



Board Policy Equity Lens Tool

Title of board policy being reviewed:

BDDG-Recordings and Minutes of Board Meetings

Describe the purpose of this policy:

The purpose of this policy is to ensure transparency, accountability, and compliance with Oregon Public Meetings Law by establishing requirements for recording, documenting, preserving, and providing public access to Board meeting records.

What is your experience with this policy:

Policies governing recordings and minutes are essential tools for transparency and public trust. Experience suggests that their equity impact is greatest when access extends beyond simple availability and includes meaningful accessibility, language support, and clear communication that enables all community members to understand and engage with Board governance.



**What is the plan to communicate this policy to staff, students, and/or families?
What is the plan to communicate this policy to linguistically diverse students and their families?**

Is this policy:

Easy to locate for staff?

This policy and a summary of this policy will be available on the MESD web page. The summary of this policy is also available on the MESD website in Spanish, Chinese, Russian, Somali, and Vietnamese and, upon request, the summary and/or policy may be translated into other languages.

Accessible to students and families?

This policy and a summary of this policy will be available on the MESD web page. The summary of this policy is also available on the MESD website in Spanish, Chinese, Russian, Somali, and Vietnamese and, upon request, the summary and/or policy may be translated into other languages.

Included in onboarding, intake, or other training?

This policy will be communicated to the Board. The policy will also be posted on the district website for easy access.



Clear and easy to understand?

Yes. The policy clearly outlines requirements for recordings and minutes, specifies what information must be included in the official record, addresses executive session records, and establishes public access and retention requirements.

People

How are people affected positively or negatively by the policy? What potential barriers might people encounter? What barriers might be reduced by this policy?

The policy positively impacts students, families, staff, and community members by increasing transparency and access to Board decision-making. Public access to recordings and minutes allows individuals who cannot attend meetings to stay informed.

Potential barriers may include limited internet access, accessibility challenges for individuals with disabilities, or difficulty understanding technical governance language contained in meeting records.

The policy reduces barriers related to lack of information, limited transparency, and unequal access to Board actions and discussions.



Can you identify the racial or ethnic groups affected by this policy, program, practice, or decision? Do you know the potential impacts to these populations? If you don't know, how will you find out?

Historically marginalized communities, including communities of color, multilingual families, and individuals with disabilities, may benefit from increased access to Board information and decision-making processes.

However, disparities may persist if recordings, minutes, or supporting materials are not accessible in multiple languages or formats. Accessibility and language access practices will influence equitable participation.

Were these populations involved in any way, at any point in the development, implementation, and evaluation of this policy? If so, when and how?

The policy reflects Oregon public records and public meetings requirements. Ongoing implementation can be informed by community feedback regarding accessibility, usability, and understanding of Board meeting records.

What priorities and commitments are communicated by this policy?

The policy communicates strong commitments to transparency, public accountability, record preservation, and open governance. It emphasizes public access to Board proceedings while protecting confidential information when legally required.



Place

What kind of positive or negative environment are we creating?

What are the barriers to more equitable outcomes? (e.g. mandated, political, emotional, financial, programmatic or managerial)

The policy creates an environment of openness and accountability where Board actions and discussions are documented and available for public review.

Barriers to equitable outcomes may include language access limitations, digital access disparities, accessibility needs for individuals with disabilities, and the complexity of governance terminology.

Power

How is the power of decision-making shared with those it affects?

How have you intentionally involved the communities affected by this policy, program, practice, or decision?

The policy supports power-sharing by providing the public with access to information about Board discussions, decisions, and voting records. This allows community members to monitor governance actions and hold decision-makers accountable.

Power-sharing can be strengthened by ensuring records are accessible, understandable, and available in formats that meet diverse community needs.



Process

Does the policy, program, or decision improve, worsen, or make no change to existing disparities?

Does it create other unintended consequences?

The policy has the potential to improve equity by increasing transparency and public access to governance information. However, disparities may remain if access to recordings or minutes is limited by language, technology, or disability-related barriers.

Unintended consequences may include information overload or difficulty interpreting complex meeting records without additional context or summaries.

Plan

How will you reduce the negative impacts and address the barriers?

Negative impacts can be reduced by:

- Providing accessible website navigation and document formats.
- Offering captions, transcripts, or other accessibility supports when feasible.
- Providing multilingual communication and summaries when appropriate.
- Using plain language to explain major Board actions.
- Seeking community feedback regarding access to Board records.