

Regular Board Meeting

Wednesday, September 17, 2025 6:00 PM

MSAD Wilkins Hall, 615 Olof Hanson Drive, Faribault, MN 55021

1. Call to Order

2. Pledge of Allegiance

3. Adoption of Agenda

4. Open Forum: 2025 Extended School Year (ESY) Updates

5. Public Comment:

6. Consent Agenda

6.A. MSA Board August Special Meeting Minutes for Approval

6.B. MSA Board September 10 Special Meeting Minutes for Approval

6.C. Human Resources Report

6.D. Donations

7. Policies

7.A. Policies for Reauthorization

7.A.1. 522 Student Sex, Gender, Gender Identity Nondiscrimination

7.A.2. 827 Naming of Buildings, etc.

7.B. New or Updated Policies for Approval

7.B.1. 213 MSA Board Committees

7.B.2. 452 Staff use of Electronic Communication and Technology

7.B.3. 524 Student Use of Electronic Communication and Technology

7.B.4. 525 Violence Prevention

7.B.5. 616 School Accountability

7.C. Policies for First Reading: None

8. Action Items

8.A. Site Council Appointments

8.A.1.

- MSAD: Maresa Starr, Student Representative
- MSAD: Molly Peters, Shared Services Representative

8.B. Out of State Travel Requests

8.C. 2025 Board Retreat Agenda

9. Information Items:

9.A. Superintendent's Report

9.A.1. Legislative Audit Update

9.B. Director's Reports

9.B.1. Fiscal Services Director

9.B.1.a. FY Year-to-Date Report

10. Board Committee Reports

10.A. Executive Committee

10.B. Policy Committee

10.C. Site Council Reports

11. Announcements:

11.A. Subsequent Meetings:

- October 2-3, 2025 Retreat, MSAB/MSAD
- October 22, 2025, 6:00 pm at MSAD
- November 19, 2025, 1:00 pm at MSAB
- December 17, 2025, 1:00 pm at MSAD
- January 15-16, 2026 MSBA Conference
- February 11, 2026, 1:00 pm at MSAB
- March 11, 2026, 1:00 pm at MSAD
- April 15, 2026, 6:00 pm at MSAB
- May 13, 2026, 6:00 pm at MSAD
- June 17, 2026, 6:00 pm at MSAB

12. Adjourn



Minutes of Special Board Meeting Minnesota State Academies Board

A Special Board Meeting of the Minnesota State Academies Board was held Wednesday, August 20, 2025, beginning at 6:00 PM in the Lysen Hall, MSAB Campus, 400 SE 6th Ave, Faribault, MN 55021.

Present: Mary Cashman-Bakken, Annette Freiheit, Hernan Moncada, Oluwagbenga Ogungbe, Sara Pratt, Katie Wangberg, Jamers Speier.

Ex-Officio Present: Superintendent Wilding, MSAD Site Council Representative Sonny Wasilowski.

1. Call to Order:

Chair Freiheit called the meeting to order at 6:00 pm.

2. Action Items:

A. June MSA Board Meeting Minutes for Approval

Sonny Wasilowski asked if the minutes should identify unexcused absences vs. excused absences. Chair Freiheit and Katie Wangberg explained that attendance is tracked for every meeting, but reasons for absences are not shared.

Sonny then reiterated that the MSAD Site Council wished for more opportunities to serve on the standing committees and seeing an increase in Board committees.

Mary Cashman-Bakken moved to approve the minutes as written and was seconded by Katie Wangberg. Motion passed.

B. Set the MSA Board/Committee Meeting Schedule

There were a few typographical errors and conflicting dates in the proposed schedule. The board agreed to move the Executive committee June meeting to June 1 (instead of the 8th), and the School Operations committee January 23 to the 27th.

Sonny Wasilowski requested that additional Site Council meetings be added to the schedule (one before the August board meeting and one before the June board meeting). Superintendent Wilding explained that the majority of site council representatives do not work/are not present during the summertime, and the 2026-2027 board meeting schedule likely will not be approved until August of 2026.

Hernan Moncada moved to approve the schedule, with a second by Katie Wangberg. Motion passed.

Katie Wangberg moved to amend the original motion to include the corrected dates (June 1 for Executive committee and January 27 for the School

Operations committee) and was seconded by Oluwagbenga Ogungbe. Motion passed.

C. Standing Committee Review and Appointments

Katie Wangberg noted that the document states the Officer of Business Affairs (OBA) was responsible for developing the agenda for the Finance committee. Katie is the OBA, but is not on the finance committee. Chair Freiheit agreed and suggested changing the language to “Fiscal Services Director and Superintendent.” Oluwagbenga Ogungbe asked if there were any existing guidelines in determining who chairs each committee. Chair Freiheit referenced Policy 202, which states the Board Chair has discretion in appointing chairs for each committee.

Sonny Wasilowski stated that in the past, the School Operations committee oversaw the Superintendent’s evaluations and asked about the rationale for moving this responsibility to the Executive committee. Chair Freiheit explained that this was updated in Policy #213 which will have its 2nd reading for final approval in September as the Executive committee would be a more appropriate body to oversee the Superintendent’s evaluation.

Sara Pratt moved to approve the Standing Committee appointments, with amending the Finance committee agenda planning responsibilities to state “Fiscal Services Director and Superintendent” instead of the Officer of Business Affairs. Katie Wangberg seconded, and the motion passed.

D. Out of State Travel

Four out-of-state travel requests were brought to the Board: three sports events for MSAD, and one professional development request for a MSAB teacher.

Katie Wangberg asked for clarification on the transportation costs (versus the airfare costs). Superintendent Wilding explained that this was an estimated cost for Uber or taxi services, as the airport is at a distance away from the conference venue. He supported approving this request, as there are not many opportunities for BVI training. Oluwagbenga Ogungbe asked how MSA determines the frequency/variety of professional development requests.

Superintendent Wilding stated that often the requests come directly from staff themselves. Other times, the directors may identify potential training opportunities and determine which staff member would most benefit from the training (i.e. sending a science teacher to a science conference). MSA will also try to ensure that different staff have opportunities to attend trainings.

Katie Wangberg asked whether the sports teams would fundraise to help cover the costs of out-of-state travel, and if this request would eat into the budget for the remainder of the school year (impacting winter and spring sports).

Superintendent Wilding responded that fundraising efforts do occur, and students pay fees to participate, which helps cover the expenses. The annual budget is approximately \$25,000 and admissions and concession sales help with this as well. He concurred that this trip to New Mexico would significantly impact this year’s budget, but GPSD events are a priority, and the athletic director would need to budget accordingly.

Katie Wangberg moved to approve all four out-of-state travel requests and was seconded by Jamers Speier. Motion passed.

E. Site Council Appointments

Superintendent Wilding is working on identifying additional representatives for both Site Councils (parent, student, and shared/support services representatives have yet to be filled). Jasmine Rademacher has agreed to be the paraprofessional representative on the MSAD Site Council.

Katie Wangberg asked whether MSA would be advertising the vacancies.

Superintendent Wilding affirmed that the vacancies would be announced through social media and other avenues, including at the registration night on Sunday.

Katie Wangberg moved to appoint Jasmine Rademacher to the paraprofessional representative position for the MSAD Site Council. Seconded by Jamers Speier, the motion passed.

3. Information Items:

A. Overview of Dorm Redesign

Superintendent Wilding reported that the architecture firm Architecture Advantage has shared preliminary dorm design ideas and is seeking input. The firm presented at the recent all-staff training, will host a booth at the upcoming registration night, and plans to meet with students in September.

The current priority is the three dorms at the MSAB campus, since students are living there now. Any remaining funds will be directed to Pollard Hall on the MSAD campus. Because Pollard Hall is not currently used as student housing, its renovation is less time-sensitive.

Katie Wangberg asked if students could participate in the renovations (e.g. painting walls) to gain experience. Superintendent Wilding explained that because the project is funded through state bonding, renovations must be completed by outside contractors and cannot be done in-house by our staff or students.

Pollard Hall's purpose has evolved over the years, and the current plan is to build suites or apartments with mini-kitchens, including one wheelchair-accessible unit. Chair Freiheit asked whether the laundry facilities would be large enough. Superintendent Wilding responded that they should be adequate, as they are designed similarly to standard shared laundry facilities in college dorms or apartment buildings.

Chair Freiheit asked about the number of A+ Program students. This year, there are approximately 5 students, with a past high of 8. The program is not actively advertised, as most participants are our current students who decide to extend their enrollment with us. Occasionally, referrals come from Metro Deaf School. About half of MSAB's A+ students are internal, while the other half comes from other programs across the state. Once we have a better facility set up for A+ students, we can advertise this more widely around the state.

Superintendent Wilding will pass along the design plan to the Board for review and feedback. Chair Freiheit suggested adding a temporary pop-up link on the school website to collect feedback from the community.

4. Adjourn

Katie Wangberg motioned to adjourn the meeting. Seconded by Oluwagbenga Ogungbe, the motion passed.

The meeting adjourned at 7:11 pm.



Minutes of Special Meeting Minnesota State Academies Board

A Special Meeting of the Minnesota State Academies Board was held Wednesday, September 10, 2025, beginning at 6:00 PM in the Lysen Hall, MSAB Campus, 400 SE 6th Ave, Faribault, MN 55021.

Present: Chair Annette Freiheit, Hernan Moncada, Oluwagbenga Ogungbe, Jamers Speier, Katie Wangberg.

Ex-Officio Present: Superintendent Terry Wilding, MSAD Site Council Vice Chair Sonny Wasilowski.

Absent: Sara Pratt.

Called to order at 6:02 pm.

1. Call to Order:

Chair Freiheit called the meeting to order at 6:02 pm.

2. Action Items:

A. Out of State Travel Requests

Two out-of-state travel requests were submitted to the Board for approval:
MSAB Track Meet (Kansas): Track team to attend the upcoming meet in Kansas.
Region 10 Training (Portland, Oregon): MSA staff member Zach Schaefer attended an orientation and mobility training in Portland, made possible through a Region 10 grant. This grant will lead to his certification in O&M, enhancing services for our BVI and DeafBlind students. Although Region 10 arranged the travel, MSA covered a portion of the lodging costs. Because partial funding came from MSA, Fiscal Services requested Board approval to ensure proper documentation.
Katie Wangberg moved to approve both out-of-state travel requests, and was seconded by Hernan Moncada. Motion passed.

3. Adjourn

Katie Wangberg moved to adjourn the meeting. Oluwagbenga Ogungbe seconded, and the motion passed. Meeting adjourned at 6:20 pm.

