

## Regular Board Meeting

Wednesday, February 11, 2026 1:00 PM

Lysen Hall, MSAB Campus, 400 SE 6th Ave, Faribault, MN 55021

### 1. Call to Order

### 2. Oath of Office for New Board Member Diane Dohnalik

### 3. Pledge of Allegiance

### 4. Adoption of Agenda

### 5. Public Comment:

### 6. Consent Agenda

6.A. MSA December 2025 Board Meeting Minutes for Approval

6.B. Human Resources Report

6.C. Donations

### 7. Policies

7.A. Policies for Reauthorization: None.

7.B. New or Updated Policies for Approval

7.B.1. 456 - Teleworking

7.B.2. 744 - Fundraising

7.B.3. 828 - Keys and Key Cards

7.C. Policies for First Reading

7.C.1. 902 - Use of Minnesota State Academies Facilities and Equipment

### 8. Action Items

8.A. Consider Appointing New Site Council Member

8.A.1. Marie Reisdorfer, MSAB Parent Representative

8.B. Consider the MSA School Calendar

8.C. Out of State Travel Requests

### 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 - Amber Miller

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

**10. Strategic Plan**

**11. Board Committee Reports**

11.A. Site Council Reports

11.B. Executive Committee

11.C. Finance Committee

11.D. School Operations Committee

11.E. Policy Committee

**12. Announcements:**

12.A. Subsequent Meetings:

- March 11, 2026 @ 1:00 PM, MSAD
- April 15, 2026 @ 6:00 PM, MSAB
- May 13, 2026 @ 6:00 PM, MSAD
- June 17, 2026 @ 6:00 PM, MSAB

**13. Adjourn**



**Office of the Minnesota Secretary of State**  
**Steve Simon**

I do solemnly swear that I will support the Constitution of the United States and the Constitution of the State of Minnesota, and that I will faithfully discharge the duties of the office of:

**Minnesota Department of Education Representative**

**Minnesota State Academies Board**

to the best of my judgment and ability, so help me God.

I certify that I am authorized to execute this oath, and I further certify that I understand that by signing this oath I am subject to the penalties of perjury as set forth in Minnesota Statutes section 609.48 as if I had signed this oath before a notary public.

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Diane Dohnalik

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Date

Return completed oath to:  
Secretary of State Steve Simon  
Official Documents  
180 State Office Building  
100 Rev Dr Martin Luther King Jr Blvd  
St Paul, MN 55155



## Minutes of Regular Board Meeting Minnesota State Academies Board

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A Regular Board Meeting of the Minnesota State Academies Board was held Wednesday, December 17, 2025, beginning at 1:00 PM in the MSAD Wilkins Hall, 615 Olof Hanson Drive, Faribault, MN 55021.

**Present:** Chair Annette Freiheit, Hernan Moncada, Sara Pratt, Jamers Speier, Katie Wangberg.

**Absent:** Oluwagbenga Ogunbe.

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

### 1. Call to Order

Chair Freiheit called the meeting to order at 1:03 p.m.

### 2. Pledge of Allegiance

### 3. Adoption of Agenda

Hernan Moncada moved to approve the agenda as drafted, and was seconded by Katie Wangberg. Motion passed.

### 4. Open Forum: Athletics and School Activities

Charles Lechtenberg, MSAB athletics director, reported strong participation in goalball this year, including the largest number of students to date participating in the goalball tournament. A goalball unit was offered during summer school, and a Paralympian was a guest presenter at the ESY program. MSAB hosted a goalball tournament in October, welcoming several new teams from multiple states, and hopes to host again next year. Students also had a positive experience at the St. Louis goalball tournament. This is the first year MSAB has been able to host a homecoming weekend along with related weekend activities.

Ryan Smith-Hastings, MSAD athletics director, reported that MSAD offered football, volleyball, and cheerleading. Only two football games were held this season due to cancellations by other schools; otherwise, the season was successful. Cheerleaders will participate in upcoming tournaments. MSAD is exploring the establishment of an e-sports program, with a tentative start in January.

Katie Wangberg asked about exploring alternative athletic offerings to supplement or replace football, such as flag football. Ryan indicated this is under consideration. Superintendent Wilding noted that the MSAD Site Council has proposed forming a committee to review athletic offerings, and that national participation trends are unclear. Katie also asked about cooperative athletic programs with Faribault High School. Superintendent Wilding clarified that cooperative agreements are permitted only when a school does not already offer the sport and would require careful evaluation.

**5. Public Comment:**

None.

**6. Consent Agenda**

**A. MSA Board November Meeting Minutes for Approval**

**B. Human Resources Report**

**C. Donations**

Sara Pratt moved to approve the consent agenda. Seconded by Katie Wangberg, the motion passed.

**7. Policies**

**A. Policies for Reauthorization: None**

**B. New or Updated Policies for Approval**

**1. 614 - State Mandated Testing**

Katie Wangberg indicated that this was reviewed by the Policy Committee and is ready for approval. Sara Pratt motioned to approve Policy 614, and was seconded by Hernan Moncada. Motion passed.

**C. Policies for First Reading**

**1. 456 - Teleworking**

**2. 744 - Fundraising**

**3. 828 - Key and Key Cards**

Superintendent Wilding summarized the proposed changes. For Policy 456 (Teleworking), the policy was reduced to align with the state telework policy, with most provisions referencing current state guidance. He noted that most staff do not qualify for permanent telework and may telework only on a situational basis, which is reflected in the draft.

For Policy 744 (Fundraising), the changes are minor and relate to documentation and the timely deposit of fundraising proceeds.

For Policy 828 (Keys and Key Cards), the revisions are intended to improve management of keys and key cards.

Chair Freiheit asked about telework request procedures. Superintendent Wilding explained that telework requests are subject to state requirements, including limits of no more than 50% of work time per month, and noted that the changes largely do not impact staff.

Chair Freiheit also raised a question regarding Policy 744 (Fundraising), noting a potential inconsistency between Parts 4.A and 4.C. Superintendent Wilding explained the distinction between one-time fundraising events and longer-term fundraising efforts requiring periodic deposits. Chair Freiheit suggested rephrasing the section for clarity.

**8. Action Items**

**A. Out of State Travel Requests**

Supt. Wilding reported that the out-of-state travel request posted with the agenda was incorrect and shared the corrected request. The corrected request

included travel for John Davis to attend the TAC meeting in Louisville, Kentucky. He noted that the American Printing House (APH) invited John to participate in its annual meeting at no cost to MSA.

Jamers Speier motioned to approve the out of state travel request and was seconded by Katie Wangberg. Motion passed.

### **B. Comprehensive Achievement and Civic Readiness Strategic Plan**

Sara Pratt expressed appreciation for the plan's clear, measurable goals. Sara Pratt moved to approve the CACR strategic plan. Seconded by Katie Wangberg, the motion passed.

## **9. Information Items:**

### **A. Superintendent's Report**

Superintendent Wilding shared that he will begin meeting with each department on both campuses to gather annual feedback, which will be shared with the Board in March. Annual climate surveys will be distributed to students, and families in January, with results to be shared with the Board.

He reported that he will be in Virginia during the week of February 11 and will be unable to attend the Board meeting. The Board agreed to proceed with the meeting as scheduled.

Chair Freiheit asked about contract negotiations and requested an overview of any proposed changes. It was noted that contracts are expected to be ratified at the end of the month, with the Commissioner and Managerial Plans potentially ratified at a later date.

### **1. Legislative Audit Update**

### **B. Director's Reports**

#### **1. Director of Nutrition - Kathy Hamlin**

Kathy Hamlin reported that we have changed food vendors, resulting in improved pricing and customer service, though meal costs have increased. She noted an increase in dietary needs and ongoing coordination with Health Services. Approximately 75% of students participate in the Free and Reduced Meal Program. A new freezer has been installed. The Indigenous Food Lab visited the MSAB campus and provided food samples. Katie Wangberg complimented the submitted photos, and Sara Pratt expressed appreciation for the Nutrition Services team.

#### **2. Health Services Director - Kimberly Viskocil**

Kimberly Viskocil reported on nursing coverage, including overnight on-call services. Health Services staff participate in student IEP teams. Approximately half of our students require one-on-one care, and about 80% receive health services either directly or indirectly. Health Services also oversees third-party medical billing and partners with the Minnesota Department of Health.

#### **3. Physical Plant Director - Dan Haugen**

Dan Haugen reported completion of the Tate Hall cupola renovation. Maintenance work on water heaters and boilers continue. Snow removal operations are ongoing, with nine staff assigned to sidewalks and building entrances.

#### **4. Student Life Director Report - Nichelle Steffen**

Nichelle Steffen reported stable dorm enrollment, with two potential MSAD dorm students identified. The After School Program (ASP) continues on both campuses, offering a range of activities. A new partnership with the Minnesota State Services for the Blind provides work readiness courses. Monthly staff training continues. Six staff members (three per campus) and substitute staff have been hired, with some vacancies remaining. Challenges include staffing and reduced participation in the MSAD elementary ASP. Collaboration with the athletics program at MSAB continues.

#### **5. Fiscal Services Director - Amber Miller**

##### **a. FY Year-to-Date Report**

Amber Miller reported that financial operations remain steady. Departments began fully utilizing budgets as of January 1. She noted the planned retirement of a long-serving staff member in the spring; transition planning is underway, and some processes may take longer as a result. Budget development has begun for the upcoming biennium.

#### **10. Strategic Plan**

Chair Freiheit reported that stakeholder meetings will be finalized this week, with meetings beginning in January). She noted that the majority of the work on the strategic plan will begin in January.

#### **11. Board Committee Reports**

##### **A. Site Council Reports**

Sonny Wasilowski, MSAD Site Council Representative, reported that the council met quorum but has had limited productivity due to Open Meeting Law training and joint meetings. He shared that the council discussed potential revisions to the site council structure, including the possible use of committees focused on areas such as athletics. Legislative activities were also discussed, with a suggestion that review of state statutes may be more appropriate for the Executive Committee. Additional topics included admissions standards and concerns about Board participation in meetings, as well as public participation via Zoom.

Katie Wangberg noted that Board participation is voluntary and that quorum challenges have been ongoing, adding that increasing expectations on how Board members participate in meetings could impact further quorum. Jamers Speier added that public participation during meetings is not within the Board's control.

Sonny expressed concerns regarding his role as an ex-officio member. Katie referenced Sonny's recent Board recap, noting concerns about its tone and factual basis, and suggested a more collaborative approach moving forward.

Zena Anderson, MSAB Site Council, reported that site council meetings have been productive. Current efforts include improving coordination between dorm staff and teachers regarding homework.

### **B. School Operations Committee**

Superintendent Wilding reported that the 2026-2027 school calendar survey was distributed and received a strong response. Survey results will be reviewed at the January School Operations Committee meeting.

### **C. Policy Committee**

## **12. Professional Development Summaries**

John Davis shared highlights from his participation in the COSB conference.

## **13. Announcements:**

### **A. Subsequent Meetings:**

- **January - no meeting; Board members will attend MSBA conference January 15-16 in Minneapolis**
- **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**

## **14. Adjourn**

Hernan Moncada moved to adjourn. Seconded by Sara Pratt, the motion passed. Chair Freiheit adjourned the meeting at 2:14 pm.

