creates a strong platform for education and awareness. For those areas where they do not align with the services we provide, our ability to recognize might be more limited.

Implementation

Following acceptance by the Committee to set the various areas to recognize, Village Staff will then carry out implementation. The DEI Strategist with the Administrator will work with all involved to conduct the following:

- Establish Deadlines;
- Figure out information needed;
- Identify information gaps; and
- Determine assignment to carry out the work.

Determination on the education and awareness campaigns for July through December will take place in the Spring of 2026 in line with the transition into the new board year.


VILLAGE OF
McFarland
SUMMARY SHEET

MEETING DATE: Monday, December 15, 2025

SECTION: Business

DEPARTMENT: Administration

CONTACT: Krystal Johnson, DEI Strategist

AGENDA ITEM: Presentation and Discussion on Equity in Events — World Day for Cultural Diversity Dialogue and Development

PREVIOUS ACTION:

DEI committee voted to adopt the Equity in Event Guide in July of 2025

ISSUE SUMMARY:

The committee will begin planning for World Day for Cultural Diversity for Dialogue and Development using the Equity in Events Planning Guide. The first document, which outlines the initial stages of planning, will be reviewed. The committee is asked to evaluate its components and provide recommendations for improvement. Staff will present and discuss the first half of the planning process.

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

1. Equity_Events_Resource_Guide_Full_Document
2. World Day for cultural Diversity_EE_Planning Guide

Equity in Events: Decision Making Guide Resource Tool

Purpose of the Guide Resource Tool

This guide is designed to support the committee’s goals of promoting education and awareness around diversity, equity, and inclusion, as well as thoughtful event planning. By providing a consistent toolkit, it helps ensure that decisions are made with equity in mind and that all events supported by the Village are welcoming and inclusive. It also serves as a foundation for future committees to build upon, supporting long-term alignment with ~~DEI principles~~ **Village goals**.

How to Use This Guide Resource Tool

Use this document as a ~~practical~~ tool to ~~help you~~ navigate the guide and apply its principles. It will walk you through each section and show you how to put the framework into action.

Definitions: **(will discuss any additional definitions staff missed)**

Theme filter - allows users to filter options based on specific criteria within a process or application.

Universal Design - universal design (UD), according to the Center for Universal Design, “is the design of products and environments to be usable by all people, to the greatest extent possible, without the need for adaptation or specialized design”

DEIA – Diversity, Equity, Inclusion, Accessibility.

- Diversity: Diversity means having different kinds of people in a group. One person isn't diverse, but they are special. Diversity is about the whole group and how people are different from each other. A team, a company, a family, a neighborhood, and a community can all be diverse. A person

can bring different ideas, experiences, and qualities to a team, but they are still their own person.

- Equity: Equity means making sure everyone gets what they need to be successful. It's different from equality, which means treating everyone the same. Equity is about being fair and giving people the help they need based on their unique situations. It focuses on removing obstacles that have stopped some groups of people from fully participating.
- Inclusion: Inclusion means making sure everyone has a chance to join in and be part of a group. It's not something that just happens because there are different kinds of people. We have to work hard and keep trying to make sure everyone feels welcome and important. Inclusion is about showing that everyone is a valued member of the team, organization, or community. We do this by always trying to include and share with others.
- Accessibility: Accessibility means being able to use things easily and effectively, no matter what your abilities are. It's about making sure everyone can interact with products, services, and information in a meaningful way.
 - o Here are some examples:
 - **Access**: You can find the building. **Accessibility**: There is a ramp to get into the building.
 - **Access**: You can visit the website. **Accessibility**: The website works well with screen readers.
 - **Access**: You can find a person to talk to. **Accessibility**: You can communicate with the person using an interpreter

Toolkit – a personal set of resources, abilities or skills. Used for making, repairing or managing something.

Mindset – An equity mindset is a balance between being assertive and helpful. When you have an equity mindset, you tend to assert your needs while responding to others' needs.

Start Here Prewrite: Mindset Restart

This guide encourages a mindset shift that helps us use methods and best practices to support equitable decision-making in event planning and selection. The best five-step practices outlined here are designed to prepare participants to approach their research, questions, and decisions with clarity and consistency, ensuring fairness and inclusion throughout the process.