Human Resources Report

September 2025 Board Meeting

Personnel Changes June 18, 2025 – September 9, 2025

Retiring Employees: None

Vacancies Filled:

1. Krista Larson, MSAB Teacher
2. Angie Becker, MSAD SEPA
3. Brianna Willow, MSAD Teacher
4. Matthew Heywood, MSAD HST
5. Cydney Ulvestad, MSAB HST
6. Chelsea Willow, MSAD Teacher

Resignations/Separations:

1. Dawn Hill, MSAD Teacher
2. Robin Moser-Oaks, MSAB HST
3. Glory Entinger, MSAD Interpreter
4. Mark Schwartz, MSAD Teacher
5. Shanada Schwartz, MSAD Teacher
6. Tabitha Anderson, MSAD SEPA
7. Nicole Wolff, MSAB SEPA
8. Jasmine Jeter, MSAD Teacher
9. Sarah Allen, MSAB SPA Supervisor
10. Ryan Johnson, MSAD Institution Education Supervisor

Leave of Absences (LOA/PPL):

1. Lance Sever-Hall
2. Chloe Donahue
3. Billy Bissell

Return from LOA:

1. Kali Bissell

Permanent Lay-Off: None

Re-Call from Lay-Off: None

Transfers: None

Work Out of Class:

1. Lee Jones, MSAD Institution Educational Supervisor

Probation to Permanent:

1. Nicole Argentina, MSAD Teacher
2. Nicole Wolff, MSAB SEPA
3. Meghan Lewis, MSAD Teacher
4. Pam Davidson, SS Accounting Technician

Non-Certifications:

1. Halli Zumbrunnen, MSAB HST
2. Kristi Borchardt, MSAB SEPA

Phased Retirement Option Appointments (PRO): None**ECA Positions 2025-2026 and Staff Assigned:**

1. MSAD Athletic Director, Ryan Smith-Hastings
2. MSAD Assistant Athletic Director, Aimee Sever-Hall
3. MSAB Athletic Director, Charles Lechtenberg
4. MSAD Varsity Boys Basketball Head Coach, Billy Bissell
5. MSAD Varsity Boys Football Head Coach, Ryan Smith-Hastings
6. MSAD Varsity Boys Football Assistant Coach, Kiefer Anderson
7. MSAD Summer Transition Program Coordinator, Chelsea Paulson
8. MSAD Academic Bowl Head Coach, Zach Schaefer
9. MSAD ASL Bowl Coach, Meghan Lewis
10. MSAD Middle School Robotics Assistant Sponsor, Lee Jones
11. MSAD High School Robotics Lead Sponsor, Lee Jones
12. MSAD Youth VB Camp Coordinator, Aimee Sever-Hall
13. MSAD Youth VB Camp Coach, Janelle Schliep
14. MSAD Senior Class Sponsor, Jessica Oldfather
15. MSAD Middle School SBG Sponsor, Andrea Kunkel
16. MSAD High School SBG Sponsor, Jessica Oldfather
17. MSAD Drama Director (6-12), Julia Forti
18. MSAD Drama Assistant Director (6-12), Christine Adams
19. MSAD Mentor, Michele Heise
20. MSAD Mentor, Justine Gonzalez
21. MSAD Mentor, Meghan Lewis
22. MSAD Drama Director (Elementary), Julia Forti
23. MSAD Drama Assistant Director (Elementary), Garrett Springer
24. MSAD Prom Sponsor, Julia Forti
25. MSAD Homecoming Event Coordinator, Marika Ulrich
26. MSAD Yearbook Sponsor, Bryan Ortiz
27. MSAD International Trip Sponsor, Lisa Wasilowski
28. MSAD International Trip Sponsor, Aimee Sever-Hall
29. MSAD Assistant Varsity Volleyball Coach, Jessica Rademacher
30. MSAD Co-Head Cheer Coach, Marika Ulrich
31. MSAD Varsity Volleyball Coach, Kali Bissell
32. MSAD Co-Head Cheer Coach, Katelynn Miller (Non-Employee)
33. MSAD Summer Curriculum (Sex Ed), Heather Breitbach
34. MSAD Summer Curriculum (Sex Ed), Lisa Wasilowski
35. MSAD Summer Curriculum (MTSS), Hether Breitbach
36. MSAD Summer Curriculum (MTSS), Shannon Swank
37. MSAD Summer Curriculum (MTSS), Molly Peters
38. MSAD Summer Curriculum (MTSS), Lisa Wasilowski
39. MSAD Summer Curriculum Elementary, Michele Heise
40. MSAD Summer Curriculum Elementary, Billy Bissell
41. MSAD Summer Curriculum Elementary, Sabrina Hubmer
42. MSAD Summer Curriculum Elementary, Meghan Lewis
43. MSAD C Team Coach Volleyball Middle School, Jessica Rademacher

- 44. MSAD SSS Team Lead, Heather Breitbach
- 45. MSAB Track Varsity Head Coach, Stacy Akemann
- 46. MSAB Track Varsity Assistant Coach, Meghan Needham

Items that do not require Board Approval: None

July 2025 Donations

Date:	7/11/2025
From:	Ryan Johnson
Type:	Monetary Donation
Amount:	\$25.00
For:	MSAD Help Fund
Deposited to:	#1390
Thank You:	Jody Olson/Jessica Rademacher

Date:	7/18/2025
From:	Rachel Lynde
Type:	Books
Amount:	\$25.00
For:	MSAD Pathways to Life
Deposited to:	
Thank You:	Chelsea Paulson

Date:	7/18/2025
From:	Anonymous Donor
Type:	Books
Amount:	\$242.02
For:	MSAD Pathways to Life
Deposited to:	
Thank You:	Chelsea Paulson

Date:	7/18/2025
From:	Deb Kasper
Type:	Books
Amount:	\$25.00
For:	MSAD Pathways to Life
Deposited to:	
Thank You:	Chelsea Paulson

Date:	7/18/2025
From:	Darlene Zangara
Type:	Books
Amount:	\$25.00
For:	MSAD Pathways to Life
Deposited to:	
Thank You:	Chelsea Paulson

Date:	7/22/2025
From:	Octo Prints
Type:	Fabric Magnetic Light Covers
Amount:	\$49.58
For:	MSAB
Deposited to:	
Thank You:	Kaitlyn Schroer

August 2025 Donations

No Donations received during the month of August 2025.

Policy #: 522
Title: STUDENT SEX, GENDER, GENDER IDENTITY NONDISCRIMINATION
Date of Initial Approval: 05-03-2007
Revision/Re-authorization Dates: 01-22-2015; 06-29-2017; 06-12-2018; 06-27-2019; 10-21-2020; 06-02-2021; 06-15-2022
Reviewers: MSAB Director; MSAD Director; MSA Director of Student Support Services

I. PURPOSE

Students are protected from discrimination on the basis of sex and gender/gender identity pursuant to Title IX of the Education Amendments of 1972 and the Minnesota Human Rights Act. The purpose of this policy is to provide equal educational opportunity for all students and to prohibit discrimination on the basis of sex, gender, or gender identity.

II. GENERAL STATEMENT OF POLICY

- A. The Minnesota State Academies (MSA) provides equal educational opportunity for all students and does not unlawfully discriminate on the basis of sex, gender, or gender identity. No student will be excluded from participation in, denied the benefits of, or otherwise subjected to discrimination under any educational program or activity operated by MSA on the basis of sex, gender, or gender identity.
- B. It is the responsibility of every MSA employee to comply with this policy.
- C. The MSA Governing Board hereby designates the Human Resources Director as its Title IX coordinator. This employee coordinates the MSA efforts to comply with and carry out its responsibilities under Title IX.
- D. Any student, parent or guardian having questions regarding the application of Title IX and its regulations and/or this policy should discuss them with the Title IX coordinator. Questions relating solely to Title IX and its regulations may be referred to the Assistant Secretary for Civil Rights of the United States Department of Education. In the absence of a specific designee, an inquiry or complaint should be referred to the superintendent or the school district human rights officer.

III. REPORTING GRIEVANCE PROCEDURES

- A. Any student who believes they has been the victim of unlawful sex, gender, or gender identity discrimination by a teacher, administrator or other school employee, or any person with knowledge or belief of conduct which may constitute unlawful sex, gender, or gender identity discrimination toward a student should report the alleged acts immediately to an appropriate MSA official designated by this policy or may file a grievance. MSA encourages the reporting party or complainant to use the report form available from the Director of each school or available from the Superintendent's office, but oral reports shall be considered complaints as well. Nothing in this policy shall prevent any person from reporting unlawful sex, gender, or gender identity discrimination toward a student directly to a school district human rights officer or to the Superintendent.
- B. At MSAB or MSAD. The Director is the person responsible for receiving oral or written reports or grievances of unlawful sex, gender, or gender identity discrimination toward a student at MSAB or MSAD. Any MSA employee who receives a report of unlawful sex, gender, or gender identity discrimination toward a student shall inform the Director immediately.

- C. Upon receipt of a report or grievance, the Director must notify the MSA human rights officer immediately, without screening or investigating the report. The Director may request, but may not insist upon a written complaint. A written statement of the facts alleged will be forwarded as soon as practicable by the director to the human rights officer. If the report was given verbally, the director shall personally document it into written form within 24 hours and forward it to the human rights officer. Failure to forward any report or complaint of unlawful sex, gender, or gender identity discrimination toward a student as provided herein may result in disciplinary action against the director. If the complaint involves the director, the complaint shall be made or filed directly with the Superintendent or the MSA human rights officer by the reporting party or complainant.
- D. The MSA board hereby designates the MSA's Human Resources Director as the MSA human rights officer to receive reports, complaints or grievances of unlawful sex, gender, or gender identity discrimination toward a student. If the complaint involves the human rights officer, the complaint shall be filed directly with the Superintendent.
- E. MSA shall conspicuously post the name of the Title IX coordinator and human rights officer(s), including office mailing addresses and telephone numbers
- F. Submission of a good faith complaint, grievance or report of unlawful sex, gender, or gender identity discrimination toward a student will not affect the complainant or reporter's future employment, grades, or work assignments.
- G. Use of formal reporting forms is not mandatory.
- H. MSA will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the MSA's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations.

IV. INVESTIGATION

- A. By authority of MSA, the human rights officer, upon receipt of a report, complaint or grievance alleging unlawful sex, gender, or gender identity discrimination toward a student shall promptly undertake or authorize an investigation. The investigation may be conducted by MSA officials or by a third party designated by MSA.
- B. The investigation may consist of personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of any other methods and documents deemed pertinent by the investigator.
- C. In determining whether alleged conduct constitutes a violation of this policy, MSA should consider the surrounding circumstances, the nature of the behavior, past incidents or past or continuing patterns of behavior, the relationships between the parties involved and the context in which the alleged incidents occurred. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all the facts and surrounding circumstances.
- D. In addition, MSA may take immediate steps, at its discretion, to protect the complainant, students, teachers, administrators, or other school personnel pending

completion of an investigation of alleged unlawful sex, gender, or gender identity discrimination toward a student.

- E. The investigation will be completed as soon as practicable. MSA's human rights officer shall make a written report to the Superintendent upon completion of the investigation. If the complaint involves the Superintendent, the report may be filed directly with the MSA Governing Board. The report shall include a determination of whether the allegations have been substantiated as factual and whether they appear to be violations of this policy.

V. MINNESOTA STATE ACADEMIES ACTION

- A. Upon conclusion of the investigation and receipt of a report, MSA will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination or discharge. MSA action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota and federal law, and MSA policies.
- B. The result of MSA investigation of each complaint filed under these procedures will be reported in writing to the complainant by MSA in accordance with state and federal law regarding data or records privacy.

VI. REPRISAL

MSA will discipline or take appropriate action against any pupil, teacher, administrator or other Academies personnel who retaliates against any person who reports alleged unlawful sex, gender, or gender identity discrimination toward a student or any person who testifies, assists or participates in an investigation, or who testifies, assists or participates in a proceeding or hearing relating to such unlawful sex, gender, or gender identity discrimination. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment.

VII. RIGHT TO ALTERNATIVE COMPLAINT PROCEDURES

These procedures do not deny the right of any individual to pursue other avenues of recourse which may include filing charges with the Minnesota Department of Human Rights, initiating civil action or seeking redress under state criminal statutes and/or federal law, or contacting the Office of Civil Rights for the United States Department of Education.

VIII. DISSEMINATION OF POLICY AND EVALUATION

- A. This policy shall be made available to all students, parents/guardians of students, staff members, employee unions and organizations.
- B. MSA shall review this policy and the school district's operation for compliance with state and federal laws prohibiting discrimination on a continuous basis.

Legal References:

Minn. Stat. § 121A.04 (Athletic Programs; Sex, Gender, or Gender Identity Discrimination)
Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
20 U.S.C. §§ 1681-1688 (Title IX of the Education Amendments of 1972)
34 C.F.R. Part 106 (Implementing Regulations of Title IX)

Cross References:

MSBA/MASA Model Policy 102 (Equal Educational Opportunity)
MSBA/MASA Model Policy 413 (Harassment and Violence)

MSBA/MASA Model Policy 528 (Student Parental, Family, and Marital Status Nondiscrimination)

Appendices:

Appendix 522-A (Report Form)

Policy #: 827
Title: NAMING OF BUILDINGS, SITES, AND COMMON AREAS
Date of Initial Approval: 08/22/2002
Revision/Re-authorization Dates: 01/23/2014; 02-16-2017; 12-08-2021
Reviewers: MSAB Director; MSAD Director; MSA Superintendent

I. PURPOSE

The purpose of this policy is to provide standard guidelines for the Minnesota State Academies in naming major buildings, sites, and common areas.

