



Board Policy Equity Lens Tool

Title of board policy being reviewed:

BDDC-Board Meeting Agenda

Describe the purpose of this policy:

The purpose of this policy is to establish a transparent and organized process for developing, publishing, and amending Board meeting agendas. It ensures Board members and the public receive advance notice of matters to be considered and supports compliance with Oregon Public Meetings Law.

What is your experience with this policy:

Agenda policies are important tools for transparency and public trust. Experience shows that equitable implementation depends on ensuring that all community members—not just those familiar with governance processes—have meaningful access to information and opportunities to engage in Board decision-making.



**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 responsibilities for agenda preparation, procedures for adding agenda items, use of consent agendas, timelines for posting agendas, and requirements regarding executive sessions and confidentiality.

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 promotes transparency by providing advance notice of Board business and allowing multiple stakeholders—including Board members, staff, students, and patrons—to suggest agenda items. It also provides public access to meeting topics and supporting information.

Potential barriers may arise if community members are unaware of submission timelines or if agenda materials are not easily accessible or understandable.

The policy reduces barriers related to lack of information about Board discussions and decision-making processes.



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 less familiar with governance systems, may benefit from clear public notice and access to agendas.

However, disparities may persist if agenda materials are not provided in accessible formats, plain language, or multiple languages when appropriate. Accessibility and outreach efforts are important to ensure broad 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 public meetings requirements and governance best practices. The provision allowing students and patrons to suggest agenda items supports opportunities for community engagement.

Ongoing implementation should include review of public participation patterns and feedback from diverse community groups.

What priorities and commitments are communicated by this policy?

The policy communicates commitments to transparency, public access, orderly governance, and accountability. It emphasizes advance communication, openness in decision-making, and opportunities for community awareness and engagement.

It also demonstrates a commitment to protecting confidential information while maintaining public access to Board business.



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 a transparent and structured governance environment where Board business is communicated publicly and consistently.

Barriers to equitable outcomes may include language access challenges, limited awareness of agenda submission opportunities, varying levels of familiarity with Board processes, and accessibility of supporting materials.

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 shares power by allowing Board members, staff, students, and patrons to suggest agenda items for Board consideration. It also provides public visibility into upcoming Board discussions and decisions.

Power-sharing can be strengthened through proactive outreach, multilingual communication, and ensuring that agenda submission processes are widely understood and accessible.



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 creating pathways for public input. However, disparities may remain if some communities face greater barriers to understanding or participating in Board processes.

Unintended consequences may include underrepresentation of community voices if agenda submission deadlines or procedures are not broadly communicated.

Plan

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

Negative impacts can be reduced by:

- Providing multilingual and accessible agenda materials.
- Publicizing agenda submission opportunities broadly.
- Using plain language when possible.
- Ensuring meeting information is easy to locate online.
- Monitoring participation and engagement from diverse community groups.