

**Wednesday, March 25, 2026****6:00 PM****McFarland Municipal Center**  
5915 Milwaukee St, McFarland  
Conference Room A

## 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/88153227446>

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

Webinar ID: 881 5322 7446

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 attendees to provide public comment on matters that are not on the agenda. Attendees desiring to provide public comment on specific items on the agenda may do so at the time that agenda item is brought up. Zoom attendees wishing to speak should type their name, address, and the relevant agenda item in the Q&A feature within the online meeting platform. Zoom attendees may also register in support or opposition of an item through the Q&A feature. In person attendees 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 public comment. Please adhere to the 3-minute time limit. Written comments will not be read into the record during the meeting but may be sent to [DEI@mcfarland.wi.gov](mailto:DEI@mcfarland.wi.gov) to be included with the agenda materials.
3. APPROVAL OF MINUTES.
  - a. Motion to approve the minutes of the February 16, 2026 meeting.
4. BUSINESS.
  - a. Update and discussion regarding engagement with McFarland High School.
  - b. Discussion regarding event planning for Juneteenth.
  - c. Discussion regarding event planning of World Day for Cultural Diversity for Dialogue and Development.
  - 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. Monday, April 20, 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](mailto: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**

*Monday, February 16, 2026 - 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, Mona Nelson, Kelly Thompson, and Meghan Kelling-Shanks.

Members not present: None.

Staff Present: Village Administrator Matt Schuenke.

**2. PUBLIC APPEARANCES.**

*a. This is an opportunity for attendees to provide public comment on matters that are not on the agenda. Attendees desiring to provide public comment on specific items on the agenda may do so at the time that agenda item is brought up. Zoom attendees wishing to speak should type their name, address, and the relevant agenda item in the Q&A feature within the online meeting platform. Zoom attendees may also register in support or opposition of an item through the Q&A feature. In person attendees 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 public comment. Please adhere to the 3-minute time limit. Written comments will not be read into the record during the meeting but may be sent to [DEI@mcfarland.wi.gov](mailto:DEI@mcfarland.wi.gov) to be included with the agenda materials.*

None.

**3. APPROVAL OF MINUTES.**

*a. Motion to approve the minutes of the December 15, 2025 meeting.*

Motion by Peña, second by Kelling-Shanks, to approve the minutes of the December 15, 2025 meeting. Motion carries 6 - 0 - 0 by acclamation.

**4. BUSINESS.**

*a. Discussion and action regarding Resolution #2026-03: a resolution repudiating racial and discriminatory covenants in Dane County historic property records.*

The Village Administrator presented a proposed resolution that rejects historic language in property records that limit an individuals ability to purchase a property based on their race, religion, country of origin or other demographics. The resolution is presented as a way for the Village to reject these discriminatory practices today and encourage property owners that unknowingly have this language attached to their property the ability to file a Discharge and Release as additional repudiation of these illegal requirements. Dane County has contacted all property owners, and something the resolution also encourages. The Committee discussed the program and proposed resolution encouraging that an additional whereas be included to send the resolution once adopted to State Representatives to encourage their work to further remove these covenants where possible.

Motion by Peña, second by Nelson, to recommend approval to the Village Board regarding Resolution #2026-03, a resolution repudiating racial and discriminatory covenants in Dane County historic property records. Motion carries 6 - 0 - 0 by acclamation.

b. Discussion regarding position planning related to resources for DEI Staffing.

The Village Administration noted that the DEI Strategist position is currently vacant. The Village Board will meet as the Committee of the Whole on Tuesday, February 24th to further discuss the position, its duties, and role within the organization. Any time there is a vacancy we will look at these areas and based on our experience note if any changes should be made to the position. Following the Committee of the Whole's work, they intend to forward their recommendations to the DEI and Personnel Committee's for review before taking any action that might be considered in the future. The Village Administrator will continue to fill in during the vacancy. No action was taken on this item.

c. Update and discussion regarding engagement with McFarland High School.

The Village Administrator talked about past conversations about advancing engagement with the High School in a few areas. Trustee Peña and Administrator will meet with the Equity Coalition from the High School in February. This is an effort to introduce ourselves to setup a larger conversation with this group of students. Additional opportunities include the Youth Unity Summit is coming up on February 26th, we're working on a meeting with the Committee and Students in the Spring, and then finally figuring out how we further support their efforts for Juneteenth. The Committee discussed this and supported continuing these conversations. The Committee requested if the Superintendent could attend a future meeting and provide a presentation that he made to the School Board in January. The Administrator will follow up to see if that is possible for the March meeting, and we'll continue to plan these areas of engagement. No action is needed on this item.

d. Discussion regarding event planning and education/awareness updates.

The Village Administrator went over the updated event planning and education/awareness as an update on our progress. We are working with the Communications Division to continue to fulfill days, weeks, and months selected. Most things will continue as they have previously, and then new items will be updated in a similar format. There continues to remain a desire to advance the World Day of Cultural Diversity. Staff will review our platform for this and see what opportunities could exist to continue this for 2026. This will be reviewed further at the March meeting. No further action on this item.

e. 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 following updates were provided:

- Thompson talked about work between the High School and Senior Outreach. They provided additional goody bags for Valentines Day meals, and it was well received.
- Thompson also talked about Students connecting with Seniors through games

and other programs.

- Thompson talked about the Black Student Union and Multicultural Club reading books to kindergartners in the Spring. The theme will be diversity.
- Thompson talked about how the Black Student Union and Student Council organized an assembly for Martin Luther King Jr. Day with former Lt. Governor Mandela Barnes speaking to the students.
- Thompson stated that it was Community Week at the High School and each club would be doing something different each day.

