

**DRAFT Independent School District #256
Red Wing, MN 55066**

Call to Order:

The Red Wing School Board held a Special Workshop on December 9, 2024. Board members present were Bryant, Bjornstad, Tift and Buck. Board members Schoenfelder, Ostendorf and Roe were absent. Superintendent Bob Jaszczak and staff were in attendance. Newly elected board members Ryan Riester, Jeremy Koenig and Kayla Anderson were in attendance. Chair Bryant called the meeting to order at 5:00p.m.

1. Agenda:

The agenda was available for review.

2. Workshop Items

2.1 New Board Member Orientation Handbook

MSBA (Minnesota School Boards Association) provided a handbook template, designed a to house essential information, guidelines, and the best practices to support the role of school board member. The Superintendent distributed a handbook that was customized to reflect the policies and procedures for Red Wing Public School.

2.2 MSBA Overview

The Minnesota School Boards Association is a private, nonprofit organization founded in 1920. MSBA provides workshops, resources, services, and connections designed to help boards save time, reduce expenses, govern efficiently, and stay inspired. Included are a few of the resources provided from MSBA to assist School Board Members:

1. Standards for School Board Leadership
2. School Board Members Superintendent Leadership Guidelines
3. Guide to Board Meeting Roles and Responsibilities
4. Tenets of an Effective Board-Superintendent Relationship
5. School Board Governance Model
6. First Monday in January (Updated 2023)
7. Social Media Guidelines for School Board Members
8. Common Acronyms Used in Education
9. Glossary of Educational Terms
10. MSBA Dates with Meeting Restrictions 2024-25
11. Minnesota Open Meeting Law (2024)

2.3 Meeting Rules and Guidelines

Minnesota's Open Meeting Law (M.S. Ch. 13D) requires all school board meetings to be open to the public with few exceptions.

Included in the packet are rules and guidelines for conducting meetings.

1. Parliamentary Procedure Overview
2. MSBA Special Voting Situations Chart
3. Guidelines for Meeting Minutes
4. MSBA Closed Meeting Chart (2023)
5. School Board Actions by Resolution (2021)

2.4 Policy Development & 200 Series Policies - School Board

According to MSBA, School board policy is written to accomplish the following goals:

- To provide guidance, continuity, and consistency in the decision-making process by the school board and administration;
- To state “why” a school board wants a certain action to occur and state “what” the school board wants to accomplish through that action;
- To give enough guidance to the administration to implement school board policy, yet enough flexibility to allow the administration to carry out the policy on a daily basis;
- To provide boundaries within which the educational program can operate;
- To achieve efficiency by not repeatedly discussing the same issues;
- To reflect formally the school board’s authority to make rules and regulations, which have the force and effect of law; and
- To provide a framework for the operation of the school district consistent with state and federal law.

Included in the packet is Advice for School Boards on Policy Development by Terry Morrow, MSBA Director of Legal and Policy Services and the 200 Series adopted by Red Wing Public School ISD #256.

200 Series Policies - School Board

Policy #	Name
201	Legal Status of the School Board
202	School Board Officers
203	Operation of the School Board
203.1	School Board Procedures and Rules of Order
203.2	Order of the Regular School Board Meeting
203.5	School Board Meeting Agenda
203.6	Consent Agendas
204	School Board Meeting Minutes
205	Open Meetings and Closed Meetings
206	Public Participation in School Board Meetings
207	Public Hearings
208	Development, Adoption, and Implementation of Policies
209	Code of Ethics
210	Conflict of Interest School Board Members
211	Criminal or Civil Action Against School District
212	School Board Member Development
213	School Board Committees
214	Out of State Travel by School Board Members

2.5 Basic Finance

Superintendent Jaszczak reviewed basic school finance terms and procedures.

2.6 Red Wing Public School ISD #256

MDE, Minnesota Department of Education provides some data specific to Red Wing Public School. Included in the packet were the following documents:

1. Number of Students Attending School Regularly
2. Demographics 2024 All Students
3. Graduation Rate Over Time
4. Number of Students meeting Standards in Math-Reading-Science

5. Enrollment by Race-Ethnicity 2024
6. Enrollment by Other Criteria 2024

3. Adjournment:

Motion made by Bryant and seconded by Tift to adjourn the meeting at 6:08 p.m.
Motion carried 4-0.

Jennifer Tift
School Board Clerk