



Minnesota State Academies Board

Wednesday, March 3, 2021 at 2:00 PM
MSAD Site Council Meeting
Electronic Means
615 Olof Hanson Drive
Faribault, MN 55021

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 - A. Public Relations
 - B. E-Learning
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INDIVIDUALS WHO REQUIRE ACCOMMODATIONS
SHOULD CONTACT LOLA BRAND

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MSAD SITE COUNCIL – Draft Minutes

Location: Zoom Meeting

Date: February 3, 2021

Member Attendance

- Charissa Johnson (Parent) - present
- Dawn Hill (Parent) - present
- Benny Dow (Student) - present
- Dalina Schwartz (Student) - present
- Lance Gonzalez (Teacher) - present
- Laura SkyQuest (Teacher) - present
- Mike Adams (Residential) - absent
- Zach Schaefer (SEPA) - present
- Heather Breitbach (Support Services) - present
- Kim Viskocil (Shared Services) - present
- Jennifer Smith-Hastings (Alumni) - present
- Jay Marking (Deaf Community) - present
- (Deaf Community) - vacant
- Riss Leitzke (Deaf Blind Community) - present

Ex Officio Members

- Mary Cashman-Bakken (MDE) - absent
- Terry Wilding (Superintendent) - present
- Anne Grace Donatucci (MSAD Director) - present
- Ronda Jo Donatucci (MSAD Dorm Director) - present
- Lee Jones (MSAD Athletic Director) - absent
- Kim Barron (MSA Director of Communications) - absent
- Brittany Thomforde (MSA Director of Student Support Services) - present

1. Welcome and Roll Call - Lance called the meeting to order at 2:07 p.m. There were two additions to the agenda. Charissa moved to add 'Parent Letter' to the agenda under Old Business. Zach seconded the motion. Dalina moved to add 'Establishing a New Committee' to the agenda under New Business. Zach seconded the motion.

2. Approval of Previous Meeting Minutes - Zach made a motion to approve the January minutes. Riss seconded the motion. Discussion was held on the purpose of minutes and the recording of meetings. The majority of members voted to have the meetings recorded. Terry will research how Open Meeting Law views the posting of recorded meetings on social media.

3. Old Business

- Parent Letter - Discussion was held on the best approach for introducing representatives to their stakeholders and the process for sharing information, particularly with the parent group. Consideration needs to be taken in regards to data privacy, accessibility, ESL families and accuracy of information while avoiding any overlap with the goals of the Strategic Plan. It was decided that Terry would conduct Site Council member interviews as part of his monthly videos, starting with the parent representatives, and establish a contact point for communication. As part of the Strategic Plan, a survey will be distributed. Within that survey, parents will be asked if they are interested in being contacted by the Site Council parent representatives. This way,

the parent representatives can obtain parent contact information. Members voted to keep this as an agenda item for next month's meeting.

4. New Business

- Establishing a New Committee - Student Body Government members expressed some concerns at a recent meeting. Some of them were related to our Site Council Public Relations committee work. Others would best be addressed by a new committee. A motion was made by Dalina to create a Diversity Committee. Riss seconded the motion. Members voted in favor. Dalina, Riss and Laura volunteered to be part of this committee, working to develop and establish goals.

5. Reports

- **Policy and Procedure Review** - Discussion was held and feedback was provided.
 - Policy 211 - Criminal or Civil Action - The purpose of this policy is to provide guidance as to MSA's position, rights, and responsibilities when a civil or criminal action is pending against MSA, MSA board member, MSA employee, or MSA student.
 - Policy 450 - School Volunteers - The purpose of this policy is to develop a school volunteer program to encourage the use of volunteers in the school to enhance school-based activities and academic learning.
 - Policy 744 - Fundraising - The purpose of this policy is to establish a process for guiding fundraising efforts by staff, students, parents, alumni, and friends at MSA to avoid overlap in activities and excessive exploitation of local contributors.
- **Superintendent**
 - Return to On-Campus Learning - Aside from those students that have chosen to stay in Distance Learning, our students and staff are back on campus. Information is being communicated as it is received. Thursday updates will continue. Vaccines are slowly becoming available. Our goal is to vaccinate 80-85% of our staff and continue with in-person learning for the remainder of the school year.
 - Strategic Planning Review - We are at the midpoint of our Strategic Plan. Two committee meetings have been held so far with our stakeholders to review and revise our five goals and to create action steps. A survey will be sent out to obtain feedback, and committee work will be ongoing for the remaining two years of our Strategic Plan.
- **MSAD Director**
 - 80% of our students have returned to campus for in-person learning. 20% have chosen to remain in distance learning. February 16th is our next entry point when DL students will have the opportunity to return to campus.
 - The February Director's Newsletter included pictures of Site Council members. This was well received by our stakeholders.
 - February is Black History Month. Professional development continues with anti-racism and anti-bias training this Friday and throughout the remainder of the school year.
 - Summer curriculum work, topics, dates, and training are being discussed.
 - Amanda Bleed, our new SLP, is back and working with students.
 - CEASD is offering a virtual Day at the Capitol at the end of February.
 - The four students who attended the Learning Center online activism class will present at the Board meeting on February 24th.
 - Rochester Institute of Technology is offering dual credit (college/high school credit) courses for high school students. This year they will provide an online training for teachers.

