



Community Education Advisory Council Guidelines and Procedures

Statement of Committee Operations Under the Superintendent of Schools:

All District Administration Advisory Committees are advisory in nature. These committees have the power to make recommendations to the Superintendent of Schools but not to take action on initiatives especially if the initiatives require a fiscal commitment or a change in the procedural objectives of the School District. After consideration, the Superintendent of Schools will advise the committee as to the proposed action on their recommendations and will follow up with any necessary feedback.

Committee Purpose, Mission and Vision:

The philosophy of Community Education of the Winona Area Public Schools shall be to provide opportunities for lifelong learning for all the citizens of School District 861. These opportunities shall be designed to meet the current needs of the community and thus, reflect our changing society. Community Education shall promote the utilization of buildings, facilities, and personnel by and for all the residents of the school district and cooperate and coordinate activities with other agencies and organizations serving the community to maximize the use of all available resources.

Committee Purpose:

The purpose of the Council shall be to advise and make recommendations to the Board of Education and the Community Education Director on the Community Education programs and activities of the District. These programs will include academic improvements, enrichments, vocational improvement, leisure, and recreational services, social services, and activities. They will utilize the School District, community, and private resources and the district facilities. They will be for all ages, social and economic groups residing in the geographic boundaries of the District.

A. Core Values

- a. All Committee Members are committed to:
 1. Excellence: Be our best and expect the best of others;
 2. Kindness: Concern, compassion, and advocacy for others;
 3. Respect: Acceptance of self and others as we work together;
 4. Honesty: Say and do the right thing, even if no one is watching;
 5. Responsibility: Do our part and be accountable for what we say and do.

Membership:

A. Membership Number and Make-Up:

Article V - Membership and Attendance

Section 1 - The Advisory Council shall consist of a maximum of twenty members representative of at least, but not limited to the following: School Board, Principal of ISD 861, a teacher, County Social Services, County Extension, higher education, Early Childhood Family Education,

churches/ministerium, Chamber of Commerce, media, city recreation, senior citizen, student and one at-large representative. Of these members there must be male and female, parent and non-parent representation.

Section 5 - Every member shall serve on at least one subcommittee. Subcommittee members shall be expected to attend a minimum of half of all subcommittee meetings.

B. Membership Appointment:

Article V

Section 2 - School Board members shall be appointed by the School Board. Candidates may be recommended by School Board members, Advisory Council members, or may volunteer.

C. Membership Officers:

Article VII

Section 1 - There is a Chair and Vice Chair for a term of one year. The Vice-Chair position automatically becomes chair after the one year term. Elections normally occur at the regular June Advisory Council meeting.

Section 3 - Committees and task forces may be appointed as the need arises.

Section 4 - The Director of Community Education shall serve as an ex-officio and non-voting member of the Advisory Council. The Director will serve as a consultant, acting with and on the advice of the community Education Advisory Council; and will provide the necessary leadership to effect and maintain good working relationships with representatives of community organizations, municipalities, and School District 861 in order that well-planned and directed Community Education programs may be implemented.

Section 5 - Executive Committee: Duties of the Executive Committee: The Executive Committee shall be available to meet, discuss and deal with issues that arise between meetings of the general Advisory Council. The Executive Committee shall also set an agenda for regular meetings.

Composition of the Executive Committee: The Executive Committee shall consist of the Chair, Vice-Chair, School Board representative and Community Education Director.

Membership Resignation, Termination and Absences:

Section 3 - A term shall consist of three consecutive years, with $\frac{1}{3}$ or at least six (6) members' terms culminating each year. A term shall begin July 1.

Section 4 - to assure presentation of the above groups, persons who miss three consecutive regular Advisory Council meetings or four total consecutive meetings will be asked to reconsider their role and suggest names for replacements.

D. Membership Vacancy:

Membership vacancies involve recruiting community connections for the open placements. Membership recommendations are brought before the advisory council. Candidates may be recommended by School Board members, Advisory Council members, or may volunteer.

Meetings:

Article VI - Meetings

Section 1 - The Advisory Council meets monthly during the school year unless otherwise specified.

Section 2 - Special meetings may be called at the discretion of the Director or the Chair.

Section 3 - Quorum and decision making process: An attempt will be made to settle all council issues through a consensus reaching process; however, majority vote shall rule on all council issues. The simple majority rule process shall extend to all committee issues as well. A quorum shall consist of those members present at any regularly scheduled meeting.

The Chair will work with the Director to post meetings at least one week in advance, when possible. Meeting details will be posted on the District Website. Modifications to meeting dates, times, or locations will be communicated to the Director as soon as possible for adjustment on the District Website. Emergency Meetings should be held only if at least two (2) days of advance notice are provided.

Meeting locations, including virtual meetings, will be organized and scheduled by the Director. Meeting invitations are set at the beginning of the school year and shared for the entire year.

Agendas:

Agendas and previous meeting's minutes are added to the meeting invitations one week prior to the monthly community meeting.

The Agenda format is linked. [Agenda Format](#)

Rules of Order:

Article VIII

The proceedings of meetings of the members of the Winona Community Advisory Council shall be governed in accordance with Robert's rules of Order-Revised.

Minutes and Records:

The Community Education Administrative Assistant Supervisor attends all Community Education Advisory all advisory council meetings to record the minutes. The minutes are added to the monthly agenda.

Data Privacy:

In alignment with the school board policies, regulations, and applicable laws that govern public and private data, committee members agree that private or confidential data will not be shared in a public committee meeting. As outlined in policy, private data may not be disclosed to parties without written informed consent from the data subject and/or the parent or guardian of the data subject. This prohibition of disclosure of private data applies to both verbal and written communication. Committee members must be mindful of any documentation or active links that are shared with committee members to ensure the protection of any data held within the documentation or active links. Committee members in violation of this prohibition will be subject to progressive disciplinary action and/or removal from the committee membership.