Board Policy Equity Lens Tool

Title of board policy being reviewed:

JEC-School Admissions

Describe the purpose of this policy:

The purpose of this policy is to establish guidelines for the authorized use of MESD procurement cards for district-related business expenses. It promotes responsible financial management, accountability, and appropriate use of public funds while assigning Business Services responsibility for developing administrative procedures.

What is your experience with this policy:

This is a straightforward fiscal management policy that establishes appropriate controls for the use of MESD procurement cards. Its primary equity consideration is ensuring that authorization and purchasing procedures are consistently applied and do not create unnecessary barriers for staff or programs. Clear administrative regulations and regular oversight can support both fiscal accountability and equitable access to operational resources.

Superintendent Dr. Paul Coakley

Board of Directors Renee Anderson • Jessica Arzate • Kristin Cornuelle • Katrina Doughty • Dr. Samuel Henry • Denyse Peterson • Helen Ying

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?

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.

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 available in the Board's online handbook. The policy will also be posted on the district website for easy access.

Clear and easy to understand?

Yes. The policy is brief and clearly establishes that procurement card use requires authorization from the Superintendent, limits purchases to legitimate MESD expenses, and prohibits obtaining cash. Additional administrative regulations will provide more detailed guidance for consistent implementation.

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 supports staff by providing an efficient method for purchasing materials and services necessary for MESD operations. It can reduce barriers associated with employees having to use personal funds for authorized purchases.

Potential barriers include inconsistent access to procurement cards, unclear purchasing procedures, or delays in obtaining necessary materials. Clear administrative guidelines can help ensure consistent and equitable access across departments and programs.

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?

The policy does not directly affect any particular racial or ethnic group. However, inconsistent access to purchasing resources could indirectly affect staff and programs serving historically underserved student populations.

Equitable implementation should ensure that procurement card authorization and purchasing procedures are applied consistently across MESD departments and programs.

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 does not indicate whether employees, students, families, or community members were involved in its development.

Because this is primarily an internal financial management policy, direct community involvement may be limited. Staff feedback could help identify barriers related to purchasing procedures and access to necessary resources.

What priorities and commitments are communicated by this policy?

The policy communicates commitments to fiscal responsibility, accountability, appropriate use of public funds, and efficient district operations. It establishes clear expectations that procurement cards may only be used for authorized MESD expenses and requires administrative oversight.

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 financial accountability, responsible purchasing, and operational efficiency.

Potential barriers to equitable outcomes include inconsistent authorization practices, differences in purchasing access across departments, unclear procedures, and limited staff training. These barriers could affect how quickly programs obtain materials and resources needed to serve students.

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 places authority for procurement card use with the Superintendent and responsibility for developing procedures with Business Services.

Although the policy does not establish formal opportunities for shared decision-making, employee input during the development and review of administrative procedures could help ensure purchasing processes are practical, transparent, and equitable.

Process

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

Does it create other unintended consequences?

The policy itself does not directly improve or worsen existing disparities. Its primary purpose is to establish financial controls for authorized purchasing.

An unintended consequence could be unequal access to purchasing resources if procurement cards are authorized inconsistently or if procedures create unnecessary delays for certain programs. Conversely, consistent implementation could improve operational efficiency and resource access.

Plan

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

Potential negative impacts can be reduced by establishing clear and consistent administrative procedures, providing staff training, and ensuring procurement card authorization is based on legitimate operational needs.

MESD can also periodically review purchasing practices across departments and programs to identify barriers, improve efficiency, and ensure equitable access to necessary resources.