# Human Resources Report

*December 2025 Board Meeting*

## Personnel Changes December 3, 2025 – January 27, 2026

### Retiring Employees:

1. LuAnn Friedrichs
2. Edward Jenkins

### Vacancies Filled:

### Resignations/Separations:

1. Chuck Evert

### Leave of Absences (LOA/PPL):

1. Fiona Catflisch
2. Aimee Sever-Hall
3. Kali Bissell
4. Billy Bissell
5. Kirsten Mulally
6. Matthew Heywood

### Return from LOA:

1. Erik Shevlin
2. Kelsey Kirpatrick

**Permanent Lay-Off:** None

**Re-Call from Lay-Off:** None

### Transfers:

### Work Out of Class:

1. Lee Jones, MSAD Institution Educational Supervisor
2. Julia Forti, RPA

### Probation to Permanent:

1. Susan Weisinger
2. Jeannie Fisher
3. Jarvis Johns
4. Jordan Rundquist
5. Jessica Rademacher
6. Jonathon Schmidt
7. Kiefer Anderson
8. Zach Ulrich

### Non-Certifications:

**Phased Retirement Option Appointments (PRO): None**

**ECA Positions 2025-2026 and Staff Assigned:**

**Items that do not require Board Approval: None**

## December 2025 Donations

<b>Date:</b>	12/5/2025
<b>From:</b>	<b>MEI/Maxwell Foundation</b>
<b>Type:</b>	Cricut, Laminating machine, potting soil, classroom supplies
<b>Amount:</b>	<b>\$989.32</b>
<b>For:</b>	<b>MSAD Science Junior Meteorologist Class</b>
<b>Deposited to:</b>	
<b>Thank You:</b>	<b>Jenene Johnson</b>

<b>Date:</b>	12/11/2025
<b>From:</b>	<b>Love Together We Rise</b>
<b>Type:</b>	90 packages of socks, and 18 packages of underwear
<b>Amount:</b>	<b>\$1170.00</b>
<b>For:</b>	<b>Students at MSA</b>
<b>Deposited to:</b>	
<b>Thank You:</b>	<b>Kaitlyn Schroer</b>

<b>Date:</b>	12/12/2025
<b>From:</b>	<b>Deana Witt</b>
<b>Type:</b>	Topaz XL HD Desktop Video Magnifier
<b>Amount:</b>	<b>\$4247.25</b>
<b>For:</b>	<b>Students at MSA</b>
<b>Deposited to:</b>	
<b>Thank You:</b>	<b>Matt Kevan</b>

<b>Date:</b>	12/18/2025
<b>From:</b>	<b>Kristi/Amy/Holly</b>
<b>Type:</b>	Kwik Trip Gift Card
<b>Amount:</b>	<b>\$30.00</b>
<b>For:</b>	<b>O&amp;M Students at MSA</b>
<b>Deposited to:</b>	
<b>Thank You:</b>	<b>Holly Nordmeyer</b>

<b>Date:</b>	12/22/2025
<b>From:</b>	<b>Wrap-It Storage</b>
<b>Type:</b>	4 sets of Metal Peg board assemblies
<b>Amount:</b>	<b>\$1600.00</b>
<b>For:</b>	<b>MSAD Abilities and Art Program</b>
<b>Deposited to:</b>	
<b>Thank You:</b>	<b>Kris Wagner/Nicole Argentina</b>

<b>Date:</b>	12/22/2025
<b>From:</b>	<b>Anonymous Donor</b>
<b>Type:</b>	Monetary Donation
<b>Amount:</b>	<b>\$87.00</b>
<b>For:</b>	<b>MSAD Abilities and Art Program</b>
<b>Deposited to:</b>	<b>#1389</b>
<b>Thank You:</b>	<b>Kris Wagner/Nicole Argentina</b>

<b>Date:</b>	12/30/2025
<b>From:</b>	<b>Clem Traxler</b>
<b>Type:</b>	Monetary Donation
<b>Amount:</b>	<b>\$2000.00</b>
<b>For:</b>	<b>MSAB Traxler Extracurricular</b>
<b>Deposited to:</b>	<b>#1404</b>
<b>Thank You:</b>	<b>Heidi Cole/John Davis</b>

## January 2026 Donations

<b>Date:</b>	1/6/2026
<b>From:</b>	<b>MSAD Foundation</b>
<b>Type:</b>	Monetary Donation
<b>Amount:</b>	<b>\$15,000.00</b>
<b>For:</b>	<b>MSAD Robotics</b>
<b>Deposited to:</b>	<b>1392</b>
<b>Thank You:</b>	<b>Ryan Smith-Hastings</b>

<b>Date:</b>	1/8/2026
<b>From:</b>	<b>Denise Clark</b>
<b>Type:</b>	Monetary Donation
<b>Amount:</b>	<b>\$200.00</b>
<b>For:</b>	<b>MSAD General Donation</b>
<b>Deposited to:</b>	<b>1391</b>
<b>Thank You:</b>	<b>Jason Cox/Lee Jones/Jessica Rademacher</b>

<b>Date:</b>	1/8/2026
<b>From:</b>	<b>Angie Becker</b>
<b>Type:</b>	Monetary Donation
<b>Amount:</b>	<b>\$20.00</b>
<b>For:</b>	<b>MSAD HS SBG - Prom</b>
<b>Deposited to:</b>	<b>1379</b>
<b>Thank You:</b>	<b>Julia Forti</b>

<b>Date:</b>	1/22/2026
<b>From:</b>	<b>Mighty Cause</b>
<b>Type:</b>	Monetary Donation
<b>Amount:</b>	<b>\$140.00</b>
<b>For:</b>	<b>MSAB Gift</b>
<b>Deposited to:</b>	<b>1492</b>
<b>Thank You:</b>	<b>John Davis/Heidi Cole</b>

Policy #: <b>456</b>
Title: <b>TELEWORKING</b>
Date of Initial Approval: 8/15/2019
Revision/Re-authorization Dates: 11/30/2022
Reviewers: MSA Human Resources Director; MSA Superintendent

## I. PURPOSE

The purpose of this policy is to provide structure and clarity to the process for teleworking arrangements for certain employees of the Minnesota State Academies (MSA). At MSA, teleworking is provided in two forms – permanent (long-standing) teleworking or situational/as-needed teleworking. Permanent teleworking is established in mutually agreeable work schedules between the MSA administration and the employee that benefits both parties. Situational or as needed telework arrangements allow certain employees the flexibility to perform work at home or from an alternative location in times when situations prevent them from working from their usual office spaces. This arrangement may provide alternate benefits to MSA, including supporting the state's requirements for continuity of operations; attracting skilled workers; minimizing the impact of inclement weather; and increasing productivity. As appropriate, MSA employees may have the option to telework at the discretion of MSA if their performance is satisfactory and if it meets MSA's needs.

## II. SCOPE

This policy applies only to certain MSA employees identified by the MSA superintendent as eligible for permanent or situational teleworking. Employees who provide direct services to students (i.e., teachers, support service personnel, paraprofessionals, dorm staff) as well as those whose services cannot be provided by teleworking (i.e., physical plant staff; food services staff) are not eligible for permanent teleworking under this policy.

Under normal circumstances, very few MSA employees are eligible for permanent teleworking, following definitions set forth in MMB HR/LR Policy #1422 as almost all of MSA's essential services require physical presence on MSA's campuses to serve students, parents/family members, staff, and community members.

However, in some situations, situational teleworking arrangements can be made. Situations in which temporary teleworking arrangements might be made are as follows:

- 1) School Closures due to snow, extreme cold, or other weather conditions
- 2) Poor road conditions preventing normal commute to work
- 3) Unique needs due to scheduling or travel arrangements
- 4) Unique situations requiring specific accommodations that are only available in alternate locations
- 5) Incident requiring implementation of MSA's Continuity of Operations Plan (COOP) or Crisis Implementation Plan

Identified employees requesting teleworking (either permanent or situational) will have their requests reviewed by their supervisor and passed along to the superintendent's office. Employees who are approved for teleworking will be notified by the Superintendent's office and required to complete a teleworking agreement, outlining the understanding between MSA and the employee regarding work expectations and conditions prior to any telework. The plan is not a contract and can be changed or canceled at any time at the discretion of MSA. After teleworking agreements are completed, the employee and their supervisor will agree on schedules, expectations, and work products completed during teleworking.

In accordance with MMB HR/LR Policy #1422, identified employees who are approved for teleworking have the option to telework up to 50% of their scheduled workdays each month at the discretion of MSA administration if their performance is at least satisfactory and if it meets MSA business needs.

This policy does not apply to employees who are mobile workers or remote workers.

### III. DEFINITIONS AND KEY TERMS

- A. **Core hours:** The designated period of each workday when generally all agency employees are expected to work.
- B. **Permanent/Principal work location:** The location to which a position is permanently assigned
- C. **Permanent Telework:** A work arrangement that allows an employee to perform work on a scheduled, regular, recurring basis at a telework location that is not the employee's permanent/principal work location. This arrangement must be pre-approved by the employee's supervisor and the superintendent's office.
- D. **Situational Telework:** A work arrangement that allows an employee to perform work on an as-needed basis at a telework location that is not the employee's permanent/principal work location. This arrangement must be pre-approved by the employee's supervisor.
- E. **Remote Worker:** An employee who, as a condition of their appointment, has their home or alternative location as the assigned work location, works permanently from that location, and does not have an agency permanent/principal work location.
- F. **Mobile Worker:** An employee who travels continuously for work or who performs work at multiple locations outside of an agency office, such as a field location or other site.
- G. **Telework schedule and acknowledgement form:** A document identifying the employee's expected telework schedule and which the employee acknowledges the requirements of the telework arrangement.
- H. **Telework location:** An approved worksite, different from the permanent/principal work location, in which an employee is authorized to conduct telework. In most cases, the telework location will be an employee's home.

- I. **Teleworker:** An employee who has an agreed-upon schedule during which they are expected to work at a telework location rather than their permanent/principal work location.

#### IV. GENERAL STANDARDS AND EXPECTATIONS

As a state agency, MSA is bound by MMB HR/LR Policy #1422, and all employees are expected to adhere to this policy when teleworking. Exceptions granted for situational teleworking must be accompanied by a signed plan with specifics regarding the frequency and reasons for identified situations. Supervisors and the superintendent must sign off on all teleworking requests before forwarding them to the HR office.

Employees are responsible for requesting and reporting telework hours, following directives sent out by the Human Resources office.

##### General Expectations

~~MSA employees with at least satisfactory performance may telework up to 50% of their scheduled workdays each month if MSA determines it meets MSA's needs. Employees that live more than 50 miles from their permanent/principal work location may telework more than 50% at the sole discretion of MSA. Telework is not an express or implied employee right or benefit, but a staffing and work arrangement at the sole discretion of the appointing authority. Telework is not grievable. Telework is not subject to appeal unless otherwise provided by an applicable collective bargaining agreement (CBA) or compensation plan. Not all work situations are appropriate for telework, nor is telework appropriate for all employees, and all telework arrangements must meet agency business needs. The use and approval of telework is at the sole discretion of the appointing authority, and the agency may change or cancel a telework arrangement. If the appointing authority denies a request for telework, or changes or cancels telework, the agency shall communicate the denial, change or cancellation to the extent required by the employee's CBA or compensation plan, and consistent with applicable agency and statewide policies.~~

##### A. Compliance with Federal/State Employment Laws

~~Telework arrangements must comply with state and federal employment laws that apply to all state employees. This includes the Fair Labor Standards Act (FLSA) which regulates the payment of overtime for FLSA non-exempt employees.~~

##### B. Job Duties and Responsibilities

~~A teleworker remains responsible for all the job duties, responsibilities, and obligations of their position while teleworking. The terms and conditions of employment, as specified in the applicable collective bargaining agreement/compensation plan, do not change based on telework status.~~

##### C. Compliance with Bargaining Agreements/Plans

~~Applicable provisions of the bargaining agreements or compensation plans must be followed when implementing teleworking arrangements. Salary,~~

~~retirement benefits, and state-sponsored insurance coverage remain unchanged.~~

## ~~V. EMPLOYEE EXPECTATIONS~~

### ~~A. Personal Activities~~

~~Telework hours are regular work hours and may not be used to perform personal activities. Just as with regular work hours, teleworkers are expected to follow agency vacation and sick leave policies and procedures to request time off from telework to engage in non-work activities. While the presence of dependents or others in the household should not be a bar to teleworking, employees should not engage in dependent care activities when performing job duties. While occasional, brief interruptions may occur, interruptions should be kept to a minimum to avoid work disruptions.~~

### ~~B. Telework Schedule~~

~~Prior to the start of an employee's telework arrangement, the supervisor and teleworker must discuss the telework schedule, including expected work hours, breaks, and Core Hours (if required by the agency or unit), and use of vacation and sick leave. The telework schedule must comply with the FLSA, agency policies and procedures, and the applicable CBA or compensation plan. Any changes to the telework schedule due to flex time, overtime, or other situations must follow the applicable plan or CBA. Exempt employees must notify their supervisor if they will not be available during the telework schedule due to flexing time. The supervisor must determine the number of days per week/payroll period that the employee will be permitted to telework, not to exceed 50% of their scheduled workdays each month, unless they live more than 50 miles from their permanent/principal work location and have been approved to telework in excess of 50% of their scheduled workdays, and develop a telework schedule with the employee.~~

### ~~C. Work Schedule/Meetings~~

~~Teleworkers are expected to attend meetings as scheduled. The supervisor and teleworker must discuss expectations for meetings and determine when the teleworker must attend in-person meetings if they fall on a telework day.~~

