

Personnel Committee Meeting

Tuesday, February 8, 2022 3:15 PM

Tate Hall Conference Room, 615 Olof Hanson Drive, Faribault, MN 55021

1. **Call to Order**
2. **Meeting Minutes Review**
3. **2022-2023 School Calendar Discussion/Selection
for Board Approval**
4. **Adjourn**



Minutes of Personnel Committee Meeting Minnesota State Academies Board

A Personnel Committee Meeting of the Minnesota State Academies Board was held Tuesday, December 7, 2021, beginning at 3:15 PM in the Tate Hall Conference Room, 615 Olof Hanson Drive, Faribault, MN 55021.

Present: Superintendent Wilding, Nicole Halabi, Jessica Eggert, Bridget Flier, John Davis, Anne Grace Donatucci, Brittany Thomforde
Ex-Officio: Beth Hamilton and Mark Bromley
Minutes: Kim Barron

1. Call to Order

Superintendent Wilding called the meeting to order at 3:19 pm.

2. 2022-2023 School Calendar Draft

The group discussed the 2022-2023 school calendar draft. A survey will be sent out to staff and parents. We are still waiting on whether we can add more school days to the calendar. So far, the draft does not yet include various campus events, such as Homecoming.

Superintendent Wilding asked the group about the winter break. Next year, Christmas and New Year's Day falls on a Sunday. Should the winter break begin on Friday the 23rd, or should we move it earlier?

Mark Bromley stated that the MSAB teachers generally preferred to have the break start earlier (having the week prior to Christmas off instead of the week after January 1). John Davis agreed.

Superintendent Wilding will include this in the survey.

Should we shorten the winter break this year (begin right before Christmas and return right after New Years)?

Jessica Eggert shared that back when she was a student, the holiday break typically started on the Wednesday prior to Christmas Day and ended right after the New Year. She suggested keeping the winter break long, due to our unpredictable winter weather.

Mark Bromley suggested that if our winter break is shorter this year, we should offer more days off at other times through the year, such as the day after Mother's Day. Beth Hamilton asked whether Faribault Public Schools has announced their winter break dates yet. Superintendent Wilding said they had not.

Jessica Eggert asked about MSA students who attend mainstream classes at Faribault Public Schools – if their calendar is different than ours, then how would that work?

Superintendent Wilding responded that typically there are some options for the students. Most students will make arrangements with their teachers to get their work completed in advance. Sometimes if they still need to attend classes, we will provide dorm lodgings for them. Some are local students, so they can still attend classes. Superintendent Wilding said that Martin Luther King Jr. Day is a little earlier on the calendar in 2022. This is typically when the first semester ends. Should we keep it as is?

Faribault, Northfield and Owatonna public schools will have their spring break during the last week of March. Should we align our calendars with theirs?

Beth mentioned she noticed there were only 5 no-contact days listed, when there should be six. Superintendent Wilding replied that he had not yet counted the days in this draft, but he will make sure this is included.

Anne Grace Donatucci suggested including the no-contact days in the survey, as there was some confusion from this current school year.

Jessica Eggert asked why the International Studies trip was scheduled for summer 2022 instead of spring break. Superintendent Wilding responded that typically the trip happens during spring break, but due to the pandemic concerns, MSA moved it to summer.

Jessica Eggert then asked about the fundraiser and whether the students were doing the majority of the fundraising efforts, or if the teachers were doing it for them. Beth Hamilton responded that yes, the students are coordinating all efforts with support from staff.

3. Policies for Discussion

A. Policy 303 - Academies Administrator (Superintendent) Selection

Superintendent Wilding reiterated that there was not an immediate need to have this policy in place, but most schools have this type of policy on hand in case the need arises. This policy discusses the procedures for the Board selection of the superintendent. The Board can conduct public forums, and determine how the search and selection process will work. The policy also states the Board should get input from students, staff, and alumni. They may also elect to hire a headhunter firm to do the search process. Once the candidates are selected, the Board will work with Human Resources to go through the hiring process, aligning with MMB policy. This is a pretty straightforward policy, which will help our Board with the selection process in the future.

Brittany Thomforde questioned the need to include alumni in gathering input. Superintendent Wilding said that most public school districts involve their local district community, while MSA's community is mostly alumni. Many of our alumni have strong connections to our schools and want to be able to give their input. Brittany suggested the alumni be allowed to give input through other avenues, such as Site Council. However, the decision making process should be left to those who have a thorough understanding of the needs and operations of our schools. Perhaps the policy should be reworded to "stakeholders?"

John Davis and Bridget Flier agreed. "Stakeholder" is better as it is more neutral and allows the Board to have more flexibility in determining who should be

involved in the superintendent search process, as our stakeholder groups may change or evolve over time.

B. 304 - Academies Administrator (Superintendent) Contract, Duties and Evaluation

Superintendent Wilding stated this policy has not been changed – it is just due for reauthorization. This policy is important because it outlines the differences between the MSA superintendent's position and that of other state (non-academic) superintendents. This policy basically describes the MSA superintendent's position description, annual evaluations, and so forth.

The group did not have any feedback, so Superintendent Wilding will bring this to the next policy committee meeting, then post it for its first reading at the February Board meeting.

4. Adjourn

Superintendent Wilding adjourned the meeting at 3:46 PM.