The mindset restart is a tool for best practices when it's identified that:

- a) *Within the planning/organization no one identifies within the communities the event is centered around.*
 - a. **Example:** *Organization xyz would like monetary support for an event for veterans. No one on the planning committee for the event is a veteran.*
- b) *There's a gap in knowledge about the event, organization, purpose or any other identified aspects of the event.*
 - a. **Example:** *Organization xyz would like monetary support for an event about veterans but the committee is unfamiliar with veterans.*
- c) *There is a need for clarification surrounding the general purpose related to the Village or the event, organization, plan or objectives.*
 - a. **Example:** *Organization xyz would like monetary support for an event about veterans but the committee doesn't understand what the organization is looking to accomplish.*

Mindset Restart Best Practices

- a) DEIAB Pillars
 - a. Each pillar focuses on an area on DEIA that fosters belonging, which is the end results of application of DEIA principles. By applying theme filters to each pillar participants are resetting their mindset from event to event.
- b) Belonging in application
 - a. Belonging is a result of applied principles of DEIA, and it requires components of application to support mindset shifts.
- c) Equity to the Forefront
 - a. When planning, designing or organizing an event, it requires using multiple forms of communication to ensure equitable decision making. Using questions, feedback, intentionality

and ensuring buy in is bringing equity to the forefront for event decision making.

- d) Universal Design and Resources
 - a. Using an universal design that is centered in equitable decision-making supports participants with decision making. Universal design encompasses several facets of equity that is often shifted during the even planning phase.
- e) Using Equity tools throughout planning
 - a. Decision making through an equitable lens requires using tools and resources. Tools and checklist answer various questions that centered equity.

Mindset Restart – Common questions and answers

- 1) *How do we know which one to pick?*
 - a. *Determined by decision makers knowledge and understanding.*
- 2) *Is there a formula for picking a Mindset Restart Best Practice?*
 - a. *No, as decision makers it is important to incorporate as many mindsets restart best practices as the group sees fit.*
- 3) *Can you Pick more than one?*
 - a. *Yes, you can pick more than one.*
- 4) *How do you identify if you need a restart?*
 - a. *If you can identify that there is a gap in knowledge, limited representation or questions about general purpose for the Village.*
- 5) *If you need a restart how soon in the planning process do you start it?*
 - a. *As soon as possible, but if needed a mindset restart can be adapted within the planning process.*

Equity in Events: Decision Making Guide

Checklist

There are 9 checklists that can be utilized when deciding whether to plan, support or fund an event. These checklists are designed to condense questions, processes and or support planning/decision making. Each checklist is designed to address components of diversity, equity, inclusion, accessibility and belonging.

Scoring Tool

The scoring tool offers a metric-based approach to decision-making, with a maximum score of 20 points. It serves as a collaborative resource, giving participants clear, quantitative support for their decisions.

Think Universal Design –

Adopt the following Universal Design principles established by the Center for Universal Design to guide your design, planning, and organizing:

- *Equitable use.* The design is useful and marketable to people with diverse abilities. For example, an event footprint designed so that it is accessible to everyone, including people who are blind or with limited vision.
- *Flexibility in use.* The design accommodates a wide range of individual preferences and abilities. For example, an event that allows an audience member to choose to read or listen to a description of the contents.
- *Simple and intuitive.* Use of the design is easy to understand, regardless of the individual's experience, knowledge, language, skills, or current concentration level. For example, equipment with control buttons with universal symbols or language.
- *Perceptible information.* The design communicates necessary information effectively to the individual, regardless of ambient conditions or the individual's sensory abilities. For example, ensuring interpreter or translation services are available in addition to video captioning.
- *Tolerance for error.* The design minimizes hazards and the adverse consequences of accidental or unintended actions. For example, emergency management services are readily available in one easy-to-access or multiple locations.

- *Low physical effort.* The design can be used efficiently and comfortably, and with a minimum fatigue. For example, doors that automatically open or accessible ramps.
- *Size and space for approach and use.* The design provides size and space for approach, reach, manipulation, and use, regardless of the individual's body size, posture, or mobility. For example, accessible seating.