- There are a few ECA positions opening up; a technology position, GSA, and Pathways to Life Summer Transition Program.
- **MSAD Dorm Director**
 - Hope Miller has been hired to replace Nanette Virnig as our new Student Life Assistant Director.
 - The dorm feels alive again with 25 students staying in both Wilkins and Tate Halls.
 - More options are being given regarding study hours. The Trojan Store opens tonight.
 - Health Screening is done every morning before school.
 - In honor of Black History Month, Ronda and Jeremy have scheduled Matt Maxey, a deaf rapper, to virtually talk with students on February 17th at 6:30 p.m.
- **MSAD Athletic Director**
 - Students are currently competing in the Battle of the Books. The Blue Team just finished and the Green Team is still alive in the playoffs.
 - The Academic Bowl Regions will be in two weeks.
 - Since there are no sports at this time, we are looking into activities or clinics that can be safely provided for students that are now on campus.
- **MSA Director of Communications** - Nothing at this time.
- **MSA Board Representative from MSAD Site Council**
 - Several policies were discussed.
 - A book study discussion was held after the meeting.
- **Student Body Government** - Nothing at this time.
- **Wellness Committee**
 - The new Food Service Director, Kathy Hamlin, will be joining the committee.
 - Alison Aubrecht and Laura have been helping a lot with Wellness Wednesdays.
- **MSAD Site Council Chair**
 - At last month's meeting, it was suggested that an additional DeafBlind Representative be added to the Site Council. Since this would involve a change to our recently updated bylaws, it needs to be discussed at the Board meeting first.
 - Soon all of our Site Council positions will be filled. Thank you for your involvement.
 - Please remember to wear dark colored clothes with a neutral background for meetings.

6. Committee Work - Current committee membership was reviewed. The bylaws state that each member must participate in at least one committee.

- **Public Relations** - All members have been working on this committee. Terry will ask Kim to send a membership list for our records.
- **E-Learning** - Lance, Dawn and Zach are members of this committee.
- **Diversity** - Dalina, Riss and Laura volunteered to be members of this new committee.

7. Announcements

- Amber Miller has been hired to replace Mike Hopwood as our new Financial Director. Kathy Hamlin has been hired to replace Katy Roth as our new Food Service Director.
- Jan Bailey has served as the Blind Community representative on the MSA Board for eight years. Her term expired in January. We will conduct a joint Site Council meeting on February 9th at 3:00 p.m. to interview two applicants that are interested in filling this position. After discussion, we will make a recommendation to the Governor.

8. Adjournment - The meeting was adjourned at 3:33 p.m.

Policy #: 751
Title: MSA LIBRARY COLLECTIONS MANAGEMENT
Date of Initial Approval: NEW
Revision/Re-authorization Dates:
Reviewers: MSA Superintendent; MSA Campus Directors; MSA Director of Student Support Services; MSA Librarian; MSA Library Committee

I. PURPOSE

The purpose of this policy is to act as a guide for Minnesota State Academies (MSA) libraries, primarily **the MSAD student library**, to assign responsibilities and develop strategies that foster literacy development at MSA and to ensure school community participation in decisions regarding selection, purchase, and as needed, removal of library books, resources, media, and materials. Other libraries may be added to the scope of this policy as determined by the MSA Library Committee (i.e. curriculum libraries, subject-specific libraries, etc.)

II. MISSION STATEMENT OF THE MSA LIBRARIES

The mission of the MSA libraries is to foster language development and growth within a supportive learning environment that includes all aspects of informational resources in multiple formats and accessibility. Through culturally responsive material, the MSA libraries encourage students to become critical thinkers, innovative learners, and lifelong readers.

III. GENERAL STATEMENT OF POLICY.

The MSA board recognizes that MSA libraries are a vital component of student success. The MSA board also assigns the responsibility of selection, purchase, and removal of library books, resources, media, and materials to the MSA Library Committee.

The MSA Libraries have five primary roles:

1. Deliver current, accessible materials of high interest in a variety of formats for students of all ages and their families.
2. Maintain collaboration between library staff and educational staff by providing timely, accurate information and instruction.
3. Utilize resources which are technologically advanced to foster language development and growth.
4. Provide access to learning for students by promoting enjoyment of reading, curiosity for information, and space for innovation.
5. Collaborate with the Minnesota Resource Libraries and other agencies to obtain resources for students and staff.