~~The work schedule, including normal workday hours, breaks, core hours, and use of vacation/sick leave will be discussed by the supervisor and the teleworker within the framework of the FLSA, MSA policy, and the applicable bargaining agreement or compensation plan. Any changes to the telework schedule due to flex time, overtime, or other situations must follow the applicable plan or bargaining agreement. Core hours are those hours during which the teleworker is expected to be available to communicate with the supervisor, co-workers, or the public by telephone, e-mail, videoconferencing, fax, etc. The supervisor will pre-approve any temporary teleworking schedules in advance. Any overtime hours for non-exempt employees must also be pre-approved.~~

~~If there are any assigned meetings related to the performance of the job/position during the period of time when the employee is teleworking, the~~

~~supervisor will determine how the teleworker should participate in the meeting (phone, videoconference, etc.)~~

~~Temporary teleworking locations for employees do not change the permanent/principal work location for teleworkers.~~

~~D. Travel Between Locations~~

~~a. Teleworkers are expected to begin and end all scheduled workdays from the same location. Travel between the permanent/principal location and telework location during the workday should be avoided unless required by business necessity and at the specific direction of an employee's supervisor. Normal commute time between a telework location and the permanent/principal work location is not work time. If occurring during (not before or after) the teleworker's normally scheduled work hours, and not interrupted by personal activities, travel time between the telework location and the permanent/principal work location is considered work time. For example, if a teleworker begins work at the telework location at 8 a.m., and then directly travels to the permanent/principal work location beginning at 10 a.m. for work-related purposes, travel time would be considered work time. Travel home from the permanent/principal work location is not work time, unless the teleworker continues to perform work activity from the telework location after directly returning from the permanent/principal work location. In addition, if the employee teleworks for part of the day, works at the permanent/principal work location for part of the day, but completes personal tasks in between, the travel time is not work time but is unpaid commute time. See DOL Opinion Letter December 31, 2020.~~

~~Mileage between the telework location and the permanent/principal work location is considered commuting mileage and is not subject to reimbursement. However, if the employee's travel time is considered work time (as described above), then mileage for the associated travel may be reimbursable if permitted by the applicable CBA or compensation plan.~~

~~b. If the teleworker is working at an alternative work site (such as a field location, and not the telework location or the permanent/principal work location), the mileage from the alternative work site to the permanent/principal work location is reimbursable in accordance with the applicable CBA or compensation plan. Any travel to the alternative work site, that is not interrupted by personal activities, is considered work time if it occurs during (not before or after) the teleworker's normal work hours.~~

~~E. Communications~~

~~During the hours of the telework schedule, teleworkers must be reachable by customers, co-workers, managers, supervisors, and agency leadership, by the means and methods as determined by the supervisor. Teleworkers must notify assigned office staff and/or their supervisors if they leave their telework location during work hours, just as they would if they worked in the permanent/principal work location. They must also notify the supervisor if they~~

~~are not performing work due to vacation or sick time and must follow the normal procedures for requesting time off.~~

~~F. Supplies and Expenses~~

~~Office supplies, such as pens, paper, notepads, etc. needed for the telework location will be obtained through the normal office supply request procedures. Expenses will be reimbursed only if pre-approved and to the extent reimbursement is provided by the applicable collective bargaining agreement or compensation plan, and consistent with applicable MSA and statewide policies. The agency assumes no responsibility for operating costs associated with the telework location beyond a computer if provided by the agency, including but not limited to maintenance or modification of the telework location, internet, telephone, furniture, utilities, and insurance. If there are any additional expenses, they must be pre-approved by the supervisor and teleworkers must follow MSA policies/procedures for reimbursement.~~

~~G. Responsibilities during Teleworking~~

~~The teleworker is responsible for establishing and maintaining a safe and adequate telework location when the telework location is in their home. Aside from items employees may be permitted by the agency to transport to the telework location from the permanent work location, teleworkers are responsible for all costs related to modifications of the telework location, including but not limited to providing any furniture, remodeling, electrical or any other space modifications. Teleworkers are responsible for ensuring that their offices are set up appropriately for virtual meetings (appropriate lighting, background, etc.). ADA reasonable accommodation requests related to the telework location will be reviewed on a case-by-case basis and are excluded from this policy. In-person business meetings may not be held in home telework locations; meetings may be conducted via video conference, phone conference, or other applicable technology.~~

~~H. Privacy and Security~~

~~Teleworkers must make arrangements with their supervisors regarding any necessary access to confidential or sensitive information while working at a telework location. Teleworkers are responsible for protecting the privacy and confidentiality of data and information at their telework location, which includes compliance with enterprise security policies. Teleworkers must ensure the security of data and information that is transported to and from their telework location.~~

~~I. Insurance~~

~~Any insurance for state-owned equipment is the responsibility of the agency. The agency is not responsible for insuring the telework location. Teleworkers are responsible for purchasing personal insurance for employee-owned equipment and for the telework location, if desired. The agency is not responsible for any loss or damage to any employee-owned equipment or to the telework location.~~

~~J. Return of Property~~

~~Any state-owned property used for teleworking purposes, documents, and other information must be returned upon termination of the telework arrangement.~~

~~K. Notice to Supervisor~~

~~Teleworkers are responsible for promptly notifying their supervisor of an equipment malfunction, failure of either state-owned or employee-owned equipment needed to do assigned work, or connectivity issues. If the malfunction prevents the teleworker from working, the teleworker must notify the supervisor immediately. Equipment malfunction and connectivity issues do not constitute emergencies under HR/LR Policy #1437 Emergency Closure of State Agency Facilities. The teleworker and supervisor should discuss flexible scheduling for these situations or other options available for completing work.~~

~~L. Performance~~

~~Teleworkers' duties and responsibilities are not altered by telework. Teleworkers are responsible for meeting performance expectations and standards and maintaining satisfactory work performance.~~

~~M. Inclement Weather~~

~~A teleworker who is scheduled to work at their telework location on a day with inclement weather is expected to work as normally scheduled.~~

~~N. Closure of Agency Facility~~

~~If an agency facility is closed due to a natural or human-made emergency, any employee scheduled or able to telework is expected to work as normally scheduled. Emergency paid leave is not available when agencies must close due to emergencies unless authorized by the MMB Commissioner.~~

~~O. Taxes~~

~~Federal and state tax implications of teleworking and use of the home as a telework location is the responsibility of the teleworker.~~

~~**VI. SUPERVISOR EXPECTATIONS**~~

~~A. Communication Plan~~

~~The supervisor must work with the teleworker to develop an effective communication plan that sets expectations for responding to emails and phone calls during the telework day and for maintaining regular communication with the teleworker.~~

~~B. Performance Expectations~~

~~Teleworking employees are expected to maintain at least satisfactory performance. At a supervisor's sole discretion, a supervisor may permit a teleworking employee who fails to maintain satisfactory performance to continue to telework under a performance improvement plan, with reassessment upon completion.~~

~~C. Emergency Plan~~

~~The supervisor and teleworker must develop emergency and back up plans with necessary phone numbers and a messaging plan in case of an emergency (e.g., equipment failure).~~

~~D. Meetings~~

~~The supervisor should endeavor to communicate planned in-person meeting schedules in advance within any schedule change notice provisions of the CBA or compensation plans, to permit teleworkers to adjust their work schedules and work location accordingly.~~

~~E. Reporting to HR~~

~~Supervisors must provide the Telework Schedule and Acknowledgement form to the MSA HR office and to payroll (e.g., to address tax implications of working in a different state).~~

~~F. Teleworking Plan~~

~~Supervisors must work with employees to develop a teleworking plan that includes the following:~~

- ~~1. Communication strategies — ensuring that the teleworker can effectively manage their workload and does not have a negative impact on the department and/or co-workers. Also ensuring that the teleworker and the supervisor have regular communication.~~
- ~~2. Performance Expectations — defining performance expectations and deliverables, including periodic review of the plan.~~
- ~~3. Telework location, work hours, and schedule — defining how documentation will be shared with the supervisor.~~
- ~~4. Equipment, Supplies, Data Privacy/Sharing, and Accessibility — defining how those will be covered during temporary teleworking situations.~~
- ~~5. Emergency Plan — developing emergency and back-up strategies with necessary phone numbers and a messaging plan in case of equipment failure or other emergencies~~
- ~~6. Meetings — planning for participation in scheduled meetings, as necessary.~~

~~This plan must be discussed and implemented during the beginning of each school year, in advance of any situation that may require temporary teleworking. The telework arrangement is not open-ended. The plan must be renewed at least annually and can be changed or canceled by MSA at any time. A telework agreement will be canceled if the teleworker has performance issues, a change in job duties/responsibilities, or when the needs of MSA are not being met.~~

~~G. Training~~

~~Supervisors should provide training to teleworkers to ensure a successful telework experience. Examples of topics that could be included are:~~

- ~~1. Telework policy and procedure~~
- ~~2. Data security and privacy/Technology use and guidelines~~
- ~~3. Communication protocols~~
- ~~4. Goals and Standards~~

- ~~5. Safety~~
- ~~6. Time tracking~~

## ~~VII. EQUIPMENT AND MATERIALS~~

- ~~A. **Agency-Provided Equipment:** MSA may provide, at their sole discretion, computer hardware equipment, and software deemed necessary for the teleworker to perform assigned work at a telework location. A teleworker's use of state-owned technology is subject to state policies and procedures, including the Appropriate Use of Electronic Communication and Information Technology Policy, and other IT use policies.~~
- ~~B. **Record of Equipment:** MSA must maintain a record of state-owned hardware, software, and other equipment located at the telework location.~~
- ~~C. **Employee-Owned Equipment:** MSA may authorize teleworkers to use employee-owned computer hardware equipment and software that is necessary to perform assigned work at the telework location. A teleworker's use of employee-owned technology for work purposes is subject to state policies and procedures, including the Appropriate Use of Electronic Communication and Information Technology Policy, and other IT use policies.~~
- ~~D. **Maintenance and Repair of State-Owned Equipment:** MSA is responsible for maintaining and repairing state-owned equipment based on normal use, and the installation and testing of software and software upgrades for state-owned electronic equipment. Employees are responsible for bringing state-owned equipment to MSA unless installation, testing, maintenance and repair can be conducted remotely. Nothing in this policy waives MSA's ability as may be permitted by law to pursue costs for lost or stolen state-owned property or for damages beyond normal wear and tear.~~
- ~~E. **Repair of Employee-Owned Equipment:** MSA will not provide maintenance or repair of employee-owned equipment, hardware or software used for telework.~~
- ~~F. **Business Use Restrictions:** All equipment, hardware, and software that MSA furnishes to the teleworker remain the property of the state and are subject to the same business use restrictions as if the property was located on state premises. To address hardware and software security for state-owned equipment, all software used for teleworking must be approved by MSA. State-owned software cannot be installed on employee-owned hardware unless authorized by MSA. Employee-owned software cannot be installed on state-owned hardware. Teleworkers must continue to comply with enterprise technology policies.~~
- ~~G. **Permanent/Principal Location Workspace:** MSA will provide the teleworker with a workspace when the teleworker works at the permanent/principal location. This workspace may be a touch-down workstation and not an assigned cubicle or office space.~~

## ~~VIII. DATA AND SECURITY~~

- ~~A. Data Practices Act  
Provisions of the Minnesota Government Data Practices Act (MGDPA) and MSA data privacy policies must be followed when performing work at the telework~~

~~office. The teleworker and supervisor must discuss the type and form of data which will be taken to and from the telework office and must agree on the security and transfer process necessary to meet the needs of MSA, to protect the security of the data, and to comply with the MGDPA.~~

~~**B. Data Requests and Retention**~~

~~Data created and maintained during a teleworker arrangement generated for the purpose of conducting state business, is subject to the MGDPA and MSA (and the state)'s records management statute, regardless of whether the telework is performed on state-owned or employee-owned equipment. This means the teleworker is responsible for following proper retention and disposal procedures, such data remains the property of the state, and such data must be returned upon the request of MSA upon termination of the telework arrangement if applicable, or upon the teleworker's separation from employment.~~

~~**IX. LIABILITY**~~

~~MSA does not assume responsibility for third party injury or property damage that may occur at the teleworker's home or alternate work site. Any business meetings held at the telework office must be approved in advance by the superintendent and are at the discretion of MSA.~~

**Legal References:**

*Minn. Stat. § 16E.05, Subd. 3 (Government Information Access, Capitol Investment)*

*Minn. Stat. § 43A.38 (Code of Ethics for Employees in the Executive Branch)*

*Minn. Stat. § 13 et seq (Minnesota Government Data Practices Act)*

**Cross References:**

*MSA Policy #524 – Appropriate Use of Electronic Communication and Technology*

*MSA Records Retention Schedule*

*MMB HR/LR #1422 - Telework*

**Appendix:**

*456-A: Teleworking Agreement Form*

Policy #: <b>744</b>
Title: <b>FUNDRAISING</b>
Date of Initial Approval: 05-08-2008
Revision/Re-authorization Dates: 03-07-2013; 05-16-2013; 01-23-2014; 11-17-2016; 02-24-2021
Reviewers: MSA Instructional Leadership Team

**I. PURPOSE**

The purpose of this policy is to establish a process for guiding fundraising efforts by staff, students, parents, alumni, and friends at the Minnesota State Academies (MSA) to avoid overlapping in activities and excessive use of local contributors.