Application of Universal Design

- Making a product or an environment accessible to people with disabilities often benefits others.
- The process of UD requires a macro view of the application being considered as well as a micro view of subparts of the application.
- UD can be used in many different applications

Process

1. Identify the application. Specify the product or environment to which you wish to apply universal design.
2. Define the universe. Describe the overall population (e.g., users of service), and then describe the diverse characteristics of potential members of the population for which the application is designed (e.g., students, faculty, and staff with diverse characteristics with respect to gender; age; size; ethnicity and race; native language; learning style; and abilities to see, hear, manipulate objects, read, and communicate).
3. Involve consumers. Consider and involve people with diverse characteristics (as identified in Step 2) in all phases of the development, implementation, and evaluation of the application. Also gain perspectives through diversity programs, such as the campus disability services office.
4. Adopt guidelines or standards. Create or select existing universal design guidelines/ standards. Integrate them with other best practices within the field of specific application.
5. Apply guidelines or standards. Apply universal design in concert with best practices within the field, as identified in Step 4, to the overall design of the application, all subcomponents of the application, and all ongoing operations (e.g., procurement processes, staff training) to maximize the benefit of the application to individuals with the wide variety of characteristics identified in Step.

6. Plan for accommodations. Develop processes to address accommodation requests (e.g., purchase of assistive technology, arrangement for sign language interpreters) from individuals for whom the design of the application does not automatically provide access.
7. Train and support. Tailor and deliver ongoing training and support to stakeholders (e.g., instructors, computer support staff, procurement officers, volunteers). Share institutional goals with respect to diversity and inclusion and practices for ensuring welcoming, accessible, and inclusive experiences for everyone.
8. Evaluate. Include universal design measures in periodic evaluations of the application, evaluate the application with a diverse group of users, and make modification

Principles

1. Equitable use. The design is useful and marketable to people with diverse abilities. For example, a website that is designed to be accessible to everyone, including people who are blind, employs this principle.
2. Flexibility in use. The design accommodates a wide range of individual preferences and abilities. An example is a museum that allows visitors to choose to read or listen to the description of the contents of a display case.
3. Simple and intuitive. Use of the design is easy to understand, regardless of the user's experience, knowledge, language skills, or current concentration level. Science lab equipment with clear and intuitive control buttons is an example of an application of this principle.
4. Perceptible information. The design communicates necessary information effectively to the user, regardless of ambient conditions or the user's sensory abilities. An example of this principle is captioned television programming projected in noisy restaurants.
5. Tolerance for error. The design minimizes hazards and the adverse consequences of accidental or unintended actions. An example of a product applying this principle is software applications that provide guidance when the user makes an inappropriate selection.
6. Low physical effort. The design can be used efficiently, comfortably, and with a minimum of fatigue. Doors that open automatically for people with a wide variety of physical characteristics demonstrate the application of this principle.
7. Size and space for approach and use. Appropriate size and space is provided for approach, reach, manipulation, and use regardless of the user's body size, posture, or mobility. A flexible work area

designed for use by employees with a variety of physical characteristics and abilities is an example of applying this principle

Organizational Planning

- Event organizing team - including board members, staff, and volunteers - reflects the community.
 - Team forms a workgroup/committee to establish equity goals using data.
 - Formal statement surrounding commitment to DEIA is established and shared.
 - Funding opportunities are explored. Budget is allocated for language access services.
-

Staff, Volunteer and Vendor Coordination

- Staff and vendors are trained on DEIA principles.
 - Event schedule considers diverse needs (prayer times, breaks) of staff.
 - Multiple channels are used to communicate schedule updates (announcements, printed materials, etc)
 - Establish speakers available for language translation as needed.
-

Date & Venue/Location

- Time and date of event are set with no impact on religious or cultural days of observance.
 - Venue has access accommodations or uses universal design practices
 - Venue staff represents diverse cultures.
 - Location has adequate lighting and safety considerations. Decor is welcoming and non-intrusive.
 - ADA and all gender restrooms are available or provided
 - Access includes clear sidewalks and aisleways.
 - Location for quiet rooms, prayer spaces, and areas for nursing are identified.
-

Notes

DEI committee & Staff make up the planning team. There is a budget allocated for the event - members of the committee are representatives of the larger community

- pending items

5/16/2026 - No restrictions according to the Dane County Religious Holiday Calendar

No implications for staff indicated

Email primary means of communication for vendors and staff

- Pending items

5/16/2026 - No restrictions according to the Dane County Religious Holiday Calendar

Municipal center has met accommodation requirements according to state and local regulations.