IV. DEFINITIONS

A. MSA Library Committee - composed of librarian(s), one administrator, and at least one educational staff member. The committee will invite additional participants as needed to reflect the current library needs (i.e. elementary teachers for purchasing elementary level books). The committee will meet once a month. The Library Committee members, other than the librarian, will serve a two-year term for consistency purposes.

- B. Materials** - print and non-print items that are available for teachers, educational staff, and students and their families. This includes materials such as classroom book sets, supplemental resources, and magazine subscriptions (i.e. Scholastic Weekly Reader).
- C. Curriculum and Related Materials** – print and non-print items related to classroom curriculum content (i.e. textbooks, workbooks, supplemental books, videos) This does not pertain to curriculum as that is covered by another department.
- D. Digital Media** – digital files and resources, including DVD, CDs, or any pre-recorded materials available to the public via the Library database and MSA-approved website(s).
- E. Multiple formats** – Resources and activities that the library provides should be available in multiple formats, including but not limited to: print and non- print materials, Braille, digital media, read aloud groups, family activities, and group & independent reading.
- F. Resources** – Resources other than books, printed material, or media which support technology-related skill development, including but not limited to 3-D printing, ASL lab, interactive monitors/panels, interactive tables, video editing programs, projectors, Visio books, Braille readers, eBooks, makerspace, and similar equipment/tools.

V. SELECTION CRITERIA FOR LIBRARY MATERIALS

The Library Committee is responsible for the review, evaluation, and selection of materials for the school library collection. Decisions made by the committee will be guided by the philosophy and criteria set forth in this policy. The committee works cooperatively with administrators and educational staff to provide resources that represent diverse points of view, stimulate growth in language and critical thinking skills, and promote the overall educational program. The collection of library materials is developed to meet both curricular and individual needs. To ensure that these needs are met, the committee is responsible for the application of selection criteria and use of recommended selection tools. All purchases, including gifts and donations, should meet the same selection standards.

The selection criteria below reflect the MSA libraries mission statement and supports the principles of intellectual freedom described in the Library Bills of Rights (ALA), Students' Right to Read (NCTE), and other position statements on intellectual freedom from the American Library Association and the American Association of School Libraries. The following is the book selection criteria:

- A. Appropriate for students with diverse needs:** Library materials and media should be provided to meet curricular needs and the individual needs, interests, and learning styles of all students at all levels. Materials will be made accessible as much as possible for students as required by MSA Policy #121.

- B. Appropriate for recommended levels:** Library materials and media should be accessible to students of varied abilities and meet informational and interest needs of all students.
- C. Appropriate format to effectively teach the curriculum:** Library materials and media should be available in a variety of formats, e.g. print, nonprint, electronic, multimedia, to meet the needs and learning styles of a diverse student population.
- D. Accurate in terms of content:** Library materials and media should present facts in an objective manner. Authority of the author, organization, publisher/producer should be a consideration in selection.
- E. Cost effective in terms of use:** Library materials and media should be evaluated for cost effectiveness in terms of accessibility, projected use, and durability.
- F. Free of bias and stereotypes:** Library materials and media should reflect the basic humanity of all people and be free of stereotypes, caricatures, distorted dialect, sexual bias, and other offensive characteristics. Library materials and media concerning religious, social, and political content should inform rather than indoctrinate.
- G. Pertinent to the curriculum and the objectives of the instructional program:** Library materials and media should reflect the curriculum utilized by MSA and support the objectives of MSA's instructional programs. Materials and media should be purchased to support learning that is happening within MSA classrooms.
- H. Recent copyright date as appropriate to the subject:** Library materials and media should be assessed for currency and relevance of the information as it relates to the content and purpose of the item.
- I. Reflective of the pluralistic nature of a global society:** Library materials and media should provide a global perspective and promote diversity as a positive attribute of our society. It is important to include materials by authors and illustrators of all cultures.
- J. Representative of differing viewpoints on controversial subjects:** Students have the right to information on both sides of a controversial issue. By having access to a variety of resources, students will have the knowledge base to develop critical thinking and problem-solving skills. The school library must provide free and equitable access to all information.

VI. SELECTION TOOLS

The Library Committee will consider recommendations from teachers, students, and parents. Communication with teachers to assess curriculum needs and recommendations for purchase is an important part of the selection process. Suggestions from students and parents are crucial to the selection process as well. The following professional resources are available to assist the Library Committee in the selection process; however, selection is not limited to the use of these tools.