~~**II. NEED**~~

~~Previous fundraising efforts have at times seemed sporadic and haphazard regarding the handling of funds and scheduling. This policy helps avoid such pitfalls in the future.~~

**III. APPROVAL PROCESS**

All fundraising activities that impact MSAB/MSAD, or are located on the MSAB/MSAD campuses, including those by alumni, parents, or other organizations/groups that are not employed by MSA, must be approved through the campus director's office. Fundraising requests must be submitted at least 2 weeks in advance of the event for approval. If the fundraising activity will happen on both campuses, both campus directors must approve the activity.

**IV. FUNDRAISING DEPOSITS AND ACCOUNTS**

- A. Monies for all student or school-sponsored fundraising activities must be kept in an activity account through the MSA Business Office. Sponsors/Coaches and other activity leaders must keep clear and detailed records for each fundraising activity to ensure that all funds are accounted for and deposited accurately. Only cash or checks will be accepted. For fundraising activities/events except for long-term fundraising activities (see section IV-C below), all cash/checks must be deposited in the MSA business office **within 24 hours or during the next business day after the event or activity. At this time, MSA does not have the ability to manage online payments.**
- B. All adult fundraising activities by groups not employed or controlled by MSA, (i.e., MSAD Alumni Association, Parent-Student-Teacher Association, Hilltopper Athletic Booster Club, and MSAB/MSAD Foundations), will be kept in accounts maintained outside of MSA.
- C. For fundraising activities that span a longer period of time (i.e., weekly sales of items/orders such as coffee sales, popcorn sales, and similar items; t-shirt or clothing orders), sponsors/coaches must make deposits of **all checks within 2 working days** of any receipts of funds and ensure regular deposit/documentation of cash sales/donations (weekly, bi-weekly, etc.) with the fiscal services office. Cash boxes are available in selected offices for safekeeping of funds before being deposited in the fiscal services office.

**V. CRITERIA FOR APPROVED ACTIVITIES**

- A.** Extracurricular Activity (ECA) Sponsors, Coaches, and other activity leaders are responsible for teaching and supporting student groups in submission of request forms to the campus director for approval. ~~Sponsors are expected to guide students in completion of the forms.~~ Sponsors must consider the methods and costs of storing and delivering products to the consumers before submitting fundraising requests.
- B.** Sales by staff or students for private profit or to support non-MSA groups will not be permitted on campus for sales to students (i.e., Avon, soccer team candy fundraising, and so forth). Staff members are allowed to sell to other staff members.
- C.** Fundraising activities must follow the guidelines outlined in MSA Policy #533 (Wellness - Nutrition, and Physical Activity). To support student's health and school nutrition-education efforts, fundraising activities that involve food items bought and consumed primarily by students will use only foods that meet nutrition and portion size standards for foods and beverages sold individually. Non-food fundraising activities are strongly encouraged. Even if the food items are sold primarily to staff members, it is strongly encouraged to avoid those types of food-related on-campus fundraising activities.
- D.** It is strongly encouraged that fundraising activities be designed to include more than just MSA staff and students. (i.e., sales to family members and neighbors in students' home communities; inviting community members to on-campus events, etc.)
- E.** Sales will not be permitted for items which explicitly or implicitly advertise alcohol, tobacco products, or any other illegal substance; and/or use words or pictures which refer to sexual activity, profanity, violence, or other undesirable actions.
- F.** Fundraising activities will not be approved if they include sales of pull tabs or lottery tickets. Drawings for prizes of money or gifts are allowed if the ticket is clearly identified as a donation to MSAD or MSAB and meets legal gambling requirements. If a raffle activity is approved, the following applies:
- 1) If the value of the prize is less than \$750.00, the group must apply for an "Exclusion to Licensing" permit which is free of charge from the Gaming Commission.
  - 2) If the value of the prize is greater than \$750.00, the group must apply for an "Exemption to Licensing" permit at a cost of \$25.00 from the Gaming Commission.
  - 3) If the activity is based on chance, a permit must be obtained. If the activity is based on skill, no permit is necessary.
- G.** No sales will be allowed for religious cards or artifacts. The Attorney General has clarified the term "Christmas" as an entity in and of itself, observed as a part of American culture and, therefore, does not necessarily denote religious practice.

- H. Profits from sales must be clearly stated to be used for student or school benefit. The nature of Boy Scouts of America and Girl Scouts of America assumes these organizations and their fundraisers are for the benefit of the students who participate, and, therefore, is exempt from restrictions provided in 5B.
- I. Fundraising activities will be approved unless another school group has already requested permission for a similar activity to take place at a similar time or if it does not meet these guidelines. Campus directors will limit the number of fundraising activities at one time and/or within one school year. Campus directors may also require modifications to fundraising activity requests prior to approval.

Policy #: <b>828</b>
Title: <b>KEYS AND KEYCARDS</b>
Date of Initial Approval: 12/2/1997
Revision/Re-authorization Dates: 08/23/2001; 06/17/2010; 01/23/2014; 08/15/2019
Reviewers: MSA Superintendent; MSA Human Resources Office; MSA Instructional Leadership Team; MSA Director of Physical Plant Operations

**I. PURPOSE**

The purpose of this policy is to ensure the safety of students, maintain security of state property, and establish appropriate staff access to work areas.

**II. GENERAL STATEMENT OF POLICY**

- A. The Minnesota State Academies (MSA) recognizes the importance of access for employees to conduct their work duties, as well as age-appropriate access for students to areas where they can receive instruction and participate in educational/extracurricular activities.
- B. MSA recognizes the need for security of MSA property and assets.
- C. MSA recognizes the importance of providing a safe and secure environment for students.
- D. MSA requires a systematic method of allocating keys and key cards to maintain security as well as providing appropriate access to work areas for staff and students.

**III. KEY AND KEYCARD ISSUANCE**

- A. Supervisors must approve all requests for keys/keycards from employees. The request must include a list of buildings and rooms/areas identified for access and the level of keycard access for the employee. The request must be authorized by the superintendent's office before issuance of keys/keycards. Any changes to key issuance and/or keycard access must follow the same procedure.
- B. High School and Middle School students will receive keycard access based on access levels established by ~~the Directors of both campuses and~~ the Superintendent. Students are not allowed to have keys to any buildings or rooms unless specifically authorized by the Director/[Student Life](#) Director.
- C. ~~Grand~~ Master Keys for each campus will be limited to individuals designated by the superintendent. ~~Supervisors must indicate a legitimate business need for issuance of a master key in their request to the superintendent's office. Master keys may range from opening specific areas of a building to the entire campus or both campuses as needed.~~
  - ~~1. MSA Superintendent;~~
  - ~~2. MSAB/MSAD Directors/Assistant Directors;~~
  - ~~3. Director of Student Support Services;~~
  - ~~4. Director of Physical Plant Operations;~~
  - ~~5. Director of Health Services;~~
  - ~~6. MSAB/MSAD Dorm Directors;~~
  - ~~7. Other Department Heads and selected employees as assigned by the superintendent;~~
  - ~~8. The on-call bag will have a grand master key and keycard for employees serving as on-call supervisors as assigned by the superintendent;~~
  - ~~9. Selected offices as determined by the superintendent shall have a grand master key available for check-out on an as-needed basis.~~

- D. The superintendent's office is responsible for inventory, distribution, and tracking of all keys.
- E. The physical plant department is responsible for ensuring that all locks and keys are in working order, including repair and replacement as necessary, following directives from the superintendent's office. The physical plant is also responsible for **making keys and moving keycores**, following directives from the superintendent's office.
- F. The human resources office is responsible for keycards, including set-up/distribution; suspension; changes to access levels; and replacement as necessary, according to directives/guidance and approvals from the superintendent's office.

#### IV. EMPLOYEE RESPONSIBILITIES

- A. Employees are responsible for keys and keycards issued to them at all times. Under no circumstances should an employee allow students or non-MSA individuals access to keys or keycards without direct supervision.
- B. Employees must report lost, stolen or broken keys and/or keycards immediately to their supervisor. Fees will be charged for replacements. Key replacement fees may be returned to the employee if the key is found and returned to the superintendent's office prior to the replacement of the lock. Repeated loss of keys/keycards may result in disciplinary action.
- C. Employees must not transfer their keys/keycards to other employees when changing offices, workspaces, etc. They must return their keys to the superintendent's office and have the keys re-issued to the next employee, following proper protocols, including signed paperwork from their supervisors.
- D. All keys/keycards issued to employees must be returned to their supervisor at the time of strike, layoff, extended leave, or termination.

#### V. SUPERVISOR RESPONSIBILITIES

- A. Supervisors must immediately report lost, stolen, or damaged keys to the superintendent's office and lost, stolen, or damaged keycards to the human resources office.
- ~~B. Supervisors and/or their designees must collect keys/keycards at the end of the school year from employees who do not work through the summer or document the reason the keys/keycards are not returned. If keys/keycards are re-issued for summer school or other work performed during the summer months, supervisors must maintain documentation of each re-issue and receipt of keys/keycards.~~
- ~~C. Supervisors must keep keys/keycards from employees in a locked/secure location. Documentation of key/keycard receipts/re-issue dates must be maintained and available for inspection as necessary.~~
- D. Supervisors must collect keys/keycards from staff prior to strike, layoff, extended leave or termination.
- E. Keys/keycards must be turned in with departing employees' final time sheet and exit forms.

- F. For students who are issued keys to their dorm rooms/apartments, the [student life](#) director is responsible for establishing a check-out/check-in system with key deposits for student keys, including applicable rules and procedures for their use.

#### VI. DIRECTOR OF PHYSICAL PLANT OPERATIONS RESPONSIBILITIES

- A. ~~Issuance of keys in accordance with appropriate authorization from the superintendent.~~
- B. The Director of Physical Plant Operations and/or their designee is responsible for maintaining records of all doors, locks, and keys, including replacement costs for re-keying and/or replacement of keys.
- C. The Director of Physical Plant Operations and/or their designee is responsible for ensuring that all locks are established according to appropriate procedures and in working order, including compatibility with the [Master Keys](#) for each campus.
- D. The Director of Physical Plant Operations and/or their designee is responsible for maintaining specific locks that are designated as “off-master” and removed from the list of locks opened by the Grand Master key for each campus. Each lock on this list must be approved by the superintendent. Keys for each lock on this list must be maintained in a secure location within the superintendent’s office (or another secure location) and available for check-out as needed/approved. Keys for “off-master locks” will not be issued to any individual employee without the approval of the superintendent.

#### VII. HUMAN RESOURCES OFFICE RESPONSIBILITIES

- A. The human resources office is responsible for issuing, tracking, and documentation of keycards in accordance with appropriate authorization from the MSA superintendent
- B. The human resources office is responsible for maintaining records of all doors and locks that can be opened by a keycard, replacement costs for lost/broken keycards, and maintaining a supply of keycards for visitors and other needs.
- C. The human resources office is responsible for ensuring that all keycards are issued and set up according to appropriate procedures.

#### VIII. SUPERINTENDENT’S OFFICE RESPONSIBILITIES

- A. The superintendent’s office is responsible for [issuance](#), tracking, and documentation of keys. Records of all doors/locks and keys issued to employees shall be maintained. Keys will be kept in a secure location ~~within the physical plant building~~ and distributed as approved.
- B. The superintendent’s office is responsible for approving any lock changes and communicating updates with the physical plant department. New/replacement keys will be added to the inventory after locks are changed/updated.
- C. The superintendent’s office is responsible for updating and collecting all key/keycard requests and communicating approvals to the physical plant department/human resources department, including updates to the list of access levels with specified permissions (doors, hours, employee privileges, etc.) and adding/deleting levels as authorized by the superintendent.
- D. [The superintendent’s office is responsible for maintaining a list of access levels with specified permissions \(doors, hours, employee privileges, etc.\) and adding, modifying, and/or deleting levels as necessary.](#)

Policy #: <b>902</b>
Title: <b>USE OF MINNESOTA STATE ACADEMIES FACILITIES AND EQUIPMENT</b>
Date of Initial Approval: 06-19-2008
Revision/Re-authorization Dates: 11-17-2016; 11-30-2022
Reviewers: MSA Superintendent and Board Policy Committee

**I. PURPOSE**

The purpose of this policy is to provide guidelines for community use of Minnesota State Academies (MSA) campus facilities and equipment.

