



Insurance Benefits Committee 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:

- A. Purpose:** To collaborate as a team to discuss and recommend insurance benefit-related offerings that are fiscally responsible and represent the needs of the employee groups of Winona Area Public Schools and to educate employee groups on these various offerings.
- B. Vision:** Employee groups are educated and accountable consumers of insurance-related benefits.
- C. Mission:** To study, evaluate, and recommend insurance benefit-related offerings that meet the collective needs of the Winona Area Public Schools staff.
- D. 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:** The Insurance Benefits Committee is composed of at least one representative from each bargaining unit (Winona Education Association, Education Minnesota; Winona Educational Assistants, Education Minnesota; Winona Administrators Association; Winona Independent Educational Office Professionals; and Plant Operations and Maintenance Employees), one School Board member ex officio, the Payroll and Benefits Coordinator, the Director of Finance, and the Director of Human Resources. It is minimally required that at least one representative from the largest bargaining unit be a member of the Insurance Benefits committee. Membership can include additional representatives from any of

the bargaining units however the membership should not exceed fifteen (15). Any bargaining unit proposing more than two (2) representatives will seek current committee approval for additional representation. This approval does not excuse the membership maximum of fifteen (15).

- B. **Membership Application:** Each bargaining unit can choose up to two (2) representatives recommended for membership appointment. Any bargaining unit proposing more than two (2) representatives will seek committee approval for additional representation. This approval does not excuse the membership maximum of fifteen (15). By the end of April, bargaining units will submit their recommendations for representation to the Director of Human Resources for placement on the Insurance Benefits Committee agenda.
- C. **Membership Appointment:** Annually, the Insurance Benefits Committee will take action on the recommendations for membership appointment for the following year. This action will take place prior to the end of May. The membership roster will be submitted to the Superintendent of Schools by June 30th for display on the district website.
- D. **Membership Resignation, Termination, and Absences:** In the event that a member must resign their position on the committee, the bargaining unit will determine whether a replacement will be proposed prior to May meeting. All members should make a concerted effort to attend all scheduled meetings. If a member attends less than 25% of the meetings in a fiscal year, the committee member may be considered for removal from the committee. If a committee member is removed from the committee for attendance-related reasons or for other reasons of concern, the bargaining unit will use the membership vacancy procedures (outlined below).
- E. **Membership Vacancy:** If a membership position is vacated in the middle of the year, the committee will have the following options with regard to the vacancy:
 - a. Leave the seat vacant for the remainder of the year. (Reminder: It is minimally required that at least one representative from the largest bargaining unit be a member of the Insurance Benefits committee.)
 - b. The bargaining unit can request that the committee convene to take action on a new member prior to the May meeting. This new member would then attend the remaining meetings in the fiscal year.
 - c. The bargaining unit can wait until May to propose a new member for the next fiscal year.

Meetings:

Meetings are typically held on an as needed basis in accordance with the HITA bid process. Minimally, the Insurance Benefits Committee will meet twice per year to take up any old or new business. Committee meetings can be held in-person or virtually at the discretion of the committee. In-person meetings will typically be held in the District Office Conference Rooms (903 Gilmore Avenue). Unless otherwise indicated, meetings will be no more than one-hour in length.

The Director of Human Resources will 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 of Human Resources 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 of Human Resources.

Agendas:

Agendas will be set by the Director of Human Resources. Any committee member wishing to place items on the agenda must provide at least one-week advance notice, if possible. Agendas will be sent to committee members and placed on the district website at least one week prior to the scheduled meeting. In the event that an emergency meeting is called, distribution of the agenda may occur at least two (2) days prior to the emergency meeting.

Rules of Order:

The Insurance Benefits Committee will operate under casual rules of order that allow for the organized completion of agenda items and respectful discussion that allows for committee members to be heard. The Director of Human Resources will organize and lead the discussion and direction on agenda items. Each agenda item will be labeled with the proposed type of action/inaction. The Director of Human Resources will introduce the agenda item, allow for respectful discussion and time for questions, and then will ask for action, if necessary. Action items will need a motion, a second, and a majority vote in order to be passed.

Minutes and Records:

The Director of Human Resources will take minutes relative to the attendance, discussion, and action within the meeting. Minutes will be sent to committee members within one week following the meeting, and posted to the district website. Minutes will be retained for one (1) year beyond the current fiscal year.

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.