II. GENERAL STATEMENT OF POLICY

A. Major buildings, sites and common areas will not be named for individuals while they are employed by or officially involved with the Minnesota State Academies. These facilities may be named after such persons no earlier than one year following the conclusion of their relationship with the Academies.

B. When names of individuals are used, that individual should meet one of the following criteria:

1. Former elected or appointed state government official instrumental in the work of the academies.
2. Former member of the Board of the Minnesota State Academies or the Minnesota State Academies Site Councils that contributed greatly to the mission of the academies.
3. A former employee who has made outstanding contributions to the Academies.
4. A citizen who has provided significant leadership and service to the Minnesota State Academies.
5. A graduate or former student of the Minnesota State Academies who has achieved distinction in scholarship, leadership, education, creative arts, or public service.

C. When names other than those of individuals are used, in addition to Part 2 above, the recommendation shall conform to recognized standards of propriety.

D. The proposed building, site or common area name should not readily lend itself to unwanted abbreviations, acronyms or nicknames.

III. CONSULTATION, REVIEW, AND APPROVAL

Prior to making a recommendation to the Board of the Minnesota State Academies, the MSA superintendent shall institute a process to assure broad based input into the proposed building, site, or common area name. This process shall include consultation with students, staff, alumni, community representatives, and such other representation the superintendent deems advisable. The process must give due consideration to persons of color, women, and persons with

disabilities. The recommendation, which must include an explanation of the consultation and review process, shall be forwarded to the Board of the Minnesota State Academies for approval.

Policy #: 213
Title: MSA BOARD COMMITTEES
Date of Initial Approval: 12/16/2020
Revision/Re-authorization Dates: 05/15/2024
Reviewers: MSA Superintendent; MSA Board Executive Committee

I. PURPOSE

The purpose of this policy is to provide for the structure and the operation of committees or subcommittees of the Minnesota State Academies (MSA) Board.

II. GENERAL STATEMENT OF POLICY

- A. It is the policy of the MSA Board to designate board committees or subcommittees when it is determined that a committee process facilitates the mission of the MSA Board.
- B. The MSA Board has determined that certain permanent standing committees, as described in this policy, do facilitate the operation of the MSA Board and the academies.
- C. A MSA Board committee or subcommittee will be formed during the annual organization meeting or by MSA Board resolution which shall outline the duties and purpose of the committee or subcommittee.
- D. A committee or subcommittee is advisory in nature and has only such authority as specified by the MSA Board.
- E. The MSA Board will receive reports or recommendations from a committee or subcommittee for consideration. The MSA Board, however, retains the right and has the duty to make all final decisions related to such reports or recommendations.
- F. The MSA Board also may establish such ad hoc committees for specific purposes as it deems appropriate.
- G. The MSA Board reserves the right to limit, create, or abolish any standing or ad hoc committee as it deems appropriate.
- H. A committee of the MSA Board shall not appoint a subcommittee of that committee without approval of the MSA Board.

III. APPOINTMENT OF COMMITTEES

- A. The MSA Board hereby establishes the following standing committees:
 - 1. Executive (including Superintendent's Evaluation)
 - 2. Policy
 - 3. Finance
 - 4. School Operations (including ~~Superintendent's Evaluation~~, Organizational Chart, and School Calendar Development)
 - 5. MSAB Site Council
 - 6. MSAD Site Council
- B. The MSA Board will establish for each standing or ad hoc committee the number of members, the term, the schedule for meetings, and the charge or mission of each committee. Members of the MSA Board are encouraged/allowed to attend any committee meeting even if they are not appointed to that committee; however, their participation is restricted by the Open Meeting Law (see Section IV-B below).

- C. The MSA Board chair shall appoint the members of each standing or ad hoc committee and designate the chair thereof.
- D. For the Site Councils of each campus, the MSA Board shall vote to appoint members after review of applications. The Site Councils, following their bylaws, shall elect a chair and vice-chair annually.

IV. PROCEDURES FOR BOARD COMMITTEES

- A. All meetings of committees or subcommittees shall be open to the public in compliance with the Open Meeting Law, and notice/agendas shall be posted as prescribed by law. In accordance with MSA Policy #202, committee meetings are not open for public comment. The chair may designate guests to speak on topics relevant to their area of expertise. (Please refer to Policy 202, Section X for guidelines regarding public participation in meetings)
- B. If additional board members are present beyond the members appointed to that committee, their role is the same as the public attendees to those meetings.
- C. A committee or subcommittee shall act only within the guidelines and mission established for that committee or subcommittee by the MSA Board.
- D. The power of a committee or subcommittee of the MSA Board is advisory only and is limited to making recommendations to the full Board. Recommendations of a committee or subcommittee shall be determined by majority vote and be consistent with the governing rules of the MSA Board.
- E. The committee or subcommittee shall designate a secretary who will record the minutes of actions of the committee.
- F. A committee or subcommittee of the MSA Board shall, when appropriate, clarify in any dealings with the public that its powers are only advisory to the Board.

Legal References:

Minn. Stat. Ch. 13D (Open Meeting Law)

Cross References:

MSBA/MASA Model Policy 201 (Legal Status of the School Board)

MSBA/MASA Model Policy 203 (Operation of the School Board – Governing Rules)

MSBA Service Manual, Chapter 13, School Law Bulletin “C” (Minnesota’s Open Meeting Law)

Policy #: 452
Title: STAFF USE OF ELECTRONIC COMMUNICATION AND TECHNOLOGY
Date of Initial Approval: NEW
Revision/Re-authorization Dates:
Reviewers: MSA Superintendent; MSA Department Heads; and Informational Technology employees

I. PURPOSE

The Minnesota State Academies (MSA) need to address the challenge of meeting legal requirements for access to information and providing adequate protection for proprietary information while at the same time maximizing the use of electronic communication devices and technology. This policy governs access to and the appropriate use of state-provided electronic tools and technology at all times, including both work and non-work time, by MSA employees, consultants, and contractors.

II. GENERAL STATEMENT OF POLICY

A. MSA provides a variety of electronic tools for employees whose job performance require, or would be enhanced by the use of technology.

These electronic tools may include, but are not limited to, the following:

- Desk telephones
- Video phones
- Mobile devices (e.g., cellular phones, tablets, etc.)
- Computers (desktops or laptops) and Monitor(s)
- Facsimile machines, printers, and copiers
- Electronic mail (e-mail) systems
- Internet access, computer programs, and apps
- Two-way radios

B. Employee access to and use of electronic tools is intended for business-related purposes. Limited and reasonable incidental use of these tools for occasional personal purposes which does not result in any additional costs or loss of time or resources for their intended business purpose is permitted. Incidental use is defined as minimal duration in length and frequency.

C. Employees of MSA are responsible for appropriate use of all state-owned electronic tools. They are expected to adhere to the highest ethical standards when conducting state business and to follow the Code of Ethics and related state statutes applicable to executive branch employees.

Minnesota Statute 43A.38, Subdivision 4 provides "Use of state property":

- 1. Employees [Staff] shall not use or allow the use of state time, supplies, or state-owned or leased property and equipment for the employee's private interest or any other use not in the interest of the state, except as provided by law.*
- 2. An employee [staff] may use state time, property, or equipment to communicate electronically with other persons including, but not limited to, elected officials, the employer, or an exclusive bargaining representative under chapter 179A, provided this use, including the value of time spent, results in no incremental cost to the state or results in an incremental cost that is so small as to make accounting for it unreasonable or administratively impracticable.*
- 3. The commissioners of administration and management and budget shall issue a statewide policy on the use of electronic mail and other forms of electronic communications by executive branch state employees. The policy is not subject to the provisions of chapter 14 or 179A. Appointing*

authorities in the legislative and judicial branches shall issue policies on these issues for their employees. The policies shall permit state employees to make reasonable use of state time, property, and equipment for personal communications and shall address issues of privacy, content of communications, and the definition of reasonable use as well as other issues the commissioners and appointing authorities identify as necessary and relevant.

Minnesota Statute 43A.39, Subdivision 2 provides “Noncompliance”:

Any employee [staff] who intentionally fails to comply with the provisions of Chapter 43A shall be subject to disciplinary action and action pursuant to Chapter 609.

III. MSA RESPONSIBILITIES

- A. MSA supervisors are responsible for ensuring that employees appropriately use all electronic tools by providing training, supervising, coaching, and taking disciplinary action, when necessary.
- B. MSA is responsible for establishing internal policies regarding password management, encryption, data practices, monitoring access, records retention, and the like, and for communicating those policies to employees. MSA will ensure that the responsible authorities within the agency know who can access what, using what technology, and under what conditions.
- C. MSA will cooperate fully with local, state, and federal authorities in any investigation concerning or related to any illegal activity.

IV. EMPLOYEE RESPONSIBILITIES

MSA employees need to use good judgment in the use of all state-provided electronic tools and technology. They are expected to ensure that messages conveyed are appropriate in both the types of messages created and the tone and content of those messages. Employee use of all state-provided electronic tools and technology must be able to withstand public scrutiny without embarrassment to MSA or the State of Minnesota.

Inappropriate Use:

Examples of inappropriate use include, but are not limited to:

- Illegal activities.
- Wagering, betting, or selling.
- Harassment, cyber bullying, disparagement of others, stalking, and/or illegal discrimination.
- Fund-raising for any purpose unless agency sanctioned.
- Commercial activities, e.g., personal for-profit business activities. This includes using school equipment and/or network resources for monetization of social media accounts, etc.
- Use of state equipment for virtual appointments, college classes, work/duties for a job outside of MSA, and similar non-MSA activities.
- Promotion of political or religious positions or activities.
- Receipt, storage, display or transmission of material that is or may be reasonably regarded as violent, harassing, discriminatory, obscene, sexually explicit, or pornographic, including any depiction, photograph, audio recording, or written word;
- Unauthorized accessing of non-public data or any attempt to post, transmit or distribute non-public or personal data.
- Non-State employee use (e.g., family member or friend) at work or at home.

- Introduction of information or materials that could cause damage or danger of disruption to the educational process.
- Uses that are in any way disruptive, harmful to the reputation or business of the State or that are inappropriate in the education setting or to the educational process.
- Purposes other than state business, except incidental or minimal use.
- Attempts to vandalize, to degrade or to disrupt equipment, software, or system performance by spreading computer viruses or other means.
- Attempts to tamper with modify or change the MSA's system software, hardware or wiring or any action to disrupt Academies security systems.
- Attempts to violate copyright laws or usage licensing agreements, including downloading or exchanging pirated software.

Employees engaging in any of the above-listed activities may be subject to discipline, up to and including dismissal.

The traditional communication rules of reasonableness, respect, courtesy and common sense and legal requirements also apply to electronic communication. Actions that are considered illegal such as gambling and sexual harassment are not up to the discretion of individual agencies or individual managers or supervisors, and such actions will subject the employee to disciplinary action up to and including dismissal.

Employees should be aware that they might receive inappropriate, unsolicited e-mail messages. Any such message should be deleted before opening if an employee does not believe the e-mail is coming from a reputable person or organization. If an employee does open an e-mail and discovers it to be inappropriate in nature, or a potential security threat such as a virus, they should report it immediately to the MSA Informational Technology team. Under no circumstances should employees forward or reply to these messages prior to consulting with the IT team.

While employees may make personal use of state technology such as e-mail and Internet access, the amount of use during working hours is expected to be de minimis. De minimis use is defined as so small or minimal in difference that it does not matter, or the law does not take it into consideration. Excessive time spent on such personal activities during working hours will subject the employee to disciplinary action.

Cellular Phones and/or Mobile Devices

A. Business Use Justification Requirements:

Cellular phones and/or mobile devices and services are provided for official state business use and are made available to employees in positions where the associated benefits justify the additional operating costs. Employees who meet the following criteria established by the Superintendent's office may be assigned MSA-assigned cellular phones and/or mobile devices.