**II. GENERAL STATEMENT OF POLICY**

The MSA board and the administration of MSA encourages use of MSA facilities and equipment for community purposes if, in its judgment, that use will not interfere with use for MSA purposes. Allowing community use of MSA facilities promotes awareness and support for our student body and is an integral part of our efforts to include parents, alumni, and community members in our programs.

**III. GENERAL COMMUNITY USE OF SCHOOL FACILITIES**

- A. Pending availability of facilities and staffing (**student/staff programs and activities take precedence over external use of facilities**), the MSA board authorizes the use of MSA facilities for educational, cultural, civic, religious, recreational, governmental, and general political activities which are sponsored by responsible, recognized organizations, agencies, institutions, or individuals, provided that the activity does not interfere with the programs and best interests of MSA. MSA reserves the right to deny the use of school facilities if the activities are detrimental to the mission of MSA or require excessive time and effort from staff at MSA.
- B. Requests for use of MSA facilities by community groups or individuals shall be made through the Superintendent's office. The Superintendent is authorized to approve and monitor conditions for community use of buildings and grounds under the direction of this policy.
- C. When MSA programs (MSAB/MSAD) are a designated member of an organization and/or hosting an activity/meeting, no rental contracts are necessary. For the purposes of this policy, hosting includes allowing multi-agency or multi-school committees that include MSA programs to have meetings on our campuses, using our campus facilities. Hosting student conferences, tournaments, staff training, and so forth, also fall under this category. This does not include MSA staff members who participate as individual members in an organization, but do not officially represent MSA programs.

Parents who are on campus for IEP meetings, evaluations, and/or other school-related meetings may stay in the parent rooms in the dormitories at no charge **but must pay a deposit for their keys/key card**. No rental contracts are necessary for their stay in the parent rooms. Parents who want to stay on

campus for extracurricular activities, athletics, or other social functions must obtain approval from the superintendent's office prior to use and may be charged for their stay in the parent rooms.

- D. If use of campus facilities is approved, a Facilities Use Agreement shall be prepared through the Superintendent's Office, utilizing an established rental fee schedule. (See Appendix 902-A) Such fees will include the cost of custodial, technical, and supervisory service as necessary. Representatives of all groups requesting use of campus facilities must send a request at least 2 weeks in advance with specific dates and times for use and agree to expectations outlined in the facilities use agreement. The rental fee schedule will be reviewed annually by the Superintendent's office and altered as technology and equipment needs change.

Groups utilizing campus facilities must provide documentation of current liability insurance of at least \$1,000,000 prior to use of the facility. This provision does not apply to groups who are covered under MSA general liability insurance. The requestor is liable for personal injury and/or property damage. Users must also sign a waiver to indemnify and save and hold the State of Minnesota and the Minnesota State Academies and its agents and employees harmless from any and all claims or causes of action arising from the user's use of the Academies' facilities, except to the extent arising from the negligence or willful misconduct of the State of Minnesota and/or the Minnesota State Academies.

- E. The Superintendent is authorized to set aside or reduce any scheduled or normal rental fees when a mutually beneficial relationship is established between the Minnesota State Academies and a proposed user of school facilities. This does not include the costs of custodial, technical, or supervisory services. Users who qualify for reduced or waived fees include the following:
1. If the proposed user is a non-profit organization (other than a blind or deaf advocacy organization), school, charitable or civic group, or league. Examples: Local football league; Kiwanis Club; Faribault School District activities.
  2. If the proposed user is a Minnesota state or state charter of a nationally recognized blind or deaf community organization with an education-related function. Examples: Minnesota Association of Deaf Citizens; National Federation of the Blind.
  3. If the proposed user is for MSAB or MSAD alumni association gatherings or meetings (excluding dormitory use fees).
  4. If the proposed user is for MSAB or MSAD Parent-Teacher association gatherings or meetings (including booster club gatherings/meetings).
  5. If the proposed activity will include and benefit staff members or students at MSA, including consideration of in-kind contributions such as waiver of league/participation fees in replacement of rental fees.

Example: Local athletic league involving a team from MSAB/MSAD;  
Local spring play production or musical concert involving students from  
MSAB/MSAD.

6. Parents and family members who need to travel great distances to attend meetings and/or other events in Faribault.
  7. The superintendent may consider other unique circumstances in decisions regarding reduction or waiver of fees on a case-by-case basis.
- F. When emergencies or unusual circumstances arise that necessitate rescheduling the use of MSA facilities, every effort will be made to find acceptable alternative meeting spaces.

#### **IV. USE OF MINNESOTA STATE ACADEMIES EQUIPMENT**

The Superintendent is authorized to approve and monitor conditions for use of equipment in MSA facilities that are available for community use. (See Appendix 902-A) Provision of the equipment is dependent on availability. The guidelines stated in section III-E above apply to the use of equipment. The use of equipment is allowed only for activities/events on campus. They cannot be rented for off-campus use.

#### **V. USE OF MINNESOTA STATE ACADEMIES STAFF SERVICES**

The superintendent is authorized to approve use of staff services to support community activities as necessary. Costs of the services will be equivalent to the actual costs to the Academies and will be included in the cost for use of MSA facilities. (Overtime hours, shift differential, and so forth). Interpreters for meetings involving parents hosted by the Parent-Teacher-Staff Association, the Hilltopper Athletic Booster Club, and similar parent organizations/activities will be provided by MSA at no cost to support full participation of our parents in the MSA community. Staff time expended to set-up and clean-up after the activities will also be calculated and included in the facilities use agreement.

#### **VI. RULES FOR USE OF FACILITIES AND EQUIPMENT**

The MSA board expects members of the community who use facilities and equipment to do so with respect for MSA property and an understanding of proper use. Individuals and groups shall be responsible for damage to facilities and equipment.

**Legal References:**

*Minn. Stat. § 123B.51 (Schoolhouses and Sites; Access for Noncurricular Purposes)*

**Cross References:**

*MSBA/MASA Model Policy 801 (Equal Access to School Facilities)*

*MSBA/MASA Model Policy 901 (Community Education)*

**Appendices:**

*Appendix 902 A – Facilities Use and Equipment Rental Fees*

# MARIE REISDORFER, MS., CBRM.

Dear Members of the Minnesota State Academy for the Blind Site Council Selection Committee,

I am writing to express my sincere interest in serving as a Parent Representative on the MN State Academy for the Blind (MSAB) Site Council. As the parent of a student who has attended MSAB since kindergarten, our family is deeply invested in this school, not just as an institution, but as a community that has helped shape our son's growth, confidence, and love of learning.

Over the years, we have witnessed firsthand the extraordinary level of care, dedication, and heart that MSAB staff bring to students who learn in different ways. MSAB does more than provide education, it creates an environment where learning is engaging, individualized, and joyful. The creativity and commitment of the educators and staff make learning both fun and meaningful, meeting students where they are and helping them see what is possible. Because of MSAB, our son is more independent, more confident, and better prepared for his future than we could have imagined when he first started.

This lived experience as a parent is what motivates me to serve. I understand how much families rely on MSAB not only for academic instruction, but for social development, life skills, and a sense of belonging. I would be honored to help ensure that parent perspectives continue to be heard as the Site Council develops and promotes goals that support both current students and future generations.

Professionally, I bring extensive experience working in collaborative leadership and advisory environments, where gathering stakeholder input, supporting structured decision-making processes, and keeping efforts aligned around a shared mission are essential. I respect the role of the Site Council as an advisory body and value the importance of working in partnership with school leadership and within established guidelines, including open meeting requirements. I believe my ability to listen, build consensus, and stay focused on what best serves students would allow me to contribute meaningfully to the Council's work.

Most importantly, I come to this role as a grateful and committed MSAB parent who has seen the life-changing impact of this school. I would be honored to give back by supporting its continued success and helping it remain a place where students who need different ways of learning can truly thrive.

Thank you for your consideration.

Sincerely,

Marie Reisdorfer, MS., CBRM

# MARIE REISDORFER, MS., CBRM.

(507) 250-0523 | Reisdorfer.marie@mayo.edu

## EXECUTIVE SUMMARY:

Dynamic healthcare executive specializing in digital transformation, business relationship management, and enterprise change leadership. Adept at aligning digital strategy with business objectives to drive operational excellence, revenue growth, and patient-centered innovation. A trusted advisor to senior leadership, skilled in navigating complex organizational landscapes to foster cross-functional collaboration, streamline decision-making, and execute scalable digital solutions. Certified in Business Relationship Management (CBRM) and Prosci Change Management, with a proven track record of leading high-impact initiatives that enhance stakeholder engagement, optimize enterprise operations, and accelerate digital adoption.

## EDUCATION:

### **Master's of Science in Project Management**

DeVry Keller Graduate School of Management

GPA: 4.0 with *Distinction* 2013-2014

### **Bachelor of Science in Biology/Chemistry**

Minnesota State University, Mankato

GPA: 3.4 *Cum Laude* 2004-2008

## CERTIFICATIONS:

### **Product Management Certification (Product School)**

Obtained 12-2025

### **Certified Business Relationship Management (CBRM)**

Obtained: 10-2023

### **Change Management Prosci Practitioner**

Obtained: 8-2016

## PROFESSIONAL EXPERIENCE:

### **Principal Product Manager**

*Information Technology | Mayo Clinic | 09-2025 to Present*

- Drive enterprise product strategy, vision, and roadmap for UKG and Oracle that align with Mayo Clinic's mission and strategic priorities.
- Lead cross-functional agile teams across design, engineering, operations, and data disciplines to deliver scalable, high-value digital products that enhance user experience and operational efficiency.
- Partner with business and technology leaders to align product goals with organizational strategy, ensuring measurable outcomes and value realization.
- Establish and monitor OKRs, success metrics, and performance scorecards to measure impact and inform continuous improvement.
- Champion collaboration across departments and stakeholder groups to ensure shared accountability, transparency, and alignment from vision through execution.
- Chair the orchestration of the Product Management community within IT, establishing best practices, frameworks, and standards that elevate product excellence enterprise-wide.

### **Director Digital Enablement / Chief of Staff**

*Center for Digital Health | Mayo Clinic | 03-2023 to 09-2025*

- Strategic advisor to executive leadership, driving alignment between enterprise digital health strategy, IT, and business objectives to accelerate innovation, optimize digital adoption, and enhance patient care.
- Orchestrated enterprise-wide digital transformation, integrating scalable, data-driven solutions across clinical and operational domains to improve efficiency and patient outcomes.
- Led data transformation strategy for a hybrid multi-cloud environment, advancing Mayo Clinic's data architecture, governance, and interoperability to support secure, enterprise-scale analytics.
- Developed governance structures, engagement frameworks, and strategic roadmaps that strengthened executive decision-making, cross-functional collaboration, and accountability.
- Championed change management and operational excellence by implementing frameworks that streamlined digital enablement, reduced redundancies, and accelerated speed-to-market.
- Strengthened digital governance and prioritization processes, ensuring alignment between regional practice needs, CDH capabilities, and enterprise strategic goals.

## PROFESSIONAL EXPERIENCE CONTINUED:

### **Minnesota Quality Manager**

*Quality Management Services | Mayo Clinic | 2018 to 2023*

- Spearheaded quality initiatives across Minnesota sites, driving improvements in outcomes, patient safety, infection control, patient experience, financial performance, and accreditation.
- Designed and executed strategies to surpass institutional goals, collaborating with interdisciplinary teams to launch impactful quality improvement programs.
- Developed the MCHS quality support model, standardizing oversight, enabling data-driven decisions, enhancing regional collaboration, and fostering talent retention.
- Led the creation of healthcare professional training for serious and complex illnesses, ensuring comprehensive education.
- Drove change management and addressed educational needs to achieve quality program milestones.
- Tracked, assessed, and communicated quality metrics and KPIs to senior leadership and stakeholders for informed decision-making.
- Acted as a global expert, endorsing quality performance plans for external healthcare organizations.

