



Winona Area Public Schools  
Board Operations Committee Meeting  
Meeting Minutes: September 28, 2021

<b>Meeting Location:</b>	District Office Conference Room #1 903 Gilmore Ave, Winona, MN 55987
<b>Meeting Start:</b>	4:46pm
<b>Meeting End:</b>	5:49pm
<b>Members Present:</b>	Michael Hanratty Stephanie Smith Dr. Annette Freiheit Emily Solheid Kacie Lovas
<b>Other Attendees:</b>	John Casper Dr. Sarah Knudsen Jennifer Walters Dawn Lueck
<b>Members Absent:</b>	

**I. Complaint Form Update**

- A. Mr. Casper and Ms. Solheid presented the proposed updates to the complaint form and process that will be placed on the district website. This form will route to a central email that is monitored by the Director of Human Resources and will be forwarded to the appropriate party based on the contents of the form. The committee discussed complaints against School Board members. Dr. Freiheit explained that the School Board Chair and the Superintendent would take the lead on the investigation/follow up regarding those types of complaints or an independent investigation could take place.

**II. Review Upcoming Policies**

- A. **Policy 102 Equal Educational Opportunity:** Dr. Freiheit presented this policy with modifications related to legal references and definitions. No further discussion. Mr. Hanratty and Ms. Smith recommended that the policy be added to the October 19, 2021 School Board agenda for first reading by the School Board.
- B. **Policy 408 Subpoena of a School District Employee:** Ms. Solheid presented this policy with no recommended changes. No further discussion. Mr. Hanratty and Ms. Smith recommended that the policy be added to the October 19, 2021 School Board agenda as an information item.
- C. **Policy 409 Employee Publications, Instructional Materials, Inventions, and Creations:** Ms. Solheid presented this policy with a change to the number of years removed from employment with regard to the obligation to report. The committee discussed the reasoning behind the change and its alignment to a range that various other district's require as well as the managerial

aspects of the timeframe. Mr. Hanratty and Ms. Smith recommended that the policy be added to the October 19, 2021 School Board agenda for first reading by the School Board.

- D. **Policy 503 Student Attendance Procedures** : Ms. Lueck presented this policy with changes recommended by MSBA. The committee discussed the district-specific procedures regarding attendance and the potential options for modifications to the policy to allow for flexibility on an annual basis when the policy is only reviewed every three years. Mr. Hanratty and Ms. Smith recommended tabling the policy until the October Board Operations Committee meeting and making the recommended modifications that arose out of discussion.
- E. **Policy 508 Extended School Year for Certain Students with Individualized Education Programs**: Dr. Knudsen presented this policy with no recommended changes. The committee discussed how the district determines how services will be provided during the extended school year programming. Dr. Knudsen explained that the district offers a standard extended school year program and the services are modified (either more or less) based on the individualized education plan. Mr. Hanratty and Ms. Smith recommended that the policy be added to the October 19, 2021 School Board agenda as an information item.
- F. **Policy 534 Unpaid Meal Charges (School Meals Policy)**: Ms. Walters presented this policy with recommended changes in alignment to statutory changes. No further discussion. Mr. Hanratty and Ms. Smith recommended that the policy be added to the October 19, 2021 School Board agenda for first reading by the School Board.

### III. Follow Up from August 24, 2021 Board Operations Committee Meeting

- A. **Policy 206 Public Participation in School Board Meetings/Complaints About Persons at School Board Meetings and Data Privacy Considerations**: Ms. Solheid presented the response from MSBA regarding limiting public participation to district residents. The committee discussed potential revisions to the policy to encompass MSBA recommendations. Mr. Hanratty and Ms. Smith recommended that the policy, with recommended changes, be added to the October 19, 2021 School Board agenda for first reading by the School Board.
- B. **Policy 207 Public Hearings**: The committee discussed revising language in this policy in alignment with policy 206. Mr. Hanratty and Ms. Smith recommended that the policy, with recommended changes, be added to the October 19, 2021 School Board agenda for first reading by the School Board.
- C. **Policy 501 School Weapons Policy**: Ms. Solheid presented a response from MSBA regarding conceal and carry law and gun shows on school property. The committee discussed striking gun and knife shows on school property. Mr. Hanratty and Ms. Smith recommended that the policy, with recommended changes, be added to the October 19, 2021 School Board agenda for first reading by the School Board.

### IV. Follow Up from September 16, 2021 School Board Meeting

- A. **Policy 213 School Board Committees**: The committee discussed the proposed change to add a Diversity, Equity, and Inclusion Board Committee to the policy following the school board action on September 16, 2021. Mr. Hanratty and Ms. Smith recommended that the policy, with recommended changes, be added to the October 19, 2021 School Board agenda for action by the School Board.
- B. **Policy 205 Open Meetings and Closed Meetings**: Dr. Freiheit reviewed a response from the district legal counsel regarding the suggested change by a school board member. The committee

discussed the response and recommended that the policy be added to the October 19, 2021 School Board agenda for action with no modifications.

**V. Student School Board Representative**

- A. Ms. Lovas shared the student school board representative applications with the Board Operations Committee. Mr. Hanratty recommended that the interview team schedule interviews with all four (4) candidates. Interviews will take place on October 6, 2021 with Mr. Hanratty, Ms. Denzer, and Dr. Freiheit.