1. Employees who need to respond to emergencies (i.e., Directors, Nurses)
2. Employees who spend more than 40% of their work time outside of their offices (i.e., Interpreters, Outreach, Orientation and Mobility providers)

*The superintendent will consider unique circumstances in determining additional assignments of cellular phones and/or mobile devices.

** "Shared" cellular phones/mobile devices may be checked out for occasional use when employees are out of the office for an extended period of time.

- B. Shared Cellular Telephones and/or mobile devices:
Whenever frequency of use does not justify individual assignment, the sharing of state-owned cellular telephones and/or mobile devices is encouraged to reduce costs.
- C. Individual Assignment and Self-Management:
When sharing of state-owned cellular telephones/mobile devices does not meet operational needs, employees may be individually assigned a cellular telephone/mobile device.

MSA shall review and assign mobile devices and services consistent with their internal procedures.

Employees will acknowledge the receipt and acceptance of the conditions for the individual assignment of a state-owned cellular telephone/mobile device using the appropriate form developed for this purpose. See *Minnesota State Academies Equipment Sign Out (Appendix 524-B)*.

MSA is responsible for keeping the receipt form on file for the duration of the individual assignment of a cellular telephone/mobile device to an employee. When the employee leaves their position or is no longer an authorized user, the state cellular/mobile device must be returned to the employee's supervisor or other designated official.
- D. Public Information:
Call detail (e.g., time, number called, date, duration) of calls appearing on the state cellular telephone billing account is public information, except when exempt by statute.
- E. Use of State Cellular Phone/Mobile Device for Personal Calls:
The use of state-owned cellular phones/mobile devices and service is intended for state business. Personal use of state-owned cellular phones/mobile devices is allowable only for incidental use.
- F. Essential Personal Calls:
Essential personal calls are defined as calls of minimum duration and frequency that are urgent in nature and cannot be made at another time or from a different telephone. Examples of essential personal calls are calls to arrange for care of a child or other family emergency, to alert a family member of an unexpected delay due to a change in work schedule, or to arrange for transportation or service in the event of car trouble.
- G. Potential Disciplinary Action:
Employees are expected to use state cellular phones/mobile devices responsibly and in accordance with this policy and any applicable work rules. Personal use of a state mobile device in violation of this policy or MSA's work rules may result in revocation of the cellular phone/mobile device assignment and possible disciplinary action against the employee. In addition, employees must reimburse the state within 30 days for the costs of all non-essential personal calls at the state's costs (i.e., the contracted per minute rate, any additional amounts for applicable toll or roaming charges, miscellaneous fees, and taxes).
- H. Monthly Mobile Device Billing Review and Annual Service Reviews:
MSA Fiscal Services is responsible for reviewing monthly mobile device billings, similar to any other type of billing it receives. Employees are responsible for identifying their personal calls and texts. Any personal use of a state cellular phone or mobile

device shall be identified by the employees and submitted monthly to their supervisor or designated individual.

Fiscal Services will conduct an annual review of individual cellular telephone/mobile device assignments to determine if there is a continuing need and if it remains cost justified.

- I. Use of a Personal Cellular Phone and/or Mobile Device for State Business:
Employees should not use their personal device to conduct state business without prior authorization given. In the event that an individual uses their personal cellular telephone/mobile device to conduct state business, the employee understands that any costs will not be reimbursed by MSA. Employees will be required to sign forms acknowledging their personal responsibility for devices and costs associated with monthly use and/or repairs/replacement.
- J. Number Portability:
In the event of a change of vendors for the state's cellular contract, cellular numbers may be ported (transferred) from one vendor to another in most cases. Porting a personal cellular number to a state billing account is prohibited, as is porting a state cellular number to a personal billing account. This will avoid the commingling of personal and business calls.
- K. Employee Safety:
MSA employees are prohibited from using a cellular phone and/or mobile device to make a phone call while operating a motor vehicle in the conduct of state business, except for the purpose of making a phone call to obtain or render emergency assistance. Further, the use of a cellular phone/mobile device is prohibited in all contracts the state has entered into with rental car agencies, with the only exception being its use in an emergency situation. Additionally, employees are reminded that the use of a mobile device for non-telephone communication (e.g., texting) is illegal in Minnesota while operating a motor vehicle. (See Minnesota Statute 169.475 below)

169.475 USE OF WIRELESS COMMUNICATIONS DEVICE

Subdivision 1. Definition

For purposes of this section, "electronic message" means a self-contained piece of digital communication that is designed or intended to be transmitted between physical devices. An electronic message includes, but is not limited to, e-mail, a text message, an instant message, a command or request to access a World Wide Web page, or other data that uses a commonly recognized electronic communications protocol. An electronic message does not include voice or other data transmitted as a result of making a phone call, or data transmitted automatically by a wireless communications device without direct initiation by a person.

Subd. 2. Prohibition on use

No person may operate a motor vehicle while using a wireless communications device to compose, read, or send an electronic message, when the vehicle is in motion or a part of traffic.

Subd. 3. Exceptions

This section does not apply if a wireless communications device is used:

- (1) solely in a voice-activated or other hands-free mode;*
- (2) for making a cellular phone call;*
- (3) for obtaining emergency assistance to (i) report a traffic accident, medical emergency, or serious traffic hazard, or (ii) prevent a crime about to be committed;*
- (4) in the reasonable belief that a person's life or safety is in immediate danger; or*
- (5) in an authorized emergency vehicle while in the performance of official duties.*

V. UNION USE

In the interest of maintaining effective labor management relationships and efficient use of state time and resources, state e-mail systems may be used by employee representatives of the union for certain union activities, in accordance with provisions of applicable bargaining unit agreements.

State-owned property or services including the e-mail system may not be used for political activities, fund-raising, campaigning for union office, union organizing activities, or solicitation of employees for union membership.

Union use of electronic communication technology is subject to the same conditions as employee use of such technology, as set forth in this Policy Memorandum. This includes the conditions set forth in the paragraph below entitled, "Monitoring."

VI. MONITORING

Electronic communication devices such as mobile devices, desk telephones, two-way radios, videophones, facsimile machines, state e-mail systems and Internet access, any and all software, data, or other information stored on a state-owned computer or network are state property. Like the other state-owned resources, they are intended to be used for state business and other MSA-sanctioned activities. State-owned electronic communication devices may be monitored, read, examined, seized, or confiscated as necessary. Accordingly, MSA reserves the right to monitor any and all electronic communication device activity. Electronic monitoring of telephone¹, facsimile, pager, e-mail, and Internet activities that conversations will only occur if proper notice has been given, in accordance with the Federal regulations for Stored Wire and Electronic Communications and Transactional Records Access (Federal Wire Tap Regulations) – see 21 U.S.C. 2701-2711.

Employees should not expect that any state-owned electronic communication device activity will remain private². The State reserves the right to monitor any use of these systems, including use of these devices while the employee is on their own time, to access any information on these systems, and to take any action it determines to be appropriate with respect to that information.

Data that agencies maintain electronically is government data and, as such, is subject to classification and access under the Minnesota Government Data Practices Act, Minnesota Statutes, Chapter 13. Employees should understand that electronic data may not be completely secure. They should also understand that e-mail messages and Internet transactions, including those they delete or erase from their own files, may be backed up or recorded and stored centrally for system security and investigative purposes. E-mails and records of Internet activities may be retrieved and viewed by someone else with proper authority at a later date. It is the user's responsibility to use care in communicating information not meant for public viewing.

¹ However, electronic monitoring of telephone conversations will only occur if proper notice has been given, in accordance with Federal regulations for Stored Wire and Electronic Communications and Transactional Records access (Federal Wire Tap Regulations) – See 21 U.S.C. §§2701-2711.

² Similarly, other State-owned property, including, but not limited to, locked/unlocked desk drawers and cabinets, vehicles, and equipment may also be seized, confiscated, and/or searched as necessary. Staff should not expect any personal property that is maintained and/or stored in state owned property would remain private.

Because electronic communication systems, such as facsimile, e-mail and Internet systems may not be secure, it is recommended that employees not send any data classified under the Minnesota Government Data Practices Act as not public (private or confidential data on individuals or nonpublic or protected nonpublic data not on individuals) through unsecured facsimiles or over the e-mail or Internet systems unless the data are encrypted or encoded.

VII. FILTERING

- A. With respect to any of its computers with Internet access, the Minnesota State Academies will monitor the online activities and employ technology protection measures during any use of these computers by minors or adults. The technology protection utilized will block, filter or limit Internet access to any text or visual depictions that are: 1) Obscene; 2) Pornographic; or 3) Harmful to minors.
- B. The term “harmful to minors” means any picture, image, graphic or visual depiction that:
 - 1. Taken as a whole and with respect to minors, appeals to an interest in nudity or sex, an actual or simulated sexual act or lewd exhibition; or
 - 2. Depicts, describes, or represents information, in a patently offensive way with respect to what is suitable for minors.
- C. An administrator, supervisor, or other person with written authorization by the superintendent may disable the technology protection measures, during use by an adult, to enable access for bona fide research or other lawful purpose.

VIII. RECORD RETENTION SCHEDULES

Record retention schedules are the same regardless of the medium used to create or store the record. As a result, many electronic records and e-mail messages are official records of the agency and must be retained in accordance with MSA’s approved record retention schedule appropriate for the type, nature, and content of the record. Improper disposal may subject the employee and MSA to legal sanctions and other administrative or legal consequences. The same rules that are used to determine if a paper, microform, or videotaped record should be retained apply to electronic records or e-mail messages.

Additional References:

Administrative Procedure 1.2 – Harassment Prohibited
Statewide Policy – Zero Tolerance for Sexual Harassment
MN. STAT. 1.50 – Freedom From Violence
MN. STAT. 15.86 – State Agency Actions
MN. STAT. Chapter 13 – Government Data Practices
MN. STAT. 138.17 – Government Records; Administration
MN. STAT. 43a.38, Subd. 4 – Use of State Property
MN. STAT. 43a.39, Subd. 2 - Noncompliance
MN. STAT. 169.475 – Use of Wireless Communications Device

Appendixes:

475-A: Personal Phone Use
475-B: Minnesota State Academies Equipment Sign-Out
475-C: Employee Electronic Communication and Technology Agreement

Policy #: 524
Title: STUDENT USE OF ELECTRONIC COMMUNICATION AND TECHNOLOGY
Date of Initial Approval: 01-23-2003 (Original)
Revision/Re-authorization Dates: 11-21-2013; 03-24-2016; 02-16-2017; 06-12-2018; 06-27-2019
Reviewers: MSA Superintendent, MSA Instructional Leadership Team, and Instructional Technology staff

I. PURPOSE

The Minnesota State Academies (MSA) need to have clear rules about students' use of MSA technology and electronic communication. This policy explains how students at MSA can use technology for learning and communication at MSA, following limits established in different federal and state laws.

II. GENERAL STATEMENT OF POLICY

A. MSA provides a variety of electronic tools for students to assist in their learning activities.

These electronic tools include, but are not limited to, the following:

- Tablets
- Laptop computers
- Assistive Technology Devices (switches, refreshable braille displays, Augmentative and Alternative Communication Devices, etc.)
- Electronic mail (e-mail) systems
- Internet access and apps

B. Students' use of MSA-provided electronic tools is intended for school-related purposes. Students may use those tools for personal purposes from time to time but must follow all school rules about the use of technology in and out of the classrooms. Students are responsible for appropriate use of all MSA devices, apps, and network access.

C. Students may bring personal technology devices (cell phones, tablets, laptops, gaming devices, etc.) to campus. Students must follow all school and dorm rules about using their personal devices and limitations related to the use of the school internet network.

III. MSA RESPONSIBILITIES

A. MSA administrators and staff are responsible for ensuring that students appropriately use all electronic tools by providing training, supervising, coaching, and taking disciplinary action, when necessary.

B. MSA is responsible for establishing internal policies regarding password management, encryption, data practices, monitoring access, records retention, inventory, and the like, and for communicating those policies to students. MSA will ensure that the students understand when and how they can use technology.