2022-2023 School Year calendar drafts (text only version)

Option 1:

Important Dates:

- *July 11-28: ESY Summer Program*
 - *Aug. 16-Aug 22: Workdays for Licensed Staff*
 - *Aug. 16-Aug 18: Workdays for Paras/Dorm Staff*
 - **August 22: Student Check-In Day**
 - **August 23: First day of School/1st Semester**
 - *September 2-5: No School - Labor Day Weekend*
 - *September 19-24: MSAD Homecoming Week**
 - *September 26-30: MSAB Homecoming Week**
 - *October 14: MSAB White Cane Day*
 - *October 19: Early Dismissal (Noon)*
 - *October 19: Parent-Teacher Conferences*
 - *October 20-21: No School - October Break*
 - *November 3-5: GPSD Academic Triathlon (MSAD)*
 - *November 11: No School - Veterans Day*
 - *November 24-25: No School - November Break*
 - *December 9-10: Neesam Basketball Classic (MSAD)*
 - *December 9: MSAB Winter Program**
 - *December 16: MSAD Winter Program**
 - *December 19: Paras/Dorm Staff PD Day*
 - *Dec. 19-Jan. 2: No School - Winter Break*
 - *January 10-12: Final Exams - 1st Semester*
 - **January 12: Last day of 1st Semester**
 - *January 13: Workday for Licensed Staff*
 - *January 16: No School - MLK Jr. Holiday*
 - **January 17: First Day of 2nd Semester**
 - *February 20: No School - Presidents Day*
 - *March 24: Early Dismissal (Noon)*
 - *March 24: Parent-Teacher Conferences*
 - *March 27-31: No School - Spring Break*
 - *April 10: No School - Long Weekend*
 - *May 15: No School - Mother's Day Weekend*
 - *May 29: No School - Memorial Day*
 - *May 30-31: Final Exams - 2nd Semester*
 - **June 2: Last Day of School/2nd Semester**
 - *June 19: Holiday - Juneteenth*
 - *June 20-30: Pathways to Life (MSAD)**
- *tentative dates - subject to change*

Option 2:

Important Dates:

- *July 11-28: Summer School*
 - *Aug.23-29: Workdays for Licensed Staff*
 - *Aug.23-25: Workdays for Paras/Dorm Staff*
 - **August 29:** *Student Check-In Day*
 - **August 30:** *First day of School/1st Semester*
 - *September 2-5: No School - Labor Day Weekend*
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 - **January 19** - *Last day of 1st Semester*
 - *January 20: Workday for Licensed Staff*
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Minnesota State Academies for the Deaf and the Blind

2022-2023 (Option 1)

July 2022						
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<small>*tentative dates - subject to change</small>
KEY
First and Last Day of Semester
Breaks - NO SCHOOL
Professional Development - NO SCHOOL
Half-Day - School Ends at Noon
Final Exam Days
Special Events
Holidays
<small>1st semester - 85 days; 2nd semester - 90 days</small>
<small>Total Days of School=175; Teacher Workdays=181</small>

January 2023						
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MSA empowers every student to Achieve, Care, and Thrive in an ever-changing world.

MSAB - 400 6th Avenue SE, Faribault, Minnesota - 507.384.6700

MSAD - 615 Olof Hanson Dr., Faribault, Minnesota - 507.384.6600

NOTE Calendar/work days may change, depending on factors such as weather or other emergencies. Updates will be determined by the MSA board.

Approved by MSA Board - xx/xx/xxxx

Minnesota State Academies for the Deaf and the Blind

2022-2023 (Option 2)

July 2022						
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NOTE Calendar/work days may change, depending on factors such as weather or other emergencies. Updates will be determined by the MSA board.
 Approved by MSA Board - xx/xx/xxxx

Responses to Calendar Survey – (both parents and staff)

Question 1: Which calendar option do you prefer? (35 responses)

- 19 picked Option 1 (54.29%)
- 16 picked Option 2 (45.71%)

Question 2: Do you have any other feedback that you'd like the committee to consider as we finalize our 2022-2023 school calendar? (Comments were edited as some suggestions were not feasible)

- Option 2 for start date (8/23) Have school on Veteran's Day Have school on May 15th End school on June 6
- I like option #1 as it has same last day of school date as FPS and that second semester starts after MLK - not one week later.
- Veteran's Holiday need to be a workday. Defer Veteran's Holiday moved to Winter Break. That's how we pay ourselves during unpaid time. That's how it's been done for years. Taking that away causes undue burden on our ability to manage our pay.
- Add release at noon the day before Thanksgiving on both options.
- School starts on a Tuesday on both calendars - thank you!!
- Work on Veteran's Day Nov. 11 and use Holiday during winter break.
- Why does spring break keep moving?? It used to be in the middle of the month now next year its going to be the last week of March?
- During summer school, why do we have Fridays off? and no training?? Staff agreed to have Fridays off so we could have training on those days
- I'm really fine with either option. No strong preference either way. Thank you for asking.
- Starting earlier in August doesn't leave much prep time between summer school, Sports Camp and the start of school.
- Full week for paraprofessionals and dorm staff so we can help teachers with bulletin boards, prep materials, warm welcome decors for students, have staff unity pep rally on Friday get excited for students coming soon. How do we reconnect if we never get opportunity to connect first place? That way teachers can focus on curriculum and evaluation planning rather than have little tasks in way. Plus, we will be in new locations, so reorientation might be needed for us to know where everyone and everything are.
- Hate both of these options. How is it this year (2020-2021) we were able to start on August 30 and end on June 3, but next year, we add one day to the learning/teacher work days and suddenly it turns into another week on the calendar? Start on Monday the 29 (shifting it to Tuesday doesn't make sense...three day week? No thank you. Not enough time to get started on anything with three days. Go back to the four day first week). Take off the extra off days (Veterans Day, January 2, May 15) and let us end on June 2.
- Please add when dorms open. That used to be on the calendar and it was taking off a couple of years ago:)
- I wish to start early in Aug and late on June 9 so we have more breaks in between such as Thanksgiving week. I also prefer to start/end school same time as FPS.