### **Operations Manager**

*Mayo Clinic | Minnesota | 2015 to 2018*

#### **General Internal Medicine:**

- Led a high-volume, multidisciplinary practice with 128,000+ annual outpatient visits, improving operational efficiency by 29% and patient satisfaction by 54%.
- Drove strategic operational improvements, collaborating with physician and allied health supervisors to redesign care models, enhance financial performance, and improve workforce productivity.
- Implemented efficiencies in patient triage, complex care patients and staff on floor models.
- Developed and implemented strategies to enhance the patient experience and satisfaction, such as improving appointment scheduling processes, reducing wait times, enhancing inter-departmental consults and enhancing communication.

#### **Population Health:**

- Led the development of the Scheduled Outreach tool, which generated \$15.7 million in net operating income.
- Spearheaded a \$17.9M net operating income increase by developing and launching the Scheduled Outreach tool, streamlining population health management and preventive care outreach.
- Negotiated and secured Epic integration for digital health solutions, ensuring long-term scalability and creating gain-sharing opportunities across the Mayo enterprise.
- Enhanced efficiency in Population Health through streamlined approaches in 4 subcommittees.
- Contributed to design and workflows for the Epic Healthy Planet module.
- Supervised Information Technology Programmers' human resources duties.

#### **The Center for Connected Care:**

- Designed and executed enterprise digital health strategy, increasing digital adoption by 78% and reducing operational costs by 42%.
- Expanded digital healthcare access, leading the adoption of eConsults and increasing utilization by 37%, improving specialty access and care coordination.
- Optimized data-driven decision-making by designing performance metrics, operational dashboards, and digital solutions that enhanced clinical and financial outcomes.
- Led practice-wide change initiatives, implementing new triage models, improving referral pathways, and enhancing interdepartmental collaboration to drive better patient outcomes.

## PREVIOUS EXPERIENCE:

### **Quality Improvement Advisor II**

*Mayo Clinic | Minnesota | 2012 to 2015*

- Secured a \$3.4M contract with Blue Cross Blue Shield to enhance value-based care.
- Led quality initiatives in chronic disease management, increasing compliance rates for diabetes and colon cancer screenings.
- Spearheaded the development of MCHS's clinical outcome dashboard, improving data-driven decision-making.

### **Quality Laboratory Manager**

*Mayo Clinic | Minnesota | 2008 to 2012*

- Designed and implemented a quality management system, ensuring compliance with CAP, CLIA, ISO, and NYS regulations.
- Directed quality assurance initiatives, reducing laboratory errors and optimizing performance.
- Led cross-functional teams in accreditation processes, securing successful regulatory approvals.

## AWARDS AND ACHIEVEMENTS:

- AI Fundamentals Certification | Coursera
- City of Oronoco Pro-Temp Mayor | City of Oronoco, Minnesota
- Mayo Clinic Service Excellence Award | Mayo Clinic
- Mayo Clinic Department of Family Medicine: Best Poster Award – Family Medicine Patient Access Improvement
- Quality Academy Faculty and Instructor | Mayo Clinic
- Mayo Clinic Instructor Academic Ranking | Mayo Clinic
- Gold / Silver / Bronze Quality Academy Fellow | Mayo Clinic
- Mayo School of Continuous Professional Development: Outstanding Project Award – Diabetes Improvement
- Graduate with Magna Cum Laude Masters in Project Management | DeVry Keller Graduate School of Management

## **2026-2027 (for board approval)**

### **Important Dates:**

- *July 13-30: Summer School (ESY)*
- *August 16: MSAD FB/VB camps begin*
- *August 25-28: Teacher Workdays*
- *August 25-27: Paras/Student Life Workdays*
- *August 30: Student Check-In Day/Dorms Open*
- *August 31: First day of school/1st semester*
- *September 7: No School - Labor Day*
- *October 12: Indigenous Peoples' Day*
- *October 14: Noon Dismissal*
- *October 14: Family-Teacher Conferences*
- *October 15-16: No School - October Break*
- *November 11: Veterans Day - School in Session*
- *November 25: Noon Dismissal*
- *November 26-27: No School - November Break*
- *Dec.21-Jan.1: No School - Winter Break*
- *January 14: Last day of 1st semester*
- *January 15: No School -Teacher Workday*
- *January 18: No School - MLK Jr. Holiday*
- *January 19: First day of 2nd semester*
- *February 15: No School - Presidents Day Holiday*
- *March 8-12: No School - Spring Break*
- *March 29: No School-Teacher/Staff PD*
- *May 31: No School - Memorial Day*
- *June 4: Last day of school/2nd semester*
- *June 4: MSAB/MSAD Graduations*





## Out of State Travel

**NOTE: Due to the weather in Kentucky, the wrestling team was not able to attend the tournament that was scheduled for January 2026 (approved by the MSA board on September 17, 2025) and will instead travel to Kansas. The cost for the Kansas tournament is less than what the board approved for the Kentucky trip, and the team has already left for the trip. We are following board procedure to approve the trip and revised costs.**

### **MSAB Athletics - Bowling**

**Staff: Charles Lechtenberg, Mark Bromley**

Dates: 3/6-3/9/26

Event: Bowling Tournament, Illinois School for the Blind, Jacksonville, IL

Justification: This is a new sport under NCASB, and provides our students with an additional opportunity to experience different kinds of athletics.

Estimated expenses:

- Charter Bus: \$11,000
- Note: the athletics department is investigating the possible use of a school bus, which will significantly reduce the cost.
- **Total amount: \$11,000**

### **MSAD Athletics - Track**

**Staff: Zach Schaefer, Cruz Lane, Jasmine Rademacher, Marika Ulrich**

Dates: 4/10-4/12/26

Event: Berg & Seeger Classic, California School for the Deaf, Riverside, CA

Justification: Annual Deaf national track meet.

Estimated expenses:

- Airfare: \$8,000
- Registration: \$800

- **Total amount: \$8,800**

**MSAD Athletics – Track**

**Staff: Zach Schaefer, Cruz Lane, Jasmine Rademacher, Marika Ulrich**

Dates: 4/24-4/26/26

Event: Great Plains Schools for the Deaf (GPSD) Track Championships, Sulphur, OK

Justification: Annual conference championship track meet.

Estimated expenses:

- Charter Bus: \$8,000
- Team Fees: \$800
- **Total expenses: \$8,800**



# MINNESOTA STATE ACADEMIES FOR THE DEAF AND THE BLIND

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

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## Report for the Minnesota State Academies Board – February 2026

Greetings from the Superintendent's Office! Here's some updates since our last meeting in December...

1. As we move forward on development of a new three-year strategic plan for MSA, we had 12 stakeholder meetings to gather input from our staff, parents/families, students, and community members. Dave Webb from Homerun Leadership and Annette Freiheit, our board chair, are leading this effort. In March, we will have a review team composed of different stakeholders to review the input we received and work towards developing 3-4 strategic goals with specific action steps for each year. This will be reviewed by the site councils in April or May before the board does the final review/approval in June. The stakeholder meetings went well, and we are continuing to gather input via surveys for those who could not attend the scheduled meetings.
2. Our School Operations committee reviewed calendar survey results and the vote was very close with only a small difference between options. The school operations committee decided to go with the highest vote (37%) and selected option 1. This has been attached to the agenda for your review/consideration.
3. This week, we sent out our annual surveys to parents, students, and staff members. This survey is important for our accreditation efforts. The information is used in school improvement/school accountability committees and in department work to improve our school. We will be sharing results with the board during the next meeting.
4. As for legislative work, the governor recommended 3 out of our 4 requests for legislative bonding funding. The only one that was not recommended was the MSAB library renovation project, but we are hoping that the legislature will fund the 3 requests this time around so we can continue improving our campuses. Our legislative requests this year are:
  - a. MSAD Student Center Pre-Design
  - b. MSAB Pool and Related Improvements Pre-Design
  - c. Asset Preservation funds.

I will be testifying at the Senate Capital Investment committee on February 19<sup>th</sup> on those needs and hope to also testify at the House Capital Investment committee at a later date. I will keep you posted on the progress of those requests within the final bonding bill.

5. I am also meeting with all departments on both campuses to gather information on staff needs and thoughts on our performance as a school. This is an annual check-in to try to improve workplace support and systems at MSA to help us thrive. I will share an update after all meetings have been completed.
6. Led by Kim Barron, we are continuing to work on our crisis/continuity response plans. We are conducting risk assessments and gathering input from staff to help us review/revise our current plans to make sure they are updated and aligned with best practices across the nation. Recently, we

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

received concerns about our lockdown drill procedures and communication. We will be incorporating those concerns into our training and response plan.

7. Our MSAD basketball and cheerleading teams are in Kansas as I write this report for the annual GPSD basketball/cheerleading tournament. We are confident that our students will represent MSAD well and results will be shared at the meeting. Our cheerleaders also participated in a local cheerleading competition and won the grand championship there along with an individual award for Mya Palmer. Kudos go out to our coaches and athletic director for their support of our student athletes.
8. At MSAB, we have a new sport – **Bowling** - under our conference and this will be covered in the agenda (out-of-state travel to Illinois for the tournament). This is a great opportunity for our students to expand on their athletic experiences. Thanks go out to our athletic director for coordinating this new sport and we look forward to having our students learn a new sport.
9. Lastly, I will not be at the February meeting due to my participation on an accreditation review team for CEASD at the Virginia School for the Deaf and the Blind. I hope you have a great meeting.

Thank you for your continued support.

Terry Wilding  
Superintendent  
Minnesota State Academies

**The Power of CommUNITY**

**Minnesota State Academies  
Financial Report-FY26  
July 1, 2025-January 31, 2026**

**58% of Fiscal Year Expended**

Payroll Allocation **78%**  
Non Payroll Allocation **22%**

<b>General Fund-1000 Fund</b>	<b>FY 2025 Expended</b>	<b>Current FY26 Budget</b>	<b>FY26 YTD Expended</b>	<b>Available Budget FY26</b>	<b>Percent Expended-FY26</b>
Payroll-MSAD	\$5,270,109.96	\$5,632,496.00	\$2,665,406.73	\$2,967,089.27	47.32%
Non Payroll-MSAD	\$355,500.48	\$359,284.00	\$193,432.24	\$165,851.76	53.84%
Payroll-MSAB	\$3,307,320.57	\$3,658,724.00	\$1,604,128.66	\$2,054,595.34	43.84%
Non Payroll-MSAB	\$227,170.75	\$246,684.00	\$110,315.91	\$136,368.09	44.72%
Payroll-Shared Svs	\$4,773,221.17	\$5,355,689.26	\$2,678,935.23	\$2,676,754.03	50.02%
Non Payroll-Shared Svs	\$2,931,910.40	\$2,659,424.97	\$1,177,740.28	\$1,481,684.69	44.29%
R&R-Non Payroll	\$250,000.00	\$258,699.16	\$217,177.78	\$41,521.38	83.95%
Payroll-Mental Health Day Treatment Prog (NEW)	\$4,786.88	\$144,167.48	\$47,935.30	\$96,232.18	33.25%
Non Payroll-Mental Health Day Treatment Prog (NEW)	\$83,450.73	\$342,619.27	\$13,500.99	\$329,118.28	3.94%
Unemployment Insurance (New in FY24)	\$163,006.68	\$321,000.00	\$259,007.09	\$61,992.91	80.69%
<b>Total 1000 Fund</b>	<b>\$17,366,477.62</b>	<b>\$18,978,788.14</b>	<b>\$8,967,580.21</b>	<b>\$10,011,207.93</b>	<b>47.25%</b>

**1000 Fund Expended FY25 as of January 31, 2025  
\$8,687,781.38**

Payroll Allocation **58%**  
Non Payroll Allocation **42%**

<b>Restricted Misc Special Revenue Fund-2000 Fund</b>	<b>FY 2025 Expended</b>	<b>Current FY26 Budget</b>	<b>FY26 YTD Expended</b>	<b>Available Budget FY26</b>	<b>Percent Expended-FY26</b>
Payroll-MSAD	\$4,348.27	\$0.00	\$0.00	\$0.00	0.00%
Non Payroll-MSAD	\$20,087.60	\$51,801.48	\$11,184.37	\$40,617.11	21.59%
Payroll-MSAB	\$11,444.36	\$164,326.23	\$6,557.79	\$157,768.44	3.99%
Non Payroll-MSAB	\$5,884.72	\$544,691.72	\$27,970.15	\$516,721.57	5.14%
Payroll-Shared Svs	\$190,426.47	\$200,409.27	\$104,378.36	\$96,030.91	52.08%
Non Payroll-Shared Svs	\$81,498.26	\$2,084,436.23	\$40,699.89	\$2,043,736.34	1.95%
<b>Total 2000 Fund</b>	<b>\$313,689.68</b>	<b>\$3,045,664.93</b>	<b>\$190,790.56</b>	<b>\$2,854,874.37</b>	<b>6.26%</b>