C. MSA will cooperate fully with local, state, and federal authorities in any investigation concerning or related to any illegal activity.

IV. STUDENT AND PARENT RESPONSIBILITIES

A. Students are expected to follow all MSA rules and regulations for use of school-provided technology, including computers, other electronic devices, e-mail, and

Internet Access. Students who break the rules will have appropriate consequences as outlined in the student handbook, including possible suspension of their computer/Internet privileges for a period of time.

- B. Even when students are not on our campuses, if they engage in the foregoing unacceptable uses of the Internet may also be in violation of this policy as well as other MSA policies. Students may not use school equipment or network resources to earn money (e.g., monetization of social media accounts, etc.)

Examples of such violations include but are not limited to situations where the MSA technology network system is compromised or if a student is negatively impacted. If MSA receives a report of unacceptable use originating from a non-school computer or resource, MSA may investigate such reports to the best of its ability. Students may be subject to disciplinary action for such conduct, including but not limited to, suspension or cancellation of the use or access to MSA's computer and network system, and discipline under other appropriate MSA policies, including suspension, or expulsion.

- C. Outside of school, parents bear responsibility for the same guidance of Internet use as they exercise with information sources such as television, telephones, radio, movies, and other possibly offensive media.

Parents are responsible for monitoring their student's use of the MSA technology network system and of the Internet if the student is accessing the MSA technology network system from home or a remote location.

Parents will be notified that their students will be using MSA resources/accounts to access the Internet and that MSA will provide parents the option to request alternative activities not requiring Internet access. This notification should include:

1. A copy of the user notification form provided to the student user.
2. A description of parent/guardian responsibilities.
3. A notification that the parents have the option to request alternative educational activities not requiring Internet access and the material to exercise this option.
4. A statement that the Internet Use Agreement must be signed by the user, the parent or guardian, and the campus director prior to use by the student.
5. A statement that MSA's acceptable use policy is available for parental review.

V. MONITORING

MSA-provided electronic communication devices such as mobile devices, tablets/laptops, e-mail systems and Internet access, any and all software, data, or other information stored on a state-owned device are state property. Like the other state-owned resources, they are intended to be used for school purposes and other MSA-sanctioned activities.

State-owned electronic communication devices may be monitored, read, examined, seized, or confiscated as necessary. Accordingly, MSA reserves the right to monitor any and all electronic communication device activity. Electronic monitoring of e-mail and Internet activities will only occur if necessary as part of an ongoing investigation.

Students should not expect that any state-owned electronic communication device activity will remain private¹. The State reserves the right to monitor any use of these systems,

¹ Similarly, other State-owned property, including, but not limited to, locked/unlocked desk drawers and cabinets, vehicles, and equipment may also be seized, confiscated, and/or searched as necessary. Students should not expect any personal property that is maintained and/or stored in state owned property would remain private.

including use of these devices while the student is on their own time, to access any information on these systems, and to take any action it determines to be appropriate with respect to that information.

Students should understand that electronic data may not be completely secure. They should also understand that e-mail messages and Internet transactions, including those they delete or erase from their own files, may be backed up or recorded and stored centrally for system security and investigative purposes. E-mails and records of Internet activities may be retrieved and viewed by someone else with proper authority at a later date. It is the user's responsibility to use care in communicating information not meant for public viewing.

VI. FILTERING

- A. With respect to any of its computers with Internet access, MSA will monitor the online activities and employ technology protection measures during any use of these computers by minors or adults. The technology protection utilized will block, filter or limit Internet access to any text or visual depictions that are: 1) Obscene; 2) Pornographic; or 3) Harmful to minors.
- B. The term "harmful to minors" means any picture, image, graphic or visual depiction that:
1. Taken as a whole and with respect to minors, appeals to an interest in nudity or sex, an actual or simulated sexual act or lewd exhibition; or
 2. Depicts, describes or represents information, in a patently offensive way with respect to what is suitable for minors.
- C. An administrator (or another person with written authorization by the superintendent) may disable the technology protection measures, with supervision by an adult, to enable access for bona fide research or other lawful purpose.

VII. RECORD RETENTION SCHEDULES

Record retention schedules are the same regardless of the medium used to create or store the record. Many electronic records and e-mail messages are official records of MSA and must be retained in accordance with MSA's approved record retention schedule appropriate for the type, nature, and content of the record. The same rules that are used to determine if a paper, microform or videotaped record should be retained apply to electronic records or e-mail messages.

Additional References:

Statewide Policy – Zero Tolerance for Sexual Harassment
MN. STAT. 1.50 – Freedom From Violence
MN. STAT. 15.86 – State Agency Actions
MN. STAT. Chapter 13 – Government Data Practices
MN. STAT. 138.17 – Government Records; Administration
MN. STAT. 43a.38, Subd. 4 – Use of State Property
MN. STAT. 169.475 – Use of Wireless Communications Device

Appendix:

524-A: Student/Parent Electronic Communication and Technology Agreement

Policy #: 525
Title: VIOLENCE PREVENTION
Date of Initial Approval: NEW
Revision/Re-authorization Dates:
Reviewers: MSA Instructional Leadership Team

I. PURPOSE

The purpose of this policy is to recognize that violence has increased nationally and to identify measures that the Minnesota State Academies (MSA) will take in an attempt to maintain a learning and working environment that is free from violent and disruptive behavior.

The MSA board is committed to promoting healthy human relationships and learning environments that are physically and psychologically safe for all members of the school community. It further believes that students are the first priority, and they should be protected from physical or emotional harm during school activities and on school grounds, buses, or field trips while under MSA supervision.

II. GENERAL STATEMENT OF POLICY

- A. The policy of MSA is to strictly enforce its weapons policy (Policy #501).
- B. MSA will promptly investigate all acts, or formal or informal complaints, of violence and take appropriate disciplinary action against any student or staff member who is found to have violated this policy or any related policy.
- C. The MSA administration will periodically review discipline policies and procedures, prepare revisions if necessary, and submit them to the MSA board for review and adoption.
- D. MSA will implement approved violence prevention strategies to promote safe and secure learning environments, to diminish violence in our schools, and to aid in the protection of children whose health or welfare may be jeopardized through acts of violence.

III. IMPLEMENTATION OF POLICY

- A. The MSA board will periodically review and approve policies to prevent and address violence in our schools. MSA administrators will develop procedures to effectively implement the school weapons and violence prevention policies. It shall be incumbent on all students and staff to observe all policies and report violations to the school administration.
- B. The MSA board and administration will inform staff and students annually of policies and procedures related to violence prevention and weapons.
- C. MSA will act promptly to investigate all acts and formal and informal complaints of violence and take appropriate disciplinary action against

any student or staff member who is found to have violated this policy or any related policy.

- D. The consequences set forth in the school weapons policy (Policy #501) will be imposed upon any student or nonstudent who possesses, uses or distributes a weapon when in a school location.
- E. The consequences set forth in the school hazing policy (Policy #526) will be imposed upon any student or staff member who commits an act against a student or staff member; or coerces a student or staff member into committing an act, that creates a substantial risk of harm to a person in order for the student or staff member to be initiated into or affiliated with an organization, or for any other purpose.
- F. Students who engage in assault or violent behavior will be removed from the classroom immediately and for a period of time deemed appropriate by the principal, in consultation with the teacher, pursuant to the student discipline policy (Policy #506).
- G. Students with disabilities may be expelled for behavior unrelated to their disabilities, subject to the procedural safeguards required by the Individuals with Disabilities Education Act (IDEA), Section 504 of the Rehabilitation Act of 1973, and the Pupil Fair Dismissal Act.
- H. Procedures will be developed for the referral of any person in violation of this policy or the weapons policy to the local law enforcement agency in accordance with Minnesota Statutes section 121A.05.
- I. Students who wear objectionable emblems, signs, words, objects, or pictures on clothing communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group or which connotes gang membership or that approves, advances, or provokes any form of religious, racial, or sexual harassment or violence against other individuals as defined in the harassment and violence policy (Policy #413) will be subject to the procedures set forth in the student dress and appearance policy (Parent/Student Handbook).

“Gang” as used in this policy means any ongoing organization, association, or group of three or more persons, whether formal or informal, having as one of its primary activities the commission of one or more criminal acts, which has an identifiable name or identifying sign or symbol, and whose members individually or collectively engage in or whose members engaged in a pattern of criminal gang activity.

A “pattern of gang activity” means the commission, attempt to commit, conspiring to commit, or solicitation of two or more criminal acts, provided the criminal acts were committed on separate dates or by two or more persons who are members of or belong to the same criminal street gang.

- J. This policy is not intended to abridge the rights of students to express

political, religious, philosophical, or similar opinions by wearing apparel on which such messages are stated. Such messages are acceptable as long as they are not lewd, vulgar, obscene, defamatory, profane, denote gang affiliation, advocate harassment or violence against others, are likely to disrupt the education process, or cause others to react in a violent or illegal manner.

IV. PREVENTION STRATEGIES

MSA has adopted and will implement the following prevention strategies to promote safe and secure learning environments, to diminish violence in our schools, and to aid in the protection of children whose health or welfare may be jeopardized through acts of violence.

- A. Clear school rules that prevent and deter violence.
- B. Adopt a crisis management policy to address potential violent crisis situations in the district.
- C. Provide training in recognition, prevention, and safe responses to violence and development of a positive school climate.
- D. Promote student safety responsibility by encouraging the reporting of suspicious individuals and unusual activities on school grounds. Require all visitors to check in at the main office, following MSA Policy #903.
- E. In-service training for personnel by experts familiar with topics including, but not limited to: domestic violence, personal safety (i.e., helping students identify violence in the family and the community so that students may learn to resolve conflicts in effective, nonviolent ways), recognizing and preventing sexual abuse and sexual violence, and reporting any violation in accordance with Minnesota laws and code of ethics for teachers.
- F. Establish a school accountability committee to develop curricular content and instructional activities to address topics including, but not limited to:
 - violence prevention strategies
 - law-related education
 - child sexual abuse prevention for students, including age-appropriate instruction on recognizing sexual abuse and assault, boundary violations, and ways offenders groom or desensitize victims, as well as strategies to promote disclosure, reduce self-blame, and mobilize bystanders
 - character/values education (universal values, e.g., honesty, personal responsibility, self-discipline, cooperation, and respect for others).
 - cross cultural awareness, with the goal to unify students of all cultures and backgrounds, development of mutual respect and understanding of diverse experiences and values, and strengthening the message of inclusion.
 - social skills such as maintaining self-control, building

communication skills, forming friendships, resisting peer pressure, being appropriately assertive, forming positive relationships with adults, and resolving conflict in nonviolent ways.

- critical viewing and listening skills in analyzing mass media to recognize stereotypes, distinguishing fact from fantasy, and identifying differences in behavior and values that conflict with their own.

V. STUDENT SUPPORT

- A. Students will have access to school-based student service professionals, when available, including counselors, nurses, social workers, and psychologists who are knowledgeable in methods to assist students with violence prevention and intervention.
- B. Students will be educated about MSA policies designed to protect their personal safety.
- C. Students will be provided with information about MSA rules regarding weapons and violence.
- D. Students will be informed of resources for violence prevention and proper reporting.

VI. EMPLOYEES

- A. MSA employees shall comply with the school weapons policy (Policy #501) and the school hazing policy (Policy #526).
- B. MSA employees will review violence prevention policies and report any violation to school administration immediately. They are required to review policies regarding weapons and violence prevention annually.
- C. MSA employees will not engage in emotionally abusive acts including malicious shouting, ridicule, and/or threats or other forms of corporal punishment.

