



Diversity, Equity and Inclusion Committee Guidelines and Procedures

Revisions approved by the School Board on September 4, 2025

Committee Purpose:

The purpose of the School Board Diversity, Equity and Inclusion committee is to create an educational environment supporting all students, staff, parents, and the community.

- a. The committee will identify opportunities to promote education and enrichment around the diversity of our district and community, as well as equitable and inclusive practices within the district.
- b. The committee will examine and reflect on the impact of district practices and policies through the lens of diversity, equity, and inclusion.
- c. The committee will review, develop, and recommend diversity, equity, and inclusion practices for the district.

District's Core Values, Belief Statements, Mission and Vision

1. All Committee Members are committed to the District's Core Values:
 - a. Safety: Everyone's physical and emotional well-being is a priority.
 - b. Integrity: Everyone does the right thing and makes positive choices, even if it is difficult.
 - c. Inclusivity: Everyone belongs, is valued and is heard.
 - d. Equity: Everyone has the opportunities, access, information and support provided in the individual way they need it.
 - e. Respect: Everyone's differences are recognized, acknowledged and celebrated.
2. All Committee Members are committed to the District's Belief Statements:
 - a. We believe that public schools should serve and engage students, families, staff and the community.
 - b. We believe learning and teaching is maximized in a safe, respectful and inclusive environment.
 - c. We believe every individual's diversity and experience is valued.
 - d. We believe healthy relationships are crucial for the success of our schools.
 - e. We believe that every student can achieve to the best of their ability.
 - f. We believe all decisions should be focused on students and their success.
3. All Committee Members are committed to the District's Mission and Vision:
 - a. Mission: Inspire curiosity, empower resiliency, engage community.
 - b. Vision: A safe and inclusive community of compassionate, curious and resilient lifelong learners.

Membership:

1. Membership Number and Make-Up: (1) The Winona Area Public Schools District-Wide Diversity, Equity and Inclusion Committee will consist of up to fourteen (14) members: two (2) school board members, three (3) district staff, six (6) community members, and three (3) current students residing within the boundaries of the district.

- a. Community Members shall serve for two-year terms to be designated as terms:
 - i. A (3 members);
 - ii. B (3 members);
 - b. Community member terms to be staggered to run January 1 to December 31 over a two year period. At the end of a term of office, the member may apply to be reappointed to the Committee.
 - c. Term Limits: Community member committee members can serve two (2) terms and reapply after one year unless there are no other applicants to fill the position.
 - d. Student members shall serve for one-year terms and can be re-appointed.
 - e. Staff Members shall serve for one-year terms and can be re-appointed.
 - f. Ex-officio (non-voting) members of the committee are the superintendent or designee.
2. Membership Application for Community Members: Notice that the School Board is accepting applications to fill the vacancy shall be posted on the website of ISD #861 and published on district social media by the WAPS Communications Coordinator; as well as in the District's official newspaper, at least two weeks prior to the submission deadline. A request for appointment may be submitted either by letter or on the District form.
 3. Membership Appointment for Community Members: The School Board Committee Representatives will review applications and will recommend candidates to School Board Chair. The School Board Chair shall appoint the members of the committee and designate the chair.
 4. Membership for Winona Area Public School Staff Members: Staff Members will be appointed by the superintendent or designee.
 5. Membership Officers
 - a. The School Board Chair shall appoint the Committee Chair, who shall be a member of the school board.
 - b. The Committee Chair shall hold office until their successor is appointed.
 - c. The Committee Chair shall preside at all meetings and execute all undertakings as directed by the committee and serve as the official representative of the committee to the School Board for their term.
 - d. If the Committee Chair is unable to attend or perform their duties, one of the school board committee members will preside over the meeting(s).
 6. Membership Resignation, Termination, and Absences:
 - a. Absent members: When a committee member knows ahead of time that they will be absent from a meeting, they shall notify the Committee Chair. Appearance by proxy or by substitution is not allowed.
 - b. Resignation/termination: If a member has two (2) consecutive unexcused absences from meetings of the committee said member shall be notified by email, or unless there is no email address, by postal mail, at least two (2) weeks prior to the next meeting. If any committee

member has failed to attend three (3) unexcused consecutive meetings of the Committee said Committee member may be removed from membership by action of the School Board. The member shall be allowed to be heard before the School Board before removal.

- c. Attendance will be recorded in the meeting minutes, which shall be conclusive evidence of attendance.

Meetings:

1. The Diversity, Equity, and Inclusivity Committee shall meet regularly from September through May. The specific meeting dates and times will be established by the committee membership and proper public notice will be provided. Meetings are open to the public.
2. The committee may change the meeting date, time or place.
3. Notice for meetings and an agenda shall be delivered at least 3 days in advance of the meeting via e-mail and shall be posted in the central office and on the District website.

Agendas:

1. The Committee Chair and Superintendent or designee will jointly plan the agenda for a meeting. A committee member may request a topic be added to the agenda at least three days ahead of time. Agendas and attachments will be delivered to committee members at least three days prior to the meeting.
2. Meeting agendas will be posted on the district website and linked in the monthly school board meeting minutes for community access.
3. The agenda will include time for public comment and/or dialogue, adhering to the guidelines in School Board Policy 206.

Rules of Order:

1. The Committee has only advisory and collaborative powers. As such, formal rules of order should not be necessary.
2. The spirit of decorum and good order shall be maintained by its members. The right to speak, including to raise an issue, shall be done in turn through respect for each other. If the need for greater order becomes necessary, the presiding chair shall have authority to maintain good order; to determine the order of call upon each speaker; and to determine the relevancy of a topic being addressed by a speaker.
3. The Committee shall have the opportunity to make recommendations to the school board by a majority vote of those present. A quorum shall consist of three (3) members including at least one school board member and one community member.

Minutes and Records:

1. The recording secretary shall record the minutes of each meeting and give copies to all members for review and approval. If the recording secretary is absent the chairperson shall appoint a member to record the minutes of the meeting.
2. Copies of the agendas, minutes and handouts for each meeting shall be retained in the School Board Committees section of the District webpage for review as a public document.

Data Privacy:

1. 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.
2. As outlined in the 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.
3. 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.
4. Committee members in violation of this prohibition will be subject to progressive disciplinary action and/or removal from the committee membership.