**2000 Fund Expended FY25 as of January 31, 2025  
\$177,705.28**

**Minnesota State Academies  
Financial Report-FY26  
July 1, 2025-January 31, 2026**

**58% of Fiscal Year Expended**

**Payroll Allocation 96%**  
**Non Payroll Allocation 4%**

<b>Other Misc Special Revenue Fund-2001 Fund</b>	<b>FY 2025 Expended</b>	<b>Current FY26 Budget</b>	<b>FY26 YTD Expended</b>	<b>Available Budget FY26</b>	<b>Percent Expended-FY26</b>
Payroll-MSAD	\$1,714,533.04	\$1,987,596.73	\$1,005,466.18	\$982,130.55	50.59%
Non Payroll-MSAD	\$1,056.17	\$697,203.23	\$523.31	\$696,679.92	0.08%
Payroll-MSAB	\$2,163,482.66	\$2,251,132.36	\$1,325,656.69	\$925,475.67	58.89%
Non Payroll-MSAB	\$1,948.72	\$868,359.56	\$1,713.44	\$866,646.12	0.20%
Payroll-Shared Svs	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Non Payroll-Shared Svs	\$91,982.49	\$1,152,156.65	\$95,656.14	\$1,056,500.51	8.30%
<b>Total 2001 Fund</b>	<b>\$3,973,003.08</b>	<b>\$6,956,448.53</b>	<b>\$2,429,015.76</b>	<b>\$4,527,432.77</b>	<b>34.92%</b>

**2001 Fund Expended FY25 as of January 31, 2025  
\$2,274,476.72**

**Non Payroll Allocation 100%**

<b>Endowment Fund-2400 Fund</b>	<b>FY 2025 Expended</b>	<b>Current FY26 Budget</b>	<b>FY26 YTD Expended</b>	<b>Available Budget FY26</b>	<b>Percent Expended-FY26</b>
Non Payroll-MSAD	\$9.64	\$7,211.31	\$4.32	\$7,206.99	0.06%
<b>Total 2400 Fund</b>	<b>\$9.64</b>	<b>\$7,211.31</b>	<b>\$4.32</b>	<b>\$7,206.99</b>	<b>0.06%</b>

**2400 Fund Expended FY25 as of January 31, 2025  
\$4.82**

**Non Payroll Allocation 100%**

<b>Gift Fund-2403 Fund</b>	<b>FY 2025 Expended</b>	<b>Current FY26 Budget</b>	<b>FY26 YTD Expended</b>	<b>Available Budget FY26</b>	<b>Percent Expended-FY26</b>
Non Payroll-MSAD	\$26,699.39	\$200,163.60	\$8,680.18	\$191,483.42	4.34%
Non Payroll-MSAB	\$47,403.58	\$557,140.28	\$27,008.29	\$530,131.99	4.85%
<b>Total 2403 Fund</b>	<b>\$74,102.97</b>	<b>\$757,303.88</b>	<b>\$35,688.47</b>	<b>\$721,615.41</b>	<b>4.71%</b>

**2403 Fund Expended FY25 as of January 31, 2025  
\$35,677.30**

**Payroll Allocation 84%**

Minnesota State Academies  
 Financial Report-FY26  
 July 1, 2025-January 31, 2026

58% of Fiscal Year Expended

Non Payroll Allocation 16%

Federal Fund-3000 Fund	FY 2025 Expended	Current FY26 Budget	FY26 YTD Expended	Available Budget FY26	Percent Expended-FY26
Payroll-MSAD	\$127,394.84	\$108,084.81	\$74,288.15	\$33,796.66	68.73%
Non Payroll-MSAD	\$25,130.39	\$35,122.38	\$10,925.85	\$24,196.53	31.11%
Payroll-MSAB	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Non Payroll-MSAB	\$17,956.17	\$19,000.00	\$11,285.51	\$7,714.49	59.40%
Payroll-Shared Svs	\$80,944.63	\$78,312.91	\$40,729.82	\$37,583.09	52.01%
Non Payroll-Shared Svs	\$70,646.49	\$115,935.37	\$0.00	\$115,935.37	0.00%
<b>Total 3000 Fund</b>	<b>\$322,072.52</b>	<b>\$356,455.47</b>	<b>\$137,229.33</b>	<b>\$219,226.14</b>	<b>38.50%</b>

3000 Fund Expended FY25 as of January 31, 2025  
 \$216,223.94

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	\$181,852.78	\$54,695.95	\$127,156.83	30.08%
Non Payroll-MSAB	\$19,246.85	\$31,706.79	\$5,697.12	\$26,009.67	17.97%
<b>Total 6000 Fund</b>	<b>\$128,951.74</b>	<b>\$213,559.57</b>	<b>\$60,393.07</b>	<b>\$153,166.50</b>	<b>28.28%</b>

6000 Fund Expended FY25 as of January 31, 2025  
 \$43,978.66

<b>Total All Funds</b>	<b>\$22,178,307.25</b>	<b>\$30,315,431.83</b>	<b>\$11,820,701.72</b>	<b>\$18,494,730.11</b>	<b>38.99%</b>
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Payroll Allocation 64%

**Minnesota State Academies  
Financial Report-FY26  
July 1, 2025-January 31, 2026**

**58% of Fiscal Year Expended**

**Non Payroll Allocation**

**36%**

Revenue and Expenditure Summary	Fiscal Year 25 School Year 2024-25	Fiscal Year 26 School Year 2025-2026			
	Expended	Allocation	Expended	Available	Cash on Hand
General Fund (1000)	\$17,366,477.62	\$18,978,788.14	\$8,967,580.21	\$10,011,207.93	\$10,011,207.93
Special Restricted (2000)	\$313,689.68	\$3,045,664.93	\$190,790.56	\$2,854,874.37	\$2,854,874.37
Other Mscl (2001)	\$3,973,003.08	\$6,956,448.53	\$2,429,015.76	\$4,527,432.77	\$2,565,185.00
Endowment (2400)	\$9.64	\$7,211.31	\$4.32	\$7,206.99	\$7,206.99
Gift (2403)	\$74,102.97	\$757,303.88	\$35,688.47	\$721,615.41	\$721,615.41
Federal (3000)	\$322,072.52	\$356,455.47	\$137,229.33	\$219,226.14	\$63,061.00
Agency Fund (6000)	\$128,951.74	\$213,559.57	\$60,393.07	\$153,166.50	\$153,166.50
<b>Totals</b>	<b>\$22,178,307.25</b>	<b>\$30,315,431.83</b>	<b>\$11,820,701.72</b>	<b>\$18,494,730.11</b>	<b>\$16,376,317.20</b>

**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.**

## JOINT SITE COUNCIL

Location: Online - Zoom Meeting

Date: January 14th, 2026

### Member Attendance

- Marianne Loftus (Parent) - **Present**
- Maresa Starr (Student) - **Present**
- Justine Gonzalez (Teacher) - **Present**
- Christine Adams (Student Life) - **Present**
- Jasmine Rademacher (Paraprofessional) - **Present**
- Molly Peters (Shared/Support Services)- **Present**
- Sonny Wasilowski (Alumni/Deaf Community/Deaf Blind Community) - **Present**

### Ex Officio Members

- (MADC) - vacant
- (Minnesota Department of Education) - vacant
- Terry Wilding (Superintendent) - **Present**
- Justin Cyboron (MSA Director of Curriculum and Educational Programs AND the Comprehensive Achievement & Civic Readiness (CACR) annual report)
- Brittany Thomforde (MSA Director of Student Support Services) - **Present**
- Jason Cox (Director) - **Present**
- Lee Jones (Assistant Director) - **Present**
- Nichelle Steffen (MSA Student Life Director) - **Present**
- Lance Sever-Hall (MSA Director of Community Engagement) **Present**
- Ryan Smith-Hastings (MSAD Athletic Director-optional) - **Present**

Interviews for the MSA Board Member of the Public with Business, Administrative or Finance Expertise Position

1. 2:30 PM: Sheila Koenig
2. 2:50 PM: Anna Hakusembe
3. 3:10 PM: Christian Wernau

We are currently reviewing applications, and by late February or early March, a committee of 15 - 20 stakeholders will review the collected data and identify 3 - 4 goal areas for our schools. Each goal area will include action steps, and we plan to bring the final three-year strategic plan to the Board by June.

Please participate in the strategic planning sessions if you see an invitation. We value your feedback.

Next week, we will send out the annual survey for staff, students, and families. Please take a few minutes to complete it, as it supports accreditation, planning, and school improvements.

We will also send a school calendar survey with three draft options. Please review and vote. The final calendar will be presented to the Board for approval on February 11.

Thank you for your participation and support.

**Candidate #1**, Anna is a State Program Administrator Director at State Services for the Blind, where they lead the Youth Services program and manage a \$1.3 million federal budget dedicated to pre-employment transition services. Their responsibilities include budget planning, monitoring expenditures, and ensuring full compliance with federal and state regulations. They also supervise staff, oversee program administration and evaluation, and develop policies, procedures, and training for both internal teams and external partners.

They bring strong experience in transparent, data-driven decision-making, using surveys, assessments, and long-term outcome planning to guide board-level decisions. Candidate #1 believes MSAD and MSAB are distinct schools that require different strategies to achieve a shared mission. They are deeply committed to student-centered education, accessibility, language-rich environments (including bilingual education and braille), and fostering positive student identity. They view the residential model as a key strength of the Minnesota State Academies, emphasizing community, peer connections, and the impact of adult role models with shared lived experience on student success.

**Candidate #2**, who prefers to go by Anastasia, is a business and public sector management professional with experience in budgeting, administration, governance, and financial oversight across education, healthcare, and government settings. She currently works at Mayo Clinic and previously managed government- and donor-funded projects, including EU-funded programs, in higher education institutions in Namibia. Her work included budget management, audits, compliance monitoring, evaluation, and ensuring responsible use of public funds.

Academically, she holds a bachelor's degree in Business Administration with a specialization in Strategic Marketing and completed coursework and a capstone project for a Master of Business Administration in Public Sector Management. Her graduate project focused on ethical dilemmas faced by public servants in service delivery. She has prior board experience serving on a communal land board in Namibia, where she represented women and youth in land acquisition and advocated for equitable access to resources.

She brings a strong governance mindset, emphasizing fairness, transparency, accountability, and data-informed decision-making. She believes MSAB and MSAD serve different populations and that equity means providing appropriate not equal support based on needs, outcomes, and compliance requirements. While not an instructional specialist, she understands the importance of accessibility, communication, independence, and residential education in supporting deaf and blind students. As a board member, she would use the mission and vision as a guiding framework for decisions related to policy, budgeting, sustainability, and student outcomes, while ensuring stakeholder collaboration and continuous review of policies and practices.

**Candidate #3**, Christian Wornow, is the Regional Low Incidence Facilitator for Southeast Minnesota (Region 10), supporting school districts from Northfield to Red Wing and south to the Iowa and Wisconsin borders. He has over 25 years of experience in Minnesota education, with a background in elementary education and K -12 special education, including work with students with mild to severe developmental disabilities. He holds a Director of Special Education license and a K - 12 Principal license. Christian has worked closely with the Minnesota State Academies for approximately 15 years through outreach, low-incidence communities of practice, statewide conferences, and technical assistance to districts. He emphasizes the importance of both MSAD and MSAB not only as residential schools, but also as statewide resources that support students remaining in their local districts through outreach services, interpreters, teachers of the deaf/hard of hearing, and teachers of the blind/visually impaired. He oversees multiple state and federal grants totaling over \$1 million and works closely with financial services to ensure compliance, reporting, and responsible fiscal management. While his recent focus has been more instructional and systems-level, he has prior experience with policies and budgets as a special education coordinator. As a board member, he would support equitable, data-informed decision-making, fair support for both campuses, and a strong focus on long-term student outcomes, family choice, accessibility, transition skills, and post-graduation success.