Legal References:

Minn. Stat. § 13.43, Subd. 16 (Personnel Data)

Minn. Stat. § 120B.22 (Violence Prevention Education)

Minn. Stat. § 120B.232 (Character Development Education)

Minn. Stat. § 120B.234 (Child Sexual Abuse Prevention Education)

Minn. Stat. § 121A.035 (Crisis Management Policy)

Minn. Stat. § 121A.05 (Policy to Refer Firearms Possessor)

Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)

Minn. Stat. § 121A.44 (Expulsion for Possession of Firearm)

Minn. Stat. § 121A.61 (Discipline and Removal of Students from Class)

Minn. Stat. § 121A.64 (Notification)

Minn. Stat. § 121A.69 (Hazing Policy)

Minn. Stat. § 181.967, Subd. 5 (School District Disclosure of Violence or Inappropriate Sexual Contact)

Policy #: 616
Title: SCHOOL ACCOUNTABILITY
Date of Initial Approval: 04-27-2017
Revision/Re-authorization Dates: 06-12-2018; 11-29-2018; 09-16-2020; 06-02-2021; 06-15-2022
Reviewers: MSA Instructional Leadership Team

I. PURPOSE

The purpose of this policy is to develop strategies and educational programming aligned with best practices, which promotes higher academic achievement for all students and ensures broad-based agency-wide participation in decisions regarding the implementation of the Minnesota Academic Standards and federal law.

II. GENERAL STATEMENT OF POLICY

Implementation of the Minnesota Academic Standards requires a commitment to accountability for the Minnesota State Academies (MSA). MSA is obligated to ensure adherence to the graduation requirements of the Minnesota ECIP and K-12 Academic Standards and goals outlined in each student's IEP/IFSP. MSA will use a system to review and improve instruction, curriculum, and assessment which includes input from students, teachers, and parents/families. MSA will be accountable to the public and the state through annual reporting.

III. DEFINITIONS

A. **“Credit”** means a student's successful completion of a course of study or a student's mastery of the applicable subject matter, as determined by MSA.

B. **“Graduation Standards”** means the credit requirements and Minnesota Academic Standards that school districts must offer and certify that students complete to be eligible for a high school diploma.

C. **“Comprehensive Achievement and Civic Readiness”** means striving to: meet school readiness goals; close the academic achievement gap among all racial and ethnic groups of students and between students living in poverty and students not living in poverty; have all students attain career and college readiness before graduating from high school; have all students graduate from high school; and prepare students to be lifelong learners.

IV. ESTABLISHMENT OF GOALS, IMPLEMENTATION, EVALUATION, AND REPORTING

A. School District Goals

1. The school accountability committee will develop annual district-wide goals which provide broad direction for the Academies. The goals must incorporate the graduation and education standards contained in the Minnesota Academic Standards. The goals shall be reviewed and approved by the MSA board.

2. MSA's goal setting process will include consideration of individual campus **needs and** goals. MSA's district goals should be based on an evaluation of student progress, effectiveness of instructional approaches, and review of curriculum resources and materials.

B. School Accountability Committee

1. The school accountability committee shall be comprised of representatives from each academy. Included in its membership should be:
 - a. **The Director of Curriculum and Educational Programs (chair)**
 - b. The Campus Directors of each academy
 - c. The Director of Student Support Services
 - d. One teacher from each academy
 - e. School district assessment coordinator (if different than a, b, c, or d above.)

The school accountability committee must provide opportunities for input from parents/families and students in their work (curriculum decisions, school goals, etc.)

By September 30th of each year, the school accountability committee **will meet to develop recommendations for the MSA board regarding MSA's annual district goals. This information must be completed in time for the MSA board to review during their October meeting.**

2. The school accountability committee, working in cooperation with other committees of MSA, such as the technology committee and/or the Site Councils of both Academies, will provide **periodic opportunities for input** in:
 - a. Reviewing the Academies' instructional and curriculum plan, with emphasis on implementing the Minnesota Graduation Standards, including review and approval of courses;
 - b. Reviewing and updating the Academies' plan **towards Comprehensive Achievement and Civic Readiness.**
 - c. Identifying annual instruction and curriculum improvement goals for recommendation to the MSA board;
 - d. Making recommendations regarding the evaluation process that will be used to measure the Academies' progress toward its goals;
 - e. Advising the MSA administration about development of the annual budget.
3. The **school accountability committee** may develop separate goals and plans appropriate to each Academy's population, **including curriculum content and assessment tools to evaluate student progress. Information gained from those assessments will be used to evaluate student progress towards district goals.**
4. The school accountability committee shall utilize the timeline below for each school year:

- a. Beginning of the school year:
 - i. Review the roles and responsibilities of the committee and individual members.
 - ii. Become familiar with the instruction and curriculum of the cycle content areas being reviewed during that year
 - iii. Develop a schedule of meetings
 - iv. Develop ways in which input will be gathered and incorporated.
- b. Regularly throughout the year:
 - i. Review curriculum needs; develop appropriate assessments, provide curricular training, and other steps necessary for staff and students.
 - ii. Oversee and complete tasks related, but not limited to:
 - 1. Curriculum monitoring, including standards and scope/sequence
 - 2. New textbooks, materials, and subscriptions
 - 3. Syllabi reviews
 - 4. Local Literacy Plans
 - 5. Professional development/Professional Learning Communities
 - 6. Course catalogs
 - 7. Accreditation and strategic planning
 - iii. Submit quarterly progress reports to the MSA board about activities of the Academies that promote progress towards meeting annual goals.
- c. End of the school year:
 - i. Review evaluation results and prepare a summary for board review.
 - ii. Prepare a draft of recommendations for the following school year.

C. System for Reviewing All Instruction and Curriculum.

Incorporated in the process of establishing district goals will be analysis of the Academies' progress toward implementation of the Minnesota Academic Standards. Instruction and curriculum shall be reviewed and evaluated by taking into account instructional strategies, best/effective practices, student outcomes, and principal evaluations under *Minn. Stat. § 123B.147, Subd. 3, and teacher evaluations under Minn. Stat. § 122A.40, Subd. 8, or 122A.41, Subd. 5*. The school accountability committee shall establish a schedule for regular and comprehensive review of each curricular area.

D. Implementation of Graduation Requirements

1. The school accountability committee will also serve as MSA's Graduation Standards Implementation Committee and shall advise the MSA board on implementation of the state and local graduation requirements, including consideration of MSA's K-12 curriculum, assessment, student learning opportunities, and other related issues. [Recommendations of this committee](#)

shall be posted as a part of the graduation requirements outlined in the MSA Parent-Student Handbook and approved by the MSA board annually.

E. Evaluation of Student Progress

As part of the school accountability committee work, a plan for assessment of student progress in all curricular areas will be developed. This plan must consider accessibility factors and ensure that the assessments are appropriately designed to meet the unique learning and communication needs of students at each academy. Each academy director, working in conjunction with the School Accountability Committee, must select assessments appropriate to MSA's student population to provide a longitudinal, systematic approach to student educational and career planning, assessment, instructional support, and evaluation.

F. Reporting.

Annually, during their October meeting, the MSA board will review information about school achievement goals, assessment outcomes, strategies, and curriculum updates. Opportunities for public input will be provided during this meeting. Afterwards, the MSA board will publish a report on the MSA website with updated student achievement goals and plans/strategies for the achievement of those goals.

MSA will also periodically survey staff, parents/families, and students about their connection and level of satisfaction with the school and include the results within its annual report.

Legal References:

Minn. Stat. § 125A.61-125A.73 (Minnesota State Academies)
Minn. Stat. § 120B.02 (Educational Expectations for Minnesota's Students)
Minn. Stat. § 120B.018 (Definitions)
Minn. Stat. § 120B.11 (School District Process)
Minn. Stat. § 120B.128 (Educational Planning and Assessment System (EPAS) Program)
Minn. Stat. § 120B.35 (Student Achievement Levels)
Minn. Stat. § 120B.36 (School Accountability; Appeals Process)
Minn. Stat. § 122A.40, Subd. 8 (Employment; Contracts; Termination)
Minn. Stat. § 122A.41, Subd. 5 (Teacher Tenure Act; Cities of the First Class; Definitions)
Minn. Stat. § 123B.04 (Site Decision Making Agreement)
Minn. Stat. § 123B.147, Subd. 3 (Principals)
Minn. Stat. § 125A.62, Subd. 5 (Planning, evaluation, and reporting)
Minn. Rules Parts 3501.0640-3501.0655 (Academic Standards for Language Arts)
Minn. Rules Parts 3501.0700-3501.0745 (Academic Standards for Mathematics)
Minn. Rules Parts 3501.0800-3501.0815 (Academic Standards for the Arts)
Minn. Rules Parts 3501.0900-3501.0955 (Academic Standards in Science)
Minn. Rules Parts 3501.1300-3501.1345 (Academic Standards for Social Studies)

Cross References:

MSBA/MASA Model Policy 104 (School District Mission Statement)
MSBA/MASA Model Policy 601 (School District Curriculum and Instruction Goals)
MSBA/MASA Model Policy 613 (Graduation Requirements)
MSBA/MASA Model Policy 614 (School District Testing Plan and Procedure)

MSBA/MASA Model Policy 615 (Testing Accommodations, Modifications, and Exemptions for IEPs, Section 504 Plans, and LEP Students)
MSBA/MASA Model Policy 617 (School District Ensurance of Preparatory and High School Standards)
MSBA/MASA Model Policy 618 (Assessment of Student Achievement)
MSBA/MASA Model Policy 619 (Staff Development for Standards)
MSBA/MASA Model Policy 620 (Credit for Learning)

Out of State Travel

MSAB Goalball Tournament

Staff: Charlie Lechtenberg, Kyle Murphy (12-14 students)

Dates: 11/7 – 11/9/25

Event: Goalball tournament at the St. Louis School for the Blind, St. Louis, MO

Justification: This is an annual goalball tournament.

Estimated expenses:

- Transportation (coach bus): \$6,077
- Lodging: \$1,150
- Meals: \$2,064
- Registration: \$400
- **Total amount: \$9,691 (estimated)**

MSAB Staff Professional Development

Staff: Charlie Lechtenberg

Dates: 11/7-11/12/2025

Event: NCASB Athletics Director Meeting (following the goalball tournament), St. Louis, MO

Justification: This is a yearly meeting after the Goalball tournament. Registration and lodging is paid for by the conference hosts.

Estimated expenses:

- Airfare: \$200
- Meals: \$100
- Transportation (taxi/Uber): \$50
- **Total amount: \$350**

MSAB Goalball Tournament

Staff: Charlie Lechtenberg, Kyle Murphy (11 students)

Dates: 12/4-12/7/25

Event: Goalball tournament at the Texas School for the Blind, Austin, TX

Justification: This is an annual goalball tournament.

Estimated expenses:

- Transportation (airfare): \$3,300
- Lodging: \$1,150
- Meals: \$1,419
- Registration: \$550
- **Total amount: \$6,419**

MSAB Wrestling Tournament

Staff: Charlie Lechtenberg, Kyle Murphy (estimated 11 students)

Dates: 1/22-1/25

Event: NCASB Conference Wrestling Tournament, Kentucky School for the Blind, Louisville, KY

Justification: This is an annual wrestling tournament.

Estimated expenses:

- Transportation (coach bus): \$9,507
- Lodging: \$805
- Meals: \$1,419
- Registration: \$400
- **Total amount: \$12,131**

Proposed 2025 Board Retreat Agenda

Wednesday, October 1

4:00 pm – check in at lodgings (if needed)

Thursday, October 2

7:30 – 8:00 AM – Check in and continental breakfast, MSAD Wilkins Educational Center

8:00 – 8:45 AM – Introductions and icebreaker activities with new MSA school leaders

9:00 – 10:00 AM – MSAD Showcase

10:00 – 10:15 AM – Break

10:15 – 11:15 AM – Use of AI in the Classroom

11:15 – 12:15 – Board Manual Review

12:15 – 12:45 PM – Catered Lunch, Wilkins Activities Center

1:00 – 2:00 PM – Board IROD Review and Implementations with Dr. Dave Webb, Petra Howard Auditorium

2:00 – 4:00 PM – Joint Site Council - IROD Training with Dr. Dave Webb, Petra Howard Auditorium

4:00 – 5:00 PM - Tour of Dorms in Need of Renovations

5:15 PM – Return to hotel; dinner on your own

Friday, October 3

7:30 AM – 8:00 AM – Check in and continental breakfast, MSAB Board Conference Room

8:00 – 10:15 AM – Strategic Plan Discussion (including a review of the most recent plan, accreditation recommendations, stakeholder questions, CEASD accreditation process, and Board expectations for participation)

10:15 – 10:30 AM - Break

10:30 – 11:30 AM – MSAB Showcase

11:30 AM – 12:15 – Catered Lunch, MSAB Board Conference Room

12:15 – 12:45 PM – Review of Cognia Accreditation

12:45 – 2:00 PM - 2025-2026 School Goals and Action Steps

2:00 PM – Wrap up and depart MSA



MINNESOTA STATE ACADEMIES FOR THE DEAF AND THE BLIND

615 Olof Hanson Drive, Faribault MN 55021 (507) 384-6600 www.msa.state.mn.us

Report for the Minnesota State Academies Board – September 2025

Greetings from the Superintendent's Office! Another school year is starting and we're off to the races! As we usually do, we have selected a theme for the year for our staff. This year's theme is "The Power of CommUNITY". We wanted to emphasize the "UNITY" part as well as reminding everyone that it takes everyone's contributions (U and I) to build and maintain a community. We had a great new employee orientation as well as our usual welcome back training and workshops in August.