**5. SCHEDULE NEXT MEETING DATE.**

a. Monday, March 16, 2026 at 6:00 pm.

**6. ADJOURNMENT.**

Motion by Peña, second by Annen, to adjourn at 6:58 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

  
**McFarland**  
**SUMMARY SHEET**

**MEETING DATE:** Wednesday, March 25, 2026

**SECTION:** Business

**DEPARTMENT:** Administration

**CONTACT:** Matt Schuenke, Village Administrator

**AGENDA ITEM:** Update and discussion regarding engagement with McFarland High School.

**PREVIOUS ACTION:**

The DEI Committee discussed the general approach to engagement with the high school at its meeting on December 15, 2025.

The DEI Committee reviewed proposed engagement opportunities at the high school as part of their meeting on February 16, 2026.

**ISSUE SUMMARY:**

Chair Peña and Administrator met with Students as part of the Equity Coalition where they host students from different groups at the High School. We presented on our role and that of the Committee helping to get involved within local government. Students asked questions and we had a good dialogue with those present to provide them this perspective. We stayed for an exercise that they participated in, and we'll talk about this experience.

This would be a good opportunity also to discuss the Youth Unity Summit that was held on February 26th as well.

We have talked about bringing the Committee to the Students for additional engagement. They have invited us to attend their Equity Picnic that the Students are planning to host. This is scheduled for Wednesday, April 22nd from 8:30 am to 12:00 pm. There is a program that will be led by Students from 8:30-11:30 and then lunch will be served for the final half hour. We will discuss in our meeting this month about our participation in this event and how many people can commit to attending. The District would at least like a head count on what to expect.

**FINANCIAL/BUDGET IMPACT:**

None.

**VILLAGE PLAN REFERENCE:**

None.

**ORDINANCE REFERENCE:**

None.

**BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:**



No action needed, presented as an update.

**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



**McFarland**  
**SUMMARY SHEET**

**MEETING DATE:** Wednesday, March 25, 2026

**SECTION:** Business

**DEPARTMENT:** Administration

**CONTACT:** Matt Schuenke, Village Administrator

**AGENDA ITEM:** Discussion regarding event planning for Juneteenth.

**PREVIOUS ACTION:**

None.

**ISSUE SUMMARY:**

The McFarland High School Black Student Union (BSU) in partnership with the McFarland Equity Project (MEP) have co-hosted a Juneteenth Celebration on the holiday for the last few years. The Village has provided support through the Community Grant Program but the event itself is otherwise facilitated by those two groups. The Committee has discussed being more actively involved in a support role with the upcoming event to continue to have a strong relationship with local Community groups. This year, the holiday is scheduled for Friday, June 19th but sometimes the event falls on the weekend.

The Administrator met with the MEP to discuss more about what this involvement would look like. Each year the students change which creates opportunity for a new vision each time. This is about the time of year that starts to come together to plan out the program, food, decorations, and other logistics. MEP assists the Students in coordinating the various logistics for the event like reservations, ordering food, decorations, community grant, etc. This is an area where they need the most help as it helps support bringing the Students vision to life. Next steps would be to confirm this is aligned with our plan to assist with the Event, and then see how many can provide support to the group. They are working on setting up a meeting with the Students involved, and within that discussion we would start to identify specific tasks.

Additionally, from the Communications Division perspective we will put this on their radar as an event to cover as we do other things. It is recognized as a Village Holiday but we will work with Staff to determine their availability to support the event as well.

**FINANCIAL/BUDGET IMPACT:**

The Community Grant Program has been used to support this event in the past. That could shift to program funding related to DEI if desired depending on what the activities end up being.

**VILLAGE PLAN REFERENCE:**

None.

**ORDINANCE REFERENCE:**

None.



**BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:**

No action needed on this item.

**ATTACHMENTS:**

None

  
**McFarland**  
**SUMMARY SHEET**

**MEETING DATE:** Wednesday, March 25, 2026

**SECTION:** Business

**DEPARTMENT:** Administration

**CONTACT:** Matt Schuenke, Village Administrator

**AGENDA ITEM:** Discussion regarding event planning of World Day for Cultural Diversity for Dialogue and Development.

**PREVIOUS ACTION:**

None.

**ISSUE SUMMARY:**

The Multicultural Club has an interest in assisting to administer the event this year, but would require some assistance from the Committee to do so. This is the same group that is highly involved in the Youth Unity Summit and Equity Coalition that we have also worked to collaborate further with. administering the event.

We have a fair amount of supplies left over from past events with different quantities. This includes balloon weights, table cloths, easels, hand outs, brochures, color pages, scavenger hunt, banners/sign, crayons, colored pencils, stamps, little flags, name badges, tickets, tableware, note pads, small white boards, and a poster board. The event date this year is Thursday, May 21st.

We need to focus in on a theme and outline for the event. The 2026 theme appears to be "Culture Connects Us All" which highlights how sharing inter-cultural stores and experiences fosters understanding, bellowing, and community. Some ideas centered around food, music, clothing, and kids activities. Our plan for this meeting is to discuss the ideas we have for the event, draft an outline, and then work on details with the Students leading up to the April Committee meeting to finalize plans.

**FINANCIAL/BUDGET IMPACT:**

The overall programming budget is \$5,000 and historically we've used about \$1,000 to \$1,500 for this event depending on what is planned.

**VILLAGE PLAN REFERENCE:**

None.

**ORDINANCE REFERENCE:**

None.

**BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:**

Presented for discussion. No action needed.



**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:** Wednesday, March 25, 2026

**SECTION:** Business

**DEPARTMENT:** Administration

**CONTACT:** Krystal Johnson, Inactive

**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

**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

