



Board Equity Policy Advisory

Meeting Agenda/Minutes

Tuesday, April 26, 2022 4 pm to 5:30 pm - [Virtual](#)

Sharif Liwaru, Director Equity & Family Partnerships
Dan Goldman, Superintendent
Karen Cunningham, Board member
Diane Wilkinson, Board Member
Debbie Simons, Chief Human Resources Officer
LaNicia Duke, Community Partner

Adriana Guerrero, Community Partner
Carmen Restrepo, Community Partner
Mariana Zaragoza, Community Partner
Lori Baker, Guest
Mithu Dasgupta, Guest
Inger McDowell-Hartye, Guest
Janet Bucio, Administrative Specialist
Equity & Family Partnership

Agenda

Check-In

1. What is something you like about where you grew up in?

Review

1. [Complaint Form](#) created by Debbie
2. Lori Baker presents the [ESD Purchasing](#) Policy

New Business

1. What areas would you like to look into next?

Minutes

- **Check-in**
 - Sharif Liwaru, Director of Equity and Family Partnerships, starts the meeting with the check-in. Liwaru asks the committee: what is something you like about where you grew up in?
- **Review 1:**
 - Debbie presents the [complaint form](#) to the committee. The following topics and questions came up for discussion:
 - Does the form include a question asking about the position of the complainant or position of the other party?
 - Did not add that into the form, it could be that the complainant does not know that information.
 - What is the timeline? When the form is submitted, does someone reach out and let them know what the next steps are?
 - Once we know what kind of complaint it is, then we have to follow the board policy and the administrative rule. Depending on the kind of complaint, determines what the next steps look like.
 - Can this form have hyperlinks for the procedures? Consider making it as a package so that people know the process.
 - Supervisors and Directors will be trained in order to know the policy and procedures.
 - What if someone is worried about getting in trouble? Is there the option for someone to turn it in anonymously?
 - It is hard to investigate a situation without talking to the complainant about it.
 - Add a link at the bottom that takes you to the discrimination policy
 - Talks about parents of kids that go to the schools, but this document is referring to employees. How do we ensure that staff knows this form is applicable for students and parents as well?
 - Can we consider doing something similar to the Epar guide? I.e. in a step by step format.

- How will people such as community members, parents, families, know that there is accountability being held?
- What happens next?
 - This will replace the form because it is an administrative regulation and the board does not usually vote on ARs.
 - Next step will also include starting the training for NWRESD staff.
- **Review 2:**
 - Lori Baker presents the [ESD purchasing Policy](#). The following topics came up for discussion:
 - What defines feasible: It means when we can do it. If there aren't any businesses that complies with the policy, staff will need to continue with their project.
 - The ESD does not have a purchasing department. Large school districts have a purchasing department or purchasing personnel. Other ESDs have someone that will talk to the contractors before purchasing.
 - If folks are going to apply, how can you ask questions to ensure they are MWESB?
 - There is a short form for them to self-certify that NWRESD can reference for their own form. There wasn't a barrier to entry, just asked a few questions. We want to make it as easy as possible for folks so they can get their foot in the door.
 - Would like to see equity and diversity mentioned somewhere in this version of the policy and add "in alignment with the Board policy [add board policy number]"
- **What areas would you like to look into next?**
 - Some policies are expected to arrive in May
 - If members have a policy that comes to mind that you would like to review, please forward that to Liwaru at szliwaru@nwresd.k12.or.us

Adjourned

- The meeting was adjourned at 5:30pm

Action Items

- Forms will be sent over to OSBA for legal
- Committee: Share policies you would like to review to Liwaru at szliwaru@nwresd.k12.or.us

Resources

- [BEPAC Charter](#)
- [NWRESD Equity Lens](#)
- [BEPAC Goals](#)
- [Policy Review Protocol \(4As\)](#)
- [The resolution that created this Board Equity Policy Advisory Committee](#)
- [The NWRESD Strategic Plan](#)

Policies

- [Discrimination Complaint Procedure](#)
- [Hazing, Harassment, Intimidation, Bullying, Menacing, or Cyberbullying Reporting Procedures- Staff Policy](#)
- [Hazing, Harassment, Intimidation, Bullying, Menacing, Cyberbullying, Teen Dating Violence, Domestic Violence- Student Policy](#)
- [Public Complaints Policy](#)
- [Sexual Harassment Policy](#)
- [Staff Complaints Policy](#)