- 1) Our ESY summer programs were very successful. We had a large number of non-MSAD students join us this summer and our teacher/staff planned many fun and enriching activities for the students. Ms. Thomforde will share more information during the September meeting about ESY numbers and activities but generally, the students and parents showed appreciation for all we did during this year's session. Thanks go out to our directors and our staff who worked hard this summer to coordinate things.
- 2) With Jody Olson's departure, we have hired Lee Jones as Interim Assistant Director to maintain operations at MSAD. He has been busy at work, learning the ropes, and supporting our teachers and aides as we kick off the school year. We are now working to hire three administrators (MSAD Director; MSAD Paraprofessional Supervisor; and MSAB Paraprofessional Supervisor) as well as some teachers, paraprofessionals, and dorm staff in efforts to make sure all of our programs are fully staffed.
- 3) During the summer, we also had some curriculum work done by our teachers, focusing on different areas of our instructional programs (i.e., Elementary instructional scope and sequence; MTSS interventions; Sex Education, and so forth) This information will be incorporated into our curriculum hub to support teachers in their work.
- 4) Our MSAD Homecoming games will be tomorrow (September 13th) against the Tennessee School for the Deaf (Football and Volleyball) and Wisconsin School for the Deaf (Volleyball only). Next week, our MSAB track team will travel to Kansas School for the Blind for their annual track meet against other schools for the blind involved in the NCSB.
- 5) Next Wednesday (September 17th), we will be hosting the Senate bonding tour with about 16 senators and staff members visiting MSAB and learning about our bonding proposals for the 2026 legislature.

Thank you for your continued support.

Terry Wilding
Superintendent
Minnesota State Academies

The Power of CommUNITY

MSA empowers every student to achieve, care, and thrive in an ever-changing world.



MINNESOTA STATE ACADEMIES FOR THE DEAF AND THE BLIND

615 Olof Hanson Drive, Faribault MN 55021 (507) 384-6600 www.msa.state.mn.us

Financial Audit Status Report As of 09/12/2025

Finding 1:

The Minnesota State Academies' site councils did not meet in accordance with their bylaws.

Recommendations:

- The Minnesota State Academies' site councils should meet in accordance with their bylaws.
- The Minnesota State Academies' governing board should ensure that the site councils meet in accordance with their bylaws.

Status Report:

Completed – with continuous monitoring. The site councils have met even when quorum was not present. The meetings were converted to informational sessions.

Update: During the June 2025 board meeting, the bylaws were adjusted, updating the membership in hopes of increasing the chances of meeting quorum. As of September 2025, the MSAD site council has a full roster with no vacancies. The MSAB site council is still seeking two more candidates and hopes to fill them before the October meeting.

Persons Responsible for Implementation: Terry Wilding, Superintendent, MSAB/MSAD Directors, and MSA Governing Board

Date completed: September 2024

Finding 2:

The Minnesota State Academies did not monitor the financial and legal activities of its affiliated foundations, as required by the contracts.

Recommendations:

- The Minnesota State Academies should monitor the financial and legal activities of its affiliated foundations, as required by the contracts.
- The Minnesota State Academies should strengthen its internal controls to ensure it monitors the financial and legal activities of its affiliated foundations.

Status Report:

Completed – with continuous monitoring.

Persons Responsible for Implementation: Amber Miller, Fiscal Services Director

Date Projected for Completion: Spring of 2025.

Finding 3:

The Minnesota State Academies did not process payroll in accordance with state policy.

Recommendations:

- The Minnesota State Academies should process payroll in accordance with state policy.
- The Minnesota State Academies should strengthen its internal controls to ensure it processes payroll in accordance with state policy.

Status Report:

An updated procedure has been developed to track changes to time entry by supervisors. (Procedure #7010). Training and monitoring will happen during the next few months to evaluate the effectiveness of this procedure.

Persons Responsible for Implementation: Amber Miller, Fiscal Services Director, Payroll Coordinator, All Supervisors at MSA

Date Projected for Completion: Procedure completed – September 2025; Continued monitoring and re-evaluation in November of 2025

Finding 4:

The Minnesota State Academies did not always purchase goods or services in accordance with state policy.

Recommendations:

- The Minnesota State Academies should purchase goods or services in accordance with state policy.
- The Minnesota State Academies should strengthen its internal controls to ensure it complies with state policy.

Status Report:

Completed – with continuous monitoring.

Persons Responsible for Implementation: Amber Miller, Fiscal Services Director, Patty Rux, Accounting Officer

Date completed: July 2024

Finding 5:

The Minnesota State Academies superintendent approved his own travel.

Recommendations:

- The Minnesota State Academies should require someone other than the superintendent to approve his travel.

Status Report:

Completed – with continuous monitoring.

Persons Responsible for Implementation: MSA Governing Board; MSA Board Chair

Date Completed: August 2024 for out-of-state travel; November 2024 for in-state travel.

Finding 6:

The Minnesota State Academies did not always comply with state policy when paying for the superintendent's travel expenses.

Recommendations:

- The Minnesota State Academies should pay travel expenditures only in accordance with state policy.
- The Minnesota State Academies should collect, from the superintendent, the state money used for personal travel.
- The Minnesota State Academies should strengthen its internal controls to ensure it pays for travel in accordance with state policy.

Status Report:

Completed - with continuous monitoring.

Persons Responsible for Implementation: Amber Miller, Fiscal Services Director; MSA Governing Board; MSA Board Chair

Date Completed: January 2025

Finding 7:

The Minnesota State Academies did not document that it managed its Imprest cash accounts in accordance with its policy.

Recommendations:

- The Minnesota State Academies should document that it manages its Imprest cash accounts in accordance with its policy.
- The Minnesota State Academies should strengthen its internal controls to ensure it manages its Imprest cash accounts in accordance with its policy.

Status Report:

Completed – with continuous monitoring.

Persons Responsible for Implementation: Fiscal Services department - Amber Miller, Patty Rux, and Sara Vollbrecht

Date Completed: September 2024

Finding 8:

The Minnesota State Academies did not manage its assets in accordance with state policy and did not keep an accurate record of its physical inventory.

Recommendations:

- The Minnesota State Academies should manage its assets in accordance with state policy and keep an accurate record of its physical inventory.
- The Minnesota State Academies should develop internal policies and procedures to ensure it manages its assets in accordance with state policy.

Status Report:

[Inventories have been completed by Fiscal Services and IT staff; improved internal processes for documentation have been implemented \(with continuous monitoring\).](#)

Persons Responsible for Implementation: Fiscal Services staff, Central Supply staff, IT staff

Date Projected for Completion: [September 2025](#)

Finding 9:

The Minnesota State Academies did not document the timely deposit of its receipts.

Recommendation:

- The Minnesota State Academies should strengthen its internal controls to ensure it documents the timely deposit of its receipts in accordance with state statutes.

Status Report:

Completed – with continuous monitoring.

Persons Responsible for Implementation: Fiscal Services department - Amber Miller, Patty Rux, and Sara Vollbrecht

Date completed: September 2024

Finding 10:

The Minnesota State Academies overreported its expenditures to the Minnesota Department of Education. As a result, the Minnesota Department of Education overpaid the Minnesota State Academies.

Recommendations:

- The Minnesota State Academies should accurately report expenditures to the Minnesota Department of

Education.

- The Minnesota State Academies should return to the Minnesota Department of Education the reimbursements received as a result of the overreported expenditures.
- The Minnesota State Academies should strengthen its internal controls to ensure it accurately reports expenditures to the Minnesota Department of Education.

Status Report:

Completed – with continuous monitoring.

Persons Responsible for Implementation: Amber Miller, Fiscal Services Director; Brittany Thomforde, Director of Student Support Services.

Date Completed: December 2024

Finding 11:

The Minnesota State Academies did not always properly document its reconciliations between its submitted medical claims and the reimbursements from the Department of Human Services.

Recommendations:

- The Minnesota State Academies should properly document its reconciliation of third-party billing claims submitted with the reimbursements it receives.
- The Minnesota State Academies should strengthen its internal controls to ensure it receives accurate third-party billing reimbursements.

Status Report:

Completed – with continuous monitoring.

Persons Responsible for Implementation: Kimberly Viskocil, Director of Health Services; Karlene Bleninger, Third-Party Billing Coordinator

Date Completed: October 2024

Finding 12:

The Minnesota State Academies did not always obtain approval from Minnesota Management and Budget prior to accepting donations, as required by state statutes.

Recommendations:

- The Minnesota State Academies should obtain approval from Minnesota Management and Budget prior to accepting all donations, as required by state statutes.
- The Minnesota State Academies should strengthen its internal controls to ensure it accepts donations in accordance with state statutes.

Status Report:

Completed – with continuous monitoring.

Persons Responsible for Implementation: Fiscal Services department - Amber Miller, Patty Rux, and Sara Vollbrecht

Date Completed: May 2024

**Minnesota State Academies
Financial Report-FY26
July 1, 2025-August 31, 2025**

17% of Fiscal Year Expended

**Payroll Allocation 80%
Non Payroll Allocation 20%**

General Fund-1000 Fund	FY 2025 Expended	Current FY26 Budget	FY26 YTD Expended	Available Budget FY26	Percent Expended-FY26
Payroll-MSAD	\$5,270,109.96	\$5,642,996.00	\$386,523.34	\$5,256,472.66	6.85%
Non Payroll-MSAD	\$355,500.48	\$348,784.00	\$16,339.23	\$332,444.77	4.68%
Payroll-MSAB	\$3,307,320.57	\$3,658,724.00	\$208,357.54	\$3,450,366.46	5.69%
Non Payroll-MSAB	\$227,170.75	\$246,684.00	\$4,722.59	\$241,961.41	1.91%
Payroll-Shared Svs	\$4,773,221.17	\$5,354,882.00	\$592,357.13	\$4,762,524.87	11.06%
Non Payroll-Shared Svs	\$2,931,910.40	\$2,660,232.23	\$195,341.17	\$2,464,891.06	7.34%
R&R-Non Payroll	\$250,000.00	\$250,000.00	\$76,295.14	\$173,704.86	30.52%
Payroll-Mental Health Day Treatment Prog (NEW)	\$4,786.88	\$144,167.48	\$6,021.97	\$138,145.51	4.18%
Non Payroll-Mental Health Day Treatment Prog (NEW)	\$83,450.73	\$342,619.27	\$0.00	\$342,619.27	0.00%
Unemployment Insurance (New in FY24)	\$163,006.68	\$321,000.00	\$0.00	\$321,000.00	0.00%
Total 1000 Fund	\$17,366,477.62	\$18,970,088.98	\$1,485,958.11	\$17,484,130.87	7.83%

