



Board Equity Policy Advisory

Meeting Minutes

Tuesday, Nov. 28, 2023 4 pm to 5:30 pm - [Virtual](#)

Attendees

Tony Erickson, Board Member

Ernest Stephens, Board Member

Miriam Meneses-Rios, Board Member

Catherine Dalbey, Director of Human Resources for School Age Programs

Carina Solis, Community Partner

Sharif Liwaru, Director Equity & Family Partnerships

Dan Goldman, Superintendent

Janet Bucio, Administrative Specialist

Agenda

Check-In

Tell us about a favorite or family traditional meal of yours.

Old Business - Updates on policies

- A. [JHFE/GBNAB-AR - Reporting of Suspected Abuse of a Child and Form](#)
- B. [EFA - Local Wellness Program](#)

New Business

- 1. Policies for Review
 - a. No future policies identified.

Next Meeting

Tuesday, January 23, 2024

Minutes

- **Call to Order**

Liwaru starts the meeting with the check-in question: Tell us about a favorite or family traditional meal of yours.

- **Policy Flow Chart**

Liwaru shared with the committee that he is working on the [flow chart of the policies](#).

- Currently, OSBA provides Debbie Simons the policies. Debbie and Liwaru review the policies marked as 'mandatory' or 'highly recommended'. The policies that need a deeper review go to the designated department director, and then go to the BEPAC for review and finally to the Board for approval.
- Note: Procedures/forms do not need to go to the board for approval.
- The goal is for the group to get a bigger voice in making policies more equitable.

- **Updates on Policies**

Catherine shared with the committee that she made changes to the JHFE/GBNAB-AR policy based on the feedback she received from the BEPAC committee. The following came up for discussion:

- The message "If you suspect abuse of a child, call the Department of Human Services at 1-855-503-SAFE (7233) to make a report. If the child is in danger, call 911." was moved from the second page to the first page after the first paragraph.
 - Recommendation to move it to the very top of the page (perhaps before the policy title), as long as it does not violate any formatting rules. It's important that staff have that information as soon as they enter the policy. Suggested following the same format used in the medical field.
 - Committee agreed to move the language to the top, just below the title.
- There was concern about the written record of abuse and where that should be stored and the assurance that it would be maintained confidential. Catherine added the following language in the document, "The written report shall be sent to the Human Resources Administration and a copy shall be

provided to the designee that received the report. The Human Resources Administration will send the reporter a confirmation of receipt.”

- In order to ensure confidentiality, language was added stating that all employees sign a confidentiality form when becoming employees of the ESD. This also helped keep the language consistent with other materials provided by the ESD.
 - Committee agreed to link the policies referenced in the following paragraph on page 4: “All NWRESD staff should be aware of student confidentiality and discuss issues related to individual children only when there is a need for other staff members to be aware of these issues. All NWRESD staff, contractors, agents, and volunteers are expected to adhere to confidentiality policies.”
 - There was a question about who gets to know the information? The answer is: Anyone deems necessary to comprehend information.
 - There is a video complimentary to this policy used for onboarding, but this is the primary form. This will be a form available for staff to fill out; it will be available in two places for staff: the NWRESD website and in Frontline.
 - The language “See Below for The Suspected Abuse of a Child Form” was added to the top of the page so staff knows to scroll down to access the form.
 - Next step is for HR to create an action plan on how to train staff.
- **EFA Local Wellness Program policy update: Debbie took it to the board for the first reading.**
 - **Policies for Review**
 - If policies come from the state this month, we will send out an email with those policies.
 - **BEPAC Application Now Open**
 - There is an open application to become a BEPAC member. The deadline to apply is December 5, 2023.
 - Any incoming applications will be reviewed by the BEPAC committee and those that are good candidates will be presented to the Board for approval.
 - **Next Meeting**
 - December meeting is canceled. Next meeting is January 23rd.

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](#)
- [Policy Review Form](#)

Policies

- [Family Medical Leave](#) (proposed)