- pending items



**VILLAGE OF
McFarland
SUMMARY SHEET**

MEETING DATE: Monday, December 15, 2025

SECTION: Business

DEPARTMENT: Administration

CONTACT:

AGENDA ITEM: Discussion of the DEI Committee's participation with the Village of McFarland High School, including recent high-school events and participation

PREVIOUS ACTION:

ISSUE SUMMARY:

The committee will discuss opportunities presented by the high school to collaborate with a new student coalition. The committee has been invited to meet with the coalition in March and has also received an invitation to the upcoming youth summit.

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

1. 2026 Youth Unity Summit Info Poster

JOIN US FOR THE 4TH ANNUAL YOUTH UNITY SUMMIT



Scan me!

Registration Details:

Scan the QR Code to secure your spot or
CLICK HERE to register!

For questions, contact us at
info@united-against-hate.org



Ready to connect with other student leaders and help build a stronger sense of belonging at your school? The Youth Unity Summit is a chance to share ideas, learn from each other, and take small steps that make a big difference. We'd love to have you join us and feel free to invite a friend! *We'd also especially like to welcome SRO officers and school administrators.* You'll have your own breakout session to talk about the unique ways you can support student belonging!

CALLING ALL STUDENT LEADERS, SCHOOL ADVISERS, AND SRO PERSONNEL!

What's in store:

- **Dynamic Keynote Speaker:** Kick off the day with an energizing keynote that will spark ideas and inspire meaningful conversations.
- **Breakout Sessions:** Join smaller groups to explore important topics, learn new strategies, and hear different perspectives from students across districts.
- **Small Group Reflection & Action Planning:** Wrap up the day by creating a plan you can bring back to your school to help strengthen belonging in your community.

SMALL SCHOOL
SUMMIT

DODGEVILLE

912 W CHAPEL ST
DODGEVILLE, WI 53533

WEDNESDAY, FEB. 25TH

9:00 AM - 2:00 PM

LARGE SCHOOL
SUMMIT

MCFARLAND

5103 FARWELL ST.
MCFARLAND, WI 53558

THURSDAY, FEB. 26TH

9:00 AM - 2:00 PM


VILLAGE OF
McFarland
SUMMARY SHEET

MEETING DATE: Monday, December 15, 2025

SECTION: Business

DEPARTMENT: Administration

CONTACT: Krystal Johnson, DEI Strategist

AGENDA ITEM: **DEI Committee Updates: Committee members will have the opportunity to share community updates and updates from other village committees, commissions, and boards to assist in implementing ordinance 2-461 (a)(b)(c)**

PREVIOUS ACTION:

This agenda item is provided as an opportunity for discussion on this topic at each meeting.

ISSUE SUMMARY:

The Diversity, Equity, and Inclusion Committee, as outlined in ordinance 2-461 (a)(b)(c), is responsible, among other facets of the code, to make recommendations to the Village Board, serving as a resource, setting goals, and advising the Board, committees, and staff on various aspects of diversity, equity, and inclusion within the Village. Allocating dedicated time during the meeting for committee members to discuss promotes the effective implementation of this ordinance.

Chair and Board Trustee - Share any initiatives/updates to discuss with the DEI Committee

Other Village Committee members- Provide any committee updates or initiatives from other Village committee's that you may serve on

Community - Share any community updates that are relevant to the committee, Village, Boards, Committee's or Commissions

Departments & Staff - Share any updates or recommendations

FINANCIAL/BUDGET IMPACT:

None.

VILLAGE PLAN REFERENCE:

None.

ORDINANCE REFERENCE:

None.

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

For discussion only. No action on this item.



ATTACHMENTS:

None