- Booklist
- School Library Journal

- Horn Book
- Book Wire
- Caldecott Medal Home Page
- Coretta Scott King Award Home
- Junior Library Guild
- Newbery Medal Home Page
- Pura Belpre Award Homepage
- Voice of Youth Advocates (VOYA)
- MultiCultural Review
- Publishers Weekly
- Children's Literature Review
- Library Media Connection

VII. PURCHASE PROCESS

The Library Committee will follow MSA policies and procedures for all purchases. The librarian will work with our business office to determine the best vendors and costs to acquire materials and media that are selected by the committee.

VIII. GIFTS AND DONATIONS\

Aligned with MMB Statewide Operating Procedure 602-12 (Gift Acceptance), members of the school community are encouraged to support the mission of the MSA libraries through gifts in the form of materials or financial support. Monetary gifts are welcome and will be used to enhance programs and services. Items not added to the collection are recycled or donated to other organizations. The MSA librarian will ensure that all gifts and donations are acknowledged and approved by the MSA board, following established procedures.

NON-CASH GIFTS AND DONATIONS: Gifts of books and/or other materials are gratefully accepted with the understanding that the Library Committee has the final authority to approve materials that will be added to the library collection. The MSA libraries will not accept the following items:

- Magazines or newspapers
- Textbooks
- Condensed books (e.g., Reader's Digest)
- VHS tapes
- Unauthorized Digital Copies of materials/media
- Encyclopedias

HOW TO DONATE

All donations must be arranged in advance with the MSA librarian. Donations must be in good condition and delivered in boxes. Donations that are not accepted by the MSA library will not be returned to the donor and will be donated or recycled.

Checks for monetary gifts to the library should be made out to the Minnesota State Academies with the memo listing the MSA Libraries.

IX. INVENTORY PROCEDURE

1. Reviewing Library Materials

The Minnesota State Academies Libraries recognize the importance of maintaining a collection of relevant, accurate, and useful materials. A good collection development plan must include reviewing inventory and determining items to be removed. This process is a key part of assessing the collection. The following guidelines have been developed to help in the review/removal process; however, the final decision concerning the removal or replacement of materials rests with the Library Committee.

B. Guidelines

The Library Committee will attempt to re-introduce unused/unpopular books that have not been checked out for a long time into a special exhibit to try to garner interest. If certain books have not been checked out for a lengthy period of time, the librarian will remove the books from circulation and go through the review/removal process. To determine which library materials should be removed, the Library Committee will make decisions based on the following guidelines:

- Are they in poor physical condition?
- Are they outdated in content, use, or accuracy?
- Are they poor in quality?
- Are they biased or portray stereotypes?
- Are they inappropriate in reading level?
- Do they duplicate information no longer in heavy demand?
- Are they not compatible with general selection criteria?

C. Removing Library Materials

Withdrawn materials may be distributed to classrooms (only if appropriate), recycled, donated, or discarded.

V. RECONSIDERATION OF MATERIALS

The MSA Libraries abide by the philosophy expressed in the American Library Association's Library Bill of Rights and the American Association of School Librarians' School Library Bill of Rights for School Library Media Programs.

If a requested purchase is declined by the librarian's supervisor for reasons other than financial constraints, the Library Committee may review the reasons given, and if appropriate/desired, appeal the decision to the superintendent's office. This appeal should be in written form and include reasons for the appeal. A copy of the reasons given for the declined purchase should also accompany this request. The superintendent's office will respond within 5 working days.

Declined purchases will be kept on record in the library for future reference and utilized in response to future requests for the same item.

The Library Committee also recognizes that materials or media selected for the MSA Libraries may be challenged or questioned, despite the care taken in selecting them. Complaints about materials or media purchased by the MSA libraries should be made to the librarian and brought to the MSA Library Committee for review and response.

Legal References:

Minn. Stat. § 121A.03, Subd. 2 (Sexual, Religious, and Racial Harassment and Violence Policy)
Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
42 U.S.C. § 12101 et seq. (Americans with Disabilities Act)

Cross References:

TSD Model Policy (Library Collection Development Procedures)
American Library Association. (October 2008). Workbook for selection policy writing.
<http://www.ala.org/Template.cfm?Section=dealing&Template/ContentManagement/ContentDisplay.cfm&ContentID=11173> (Accessed May 12, 2020)
Berkeley Public Library. (May 2017). Donations Policy. <http://www.berkeleypl.org/policies/donations> (Accessed May 12, 2020)
Terrebonne Parish Library. (August 19, 1999). Library policies. <http://mytpl.org/library-policies/> (Accessed May 12, 2020).
University Laboratory High School Library. (2014). Collection development.
<https://www.library.illinois.edu/uni/policies/collectiondevelopment/> (Accessed May 12, 2020).