**1000 Fund Expended FY25 as of August 31, 2024
\$1,684,547.41**

**Payroll Allocation 76%
Non Payroll Allocation 24%**

Restricted Misc Special Revenue Fund-2000 Fund	FY 2025 Expended	Current FY26 Budget	FY26 YTD Expended	Available Budget FY26	Percent Expended-FY26
Payroll-MSAD	\$4,348.27	\$0.00	\$0.00	\$0.00	0.00%
Non Payroll-MSAD	\$20,087.60	\$47,663.22	\$2,577.53	\$45,085.69	5.41%
Payroll-MSAB	\$11,444.36	\$164,326.23	\$0.00	\$164,326.23	0.00%
Non Payroll-MSAB	\$5,884.72	\$543,477.22	\$1,208.54	\$542,268.68	0.22%
Payroll-Shared Svs	\$190,426.47	\$200,409.27	\$30,725.21	\$169,684.06	15.33%
Non Payroll-Shared Svs	\$81,498.26	\$1,875,477.24	\$6,008.53	\$1,869,468.71	0.32%
Total 2000 Fund	\$313,689.68	\$2,831,353.18	\$40,519.81	\$2,790,833.37	1.43%

**2000 Fund Expended FY25 as of August 31, 2024
\$42,243.61**

**Minnesota State Academies
Financial Report-FY26
July 1, 2025-August 31, 2025**

17% of Fiscal Year Expended

Payroll Allocation 99%
Non Payroll Allocation 1%

Other Misc Special Revenue Fund-2001 Fund	FY 2025 Expended	Current FY26 Budget	FY26 YTD Expended	Available Budget FY26	Percent Expended-FY26
Payroll-MSAD	\$1,714,533.04	\$1,958,802.53	\$305,538.05	\$1,653,264.48	15.60%
Non Payroll-MSAD	\$1,056.17	\$558,118.44	\$523.31	\$557,595.13	0.09%
Payroll-MSAB	\$2,163,482.66	\$2,254,804.27	\$332,615.93	\$1,922,188.34	14.75%
Non Payroll-MSAB	\$1,948.72	\$716,939.26	\$1,713.44	\$715,225.82	0.24%
Payroll-Shared Svs	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Non Payroll-Shared Svs	\$91,982.49	\$1,135,607.08	\$0.00	\$1,135,607.08	0.00%
Total 2001 Fund	\$3,973,003.08	\$6,624,271.58	\$640,390.73	\$5,983,880.85	9.67%

**2001 Fund Expended FY25 as of August 31, 2024
\$596,183.35**

Non Payroll Allocation 100%

Endowment Fund-2400 Fund	FY 2025 Expended	Current FY26 Budget	FY26 YTD Expended	Available Budget FY26	Percent Expended-FY26
Non Payroll-MSAD	\$9.64	\$7,062.68	\$0.00	\$7,062.68	0.00%
Total 2400 Fund	\$9.64	\$7,062.68	\$0.00	\$7,062.68	0.00%

**2400 Fund Expended FY25 as of August 31, 2024
\$0.00**

Non Payroll Allocation 100%

Gift Fund-2403 Fund	FY 2025 Expended	Current FY26 Budget	FY26 YTD Expended	Available Budget FY26	Percent Expended-FY26
Non Payroll-MSAD	\$26,699.39	\$114,614.07	\$2,135.00	\$112,479.07	1.86%
Non Payroll-MSAB	\$47,403.58	\$540,237.97	\$4,625.00	\$535,612.97	0.86%
Total 2403 Fund	\$74,102.97	\$654,852.04	\$6,760.00	\$648,092.04	1.03%

**2403 Fund Expended FY25 as of August 31, 2024
\$6,310.75**

Payroll Allocation 61%

**Minnesota State Academies
Financial Report-FY26
July 1, 2025-August 31, 2025**

17% of Fiscal Year Expended

Non Payroll Allocation 39%

Federal Fund-3000 Fund	FY 2025 Expended	Current FY26 Budget	FY26 YTD Expended	Available Budget FY26	Percent Expended-FY26
Payroll-MSAD	\$127,394.84	\$1,854.60	\$0.00	\$1,854.60	0.00%
Non Payroll-MSAD	\$25,130.39	\$27,340.00	\$3,844.52	\$23,495.48	14.06%
Payroll-MSAB	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Non Payroll-MSAB	\$17,956.17	\$19,000.00	\$1,444.09	\$17,555.91	7.60%
Payroll-Shared Svs	\$80,944.63	\$78,312.91	\$8,107.13	\$70,205.78	10.35%
Non Payroll-Shared Svs	\$70,646.49	\$69,482.03	\$0.00	\$69,482.03	0.00%
Total 3000 Fund	\$322,072.52	\$195,989.54	\$13,395.74	\$182,593.80	6.83%

**3000 Fund Expended FY25 as of August 31, 2024
\$23,817.33**

Non Payroll Allocation 100%

Misc Agency Fund-6000 Fund	FY 2025 Expended	Current FY26 Budget	FY26 YTD Expended	Available Budget FY26	Percent Expended-FY26
Non Payroll-MSAD	\$109,704.89	\$144,882.88	\$5,307.31	\$139,575.57	3.66%
Non Payroll-MSAB	\$19,246.85	\$27,350.68	\$1,218.05	\$26,132.63	4.45%
Total 6000 Fund	\$128,951.74	\$172,233.56	\$6,525.36	\$165,708.20	3.79%

**6000 Fund Expended FY25 as of August 31, 2024
\$6,124.44**

Total All Funds	\$22,178,307.25	\$29,455,851.56	\$2,193,549.75	\$27,262,301.81	7.45%
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Payroll Allocation 66%

Minnesota State Academies
 Financial Report-FY26
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17% of Fiscal Year Expended

Non Payroll Allocation

34%

Revenue and Expenditure Summary	Fiscal Year 25	Fiscal Year 26			
	School Year 2024-25	School Year 2025-2026		Available	Cash on Hand
	Expended	Allocation	Expended	Available	Cash on Hand
General Fund (1000)	\$17,366,477.62	\$18,970,088.98	\$1,485,958.11	\$17,484,130.87	\$17,484,130.87
Special Restricted (2000)	\$313,689.68	\$2,831,353.18	\$40,519.81	\$2,790,833.37	\$2,790,833.37
Other Mscl (2001)	\$3,973,003.08	\$6,624,271.58	\$640,390.73	\$5,983,880.85	\$3,594,156.49
Endowment (2400)	\$9.64	\$7,062.68	\$0.00	\$7,062.68	\$7,062.68
Gift (2403)	\$74,102.97	\$654,852.04	\$6,760.00	\$648,092.04	\$648,092.04
Federal (3000)	\$322,072.52	\$195,989.54	\$13,395.74	\$182,593.80	\$140,066.00
Agency Fund (6000)	\$128,951.74	\$172,233.56	\$6,525.36	\$165,708.20	\$165,708.20
Totals	\$22,178,307.25	\$29,455,851.56	\$2,193,549.75	\$27,262,301.81	\$24,830,049.65

2001 Fund Available Cash does not match Cash on Hand due to the fact that payments are made periodically throughout the year from Minnesota Department of Education.

3000 Fund Available Cash does not match Cash on Hand due to the fact that Drawdown for the grants are not made until the end of the year.



Minutes of Executive Committee Meeting

Minnesota State Academies Board

An Executive Committee Meeting of the Minnesota State Academies Board was held Monday, September 8, 2025, beginning at 3:15 PM in the Tate Hall Conference Room, 615 Olof Hanson Drive, Faribault, MN 55021.

Present: Chair Annette Freiheit, Vice Chair Sara Pratt, Officer of Business Affairs Katie Wangberg, Superintendent Terry Wilding.

1. Call to Order

The meeting was called to order at 3:15 pm.

2. Meeting Minutes Review

No changes were made.

3. Board Retreat Agenda

The committee reviewed and discussed the agenda for the upcoming retreat in October.

Thursday:

- Icebreaker and team building activities, combined with introduction of new leaders and administrators
- Discussion on the use of AI in the classroom and establishing boundaries
- Review IROD and strategies for increased implementation (1-2 pm with the Board, 2-4 pm with the Site Councils)
- MSAD Showcase moved to the morning session
- Discussion of the READ Act will be postponed, pending further instruction from MDE
- Clarification on school board and advisory committee roles
- Open Meeting Law review
- Board manual review
- Tour of dorms in need of renovations

Friday:

- Strategic plan review: current plan, accreditation recommendations, stakeholder questions, and overall direction (8:00 – 9:30 am)
- Review of Cognia accreditation process
- School goals and action steps, including short-term school goals for this year
- Discussion of Board member expectations for participation in the strategic planning process
- MSAB Showcase

Superintendent Wilding and Kim Barron will prepare a draft retreat agenda and present it at the September 17 Board meeting.

4. Strategic Plan

The committee discussed the timeline for the strategic plan: draft by April 2026, completion by June 2026, with stakeholder feedback sessions scheduled for February – March 2026.

Chair Freiheit will meet with Dr. Dave Webb this week to discuss engaging him as a facilitator for the strategic planning process.

5. Adjourn

The meeting was adjourned at 3:37 pm.



Minutes of Policy Committee Meeting

Minnesota State Academies Board

A Policy Committee Meeting of the Minnesota State Academies Board was held Wednesday, September 3, 2025, beginning at 3:15 PM in the Tate Hall Conference Room, 615 Olof Hanson Drive, Faribault, MN 55021.

Present: Hernan Moncada, Katie Wangberg, Superintendent Terry Wilding, Heather Smisek, Brittany Thomforde, Justin Cyboron.

1. Call to Order

The meeting was called to order at 3:21 pm.

Superintendent Wilding welcomed the new committee members and provided an overview of the policy committee's process and standard operating procedures.

2. Meeting Minutes Review

No edits.

3. Policies to Review from MSBA: None

4. Policies to Review for a Second Reading

A. 213 MSA Board Committees

Minor revisions were noted, including moving the superintendent's evaluation from the School Operations Committee to the Executive Committee, as recommended by the Board Chair. Approved to move forward to the Board.

B. 452 Staff Use of Electronic Communication and Technology

Superintendent Wilding explained the formatting: red font indicates new or rewritten language; blue font reflects slight revisions for clarity or reorganization; and strikethrough text indicates removal. This policy was originally combined with Policy 524 but was split for separate focus on staff and students. No feedback was given.

C. 524 Student Use of Electronic Communication and Technology

Reviewed in connection with Policy 452. No feedback was given.

D. 525 Violence Prevention

This is a relatively new policy from the Minnesota School Boards Association (MSBA), which regularly shares suggested policy templates. We also incorporate policies from Minnesota Management and Budget (MMB). Heather Smisek expressed appreciation for the specific language used. Approved to move forward.

E. 616 School Accountability

Significant revisions were made to reflect evolving school needs. The policy emphasizes broader accountability measures and establishes the School Accountability Committee to strengthen curriculum development. Justin Cyboron, CEP director, will lead this committee. No feedback was given.

5. Policies to Review Before Revision: None

6. Policies to Review Prior to a First Reading

A. 514 Bully Prohibition

Revisions align with updated state requirements and MSBA's model policy. Discussion focused on clarifying reporting procedures and addressing both cyberbullying and in-person bullying:

- Katie Wangberg raised the question of whether in-person bullying should be included. Superintendent Wilding noted that off-campus in-person bullying is uncommon due to distance but agreed the policy should specify staff responsibility to intervene when such bullying impacts school.
- Clarification is needed on reporting: suggestions included "campus administrator," principals, counselors, or Human Resources.
- Justin Cyboron noted that students or parents typically report to principals.
- Committee members discussed distinguishing bullying from general unkind behavior and recommended a school-wide approach. Superintendent Wilding supported using the term "campus administrator."
- Training was discussed: suggestions ranged from a three-year cycle to annual sessions (including online modules and guest presenters). Justin will review this with the MTSS committee. Members also emphasized involving students in training.

Further revision of this policy is needed.

7. Policies to Review for Reauthorization

A. 522 Student Sex, Gender, Gender Identity Nondiscrimination

No changes were made. Approved to move forward.

B. 827 Naming of Buildings, Sites, and Common Areas

The process remains unchanged. Approved to move forward.

8. Adjourn

The meeting adjourned at 3:49 pm.