### **Board Candidate Selection Summary**

During the discussion, staff shared their perspectives on the three board candidates:

- Christian Wornow was praised for his deep experience with special education, outreach across Minnesota, partnership with both MSAB and MSAD, grant-writing skills, and knowledge of statewide services. Multiple participants highlighted his investment in both campuses and his ability to support students through both financial and educational expertise.
- Anna (Anastasia Akusenbe) was recognized for her strong financial and governance experience, international board experience, and commitment to

equitable access to education.

- Sheila was noted for her familiarity with the blind school population, contacts within SSB, and understanding of local resources, which could support the unique needs of students.

#### Voting Outcome (Ranked Choice)

- Christian: 4 first-choice votes
- Sheila: 4 first-choice votes, 3 second-choice votes, 1 third-choice vote
- Anna: No first-choice votes, 1 second-choice, 4 third-choice votes

After tallying the ranked-choice votes, Christian Wornow was selected as the top candidate, narrowly beating Sheila. Anna was ranked third.

The next meeting is scheduled for February 4th.

## MSAD SITE COUNCIL

Location: Online - Zoom Meeting

Date: December 3rd, 2025

### Member Attendance

- Marianne Loftus (Parent) - **Not Present**
- Maresa Starr (Student) - **Present**
- Justine Gonzalez (Teacher) - **Present**
- Christine Adams (Student Life) - **Present**
- Jasmine Rademacher (Paraprofessional) - **Present**
- Molly Peters (Shared/Support Services)- **Present**
- Sonny Wasilowski (Alumni/Deaf Community/Deaf Blind Community) - **Present**

### Ex Officio Members

- (MADC) - vacant
- (Minnesota Department of Education) - vacant
- Terry Wilding (Superintendent) - Present
- Justin Cyboron (MSA Director of Curriculum and Educational Programs AND the Comprehensive Achievement & Civic Readiness (CACR) annual report) **Present**
- Brittany Thomforde (MSA Director of Student Support Services) - **Present**
- Jason Cox (Director) - **Present**
- Lee Jones (Assistant Director) - **Present**
- Nichelle Steffen (MSA Student Life Director) - **Present**
- Lance Sever-Hall (MSA Director of Community Engagement) **Present**
- Ryan Smith-Hastings (MSAD Athletic Director-optional) - **Present**

#### 1. Welcome and Roll Call

- a. 6 of 7 members present; Clarified hybrid meeting definition: one in-person location with Zoom required for all participants

#### 2. Approval of Previous Minutes

Earlier meeting minutes (not November) still missing and need to be redone for clarity  
Corrections needed:

Remove "Old and New Business" from final paragraph

Clarify IEP discussion under CAR

Accreditation discussed as a long-term goal (2026–2029, not 2025–2026)

Board and superintendent goals already approved

Sports section updated to include subcommittee structure

Subcommittee meetings limited to a maximum of 2 hours

Minutes approved pending revisions

**3. Old Business (None)**

**4. New Business**

● **Student Activities & Sports**

Need improved student engagement and communication

Subcommittee approved to focus on activities, esports, and Special Olympics

Student and paraprofessional support confirmed

Motion approved

● **Legislative Engagement**

Reviewed Minnesota Statutes 125A.69 and 125A.62

Identified need to modernize bylaws and board governance

Recognized school impact and responsibility for evaluation

Recommended joint or special board meeting in January

Website updates needed (tour requests, current construction status)

Enrollment decline identified as a critical issue

Action needed to identify root causes and improve enrollment

● **Facilities Planning**

No current commitments for maintenance updates

Need detailed budget planning by building

Enrollment review identified as priority before facilities decisions

**5. Policy and Procedure Review (No action items noted)**

**6. Review Written Reports – Comments/Questions (Terry, Britt, Lee, Jason, Lance H, Ryan S-H, Board Rep, SBG, PBIS, Wellness Committee, Site Council Chair, etc.)**

- a. All submitted reports reviewed and approved

**7. Announcement**

- a. Next joint meeting: January 7, 2026, at 2:00 PM on Zoom

**8. Adjournment: 3:43 pm**



## **Minutes of Executive Committee Meeting Minnesota State Academies Board**

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An Executive Committee Meeting of the Minnesota State Academies Board was held Monday, January 12, 2026, beginning at 3:15 PM in the Tate Hall Conference Room, 615 Olof Hanson Drive, Faribault, MN 55021.

**Present:** Superintendent Wilding, Katie Wangberg, Sara Pratt

### **1. Call to Order**

Called to order at 3:15 pm.

### **2. Meeting Minutes Review**

No changes.

### **3. Legislation And Statute Review**

This was brought up via Sonny Wasilowski from the MSAD site council. We discussed the rationale and possibilities relevant to reviewing and revising Minnesota Statutes that are applicable to MSA. It was decided that this would be referred to the Policy committee for further discussion and work.

### **4. Strategic Plan Update**

Superintendent Wilding shared plans for the upcoming strategic plan listening sessions led by Dave Webb from HomeRun Leadership. Invitations and flyers have been sent out and data will be gathered via the IROD app. Afterwards, information will be compiled for our strategic plan review team in March. The team will narrow down the suggestions and ideas to identify 3-4 goal areas with action steps under each goal.

### **5. Adjourn**

Adjourned at 3:45 pm.



## **Minutes of Finance Committee Meeting Minnesota State Academies Board**

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A Finance Committee Meeting of the Minnesota State Academies Board was held Tuesday, January 13, 2026, beginning at 3:15 PM in the Tate Hall Conference Room, 615 Olof Hanson Drive, Faribault, MN 55021.

**Present:** Superintendent Wilding, Amber Miller; Brittany Thomforde, Oluwagbenga Ogungbe, Jamers Speier

### **1. Call to Order**

Called to order at 3:15 pm.

### **2. Meeting Minutes Review**

No changes.

### **3. Review of Contract/Vendor Invoices**

Ms. Miller reviewed the contract/vendor invoices – no concerns or changes noted.

### **4. Review of Donations**

Ms. Miller reviewed donations made to MSA up to December. No concerns noted.

### **5. YTD Financial Reports**

Ms. Miller reviewed the YTD fiscal balances and shared that we are progressing through the projections as planned – there are no unusual changes or concerns with the budget so far.

### **6. FY26 Capital Bonding Requests**

Superintendent Wilding shared information about the governor's recommendations to the legislature. 3 out of our 4 requests made it into the governor's bonding recommendations and will be sent to the legislature shortly. Those recommendations include the student center predesign funds; the MSAB pool and related improvements predesign funds; and our usual asset preservation funds. The MSAB library project did not make it into the recommendations this year.

### **7. Adjourn**

Adjourned at 3:37 pm.



# Minutes of School Operations Committee Meeting Minnesota State Academies Board

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A School Operations Committee Meeting of the Minnesota State Academies Board was held Monday, January 5, 2026, beginning at 3:15 PM in the Tate Hall Conference Room, 615 Olof Hanson Drive, Faribault, MN 55021.

**Present:** Annette Freiheit, Terry Wilding, Katie Wangberg, Nichelle Steffen, Heather Smisek, Brittany Thomforde, Harry Weber, Hernan Moncada, John Davis.

## 1. Call to Order

Chair Freiheit called the meeting to order at 3:18 pm.

## 2. Meeting Minutes Review

No changes.

## 3. Discuss Survey Results

Most respondents prefer a later spring break; however, this would not align with Faribault Public Schools (FPS). This will impact our staff with children in FPS, as well as our students who attend FPS for classes, and could result in up to two weeks of missed instruction time. The group agreed to align the calendar with FPS spring break and include a long weekend over Easter.

The committee confirmed that no construction projects would be impacted by the school calendar.

Several comments were raised regarding half-day school schedules. Some felt that instructional time is not being used effectively on those days. Superintendent Wilding will work with principals and teachers to improve planning for remaining half days this year and to evaluate the effectiveness of the January half day. While the MEA weekend half days are used effectively for parent-teacher conferences, other half days could be planned more intentionally, potentially using a Friday schedule.

## 4. Calendar Draft Recommendations

The group discussed which options should be included in the next calendar drafts. Three options will be presented:

- Start earlier and finish before Memorial Day
- Start one week later and finish later
- Start earlier with additional days off or long weekends

All drafts should include professional development days.

Several staff comments were noted regarding the 3-week Extended School Year (ESY). While no changes will be made to ESY, Terry will send out an email to staff explaining the rationale for moving from a two-week to a three-week ESY.

Next steps: Terry will prepare revised calendar drafts this week and distribute them for another round of voting. The results will be discussed at the next meeting to identify a final recommendation to be brought to the February Board meeting.

**5. Adjourn**

Adjourned at 3:38 pm.



## Minutes of School Operations Committee Meeting Minnesota State Academies Board

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A School Operations Committee Meeting of the Minnesota State Academies Board was held Tuesday, January 27, 2026, beginning at 3:15 PM in the Tate Hall Conference Room, 615 Olof Hanson Drive, Faribault, MN 55021.

**Present:** Superintendent Wilding, Annette Freiheit, Hernan Moncada, Katie Wangberg, John Davis, Nichelle Steffen, Heather Smisek, Harry Weber, Jamers Speier.

### 1. Call to Order

Called to order at 3:15 pm.

### 2. Meeting Minutes Review

No changes.

### 3. Discuss Calendar Options

There were 114 responses to the survey, with results closely split among the options:

- Option 1: start later and finish later with no additional breaks – 37.72% (43 responses)
- Option 2: Start one week earlier and add breaks – 31.58% (36 responses)
- Option 3: Start earlier and finish before Memorial Day with no additional breaks – 30.7% (35 responses)

All options align with Faribault Public Schools' spring break.

Harry Weber noted that teachers expressed concern about starting earlier in the year, citing limited time off between summer school and the start of the school year. Teachers also requested that a workday be scheduled in March rather than at the end of the school year.

John Davis commented that Option 1 is similar to the current year's calendar and noted that having April available is beneficial for testing purposes.

Annette Freiheit suggested scheduling a "fun day" in April or May to help prevent burnout.

John Davis mentioned the annual MSAB triathlon, which will be held in early May. Nichelle clarified that with the earlier spring break, there would be no breaks for approximately two and a half months, raising concerns about student behavior in the dorms and staff burnout. She suggested that the dorms could also incorporate a fun activity during that period.

The group agreed that a workday will be scheduled for the day after Easter.

### 4. Make Recommendation

The group agreed to recommend Option 1, reflecting the option with the highest number of votes. Terry Wilding will bring the recommendation to the Instructional Leadership Team to finalize the dates before submitting it to the Board.

**5. Adjourn**

Adjourned at 3:32 pm.

## Minutes of Policy Committee Meeting

### Minnesota State Academies Board

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A Policy Committee Meeting of the Minnesota State Academies Board was held on Monday, January 26, 2026, beginning at 3:15pm via Zoom.

Present: Terry Wilding – Superintendent, Heather Smisek – HR Director, Katie Wangberg – Board Member, Brittany Thomforde – Director of Student Support Services, Justin Cyboron – Director of Curriculum and Educational Programs

Absent: Hernan Moncada – Board Member

1. Call to Order: 3:16pm

2. Meeting Minutes Review: None

3. Policies to Review from MSBA: None

4. Policies to Review for a Second Reading:

A. 456 – Teleworking

- Terry – The new policy will be a lot shorter than the old one, but we are following MMB's policy.

B. 744 – Fundraising

- Terry – Whatever is in blue has been changed since the last meeting. Any comments?

C. 828 – Keys/Keycards

- Terry – No changes to this one. Oh, one word was changed...it now says Student Life. Anything else?

All 3 policies referred to the board for final review/approval

5. Policies to Review Before Revision: None

6. Policies to Review Prior to a First Reading:

A. 902 – Use of Facilities and Equipment

- Terry – We did update this a little. Kim Barron is in charge of this one. We don't want to interfere with any student events. Anything else? This is for the first reading. Afterwards, the site council will have an opportunity to share feedback.

7. Policies to Review for Reauthorization: None

## 8. Discussion of Statutes 125A.61 – 125A.72 to Review and Process

- Terry – This is a list of state statutes. We'll be reviewing the statutes that refer to MSA. If possible, we should prioritize the most important statutes – 4 or 5 – to work on and recommend possible changes. We can go through each one and if you feel like it does need to be updated, I'll make a note and make changes as needed.

### 125A.61 – Location and Status

- Terry – Location is Faribault, but what if we would like a satellite campus? Should we change this? Resource center – elaborate more – what does that mean? Perhaps we can get more funding for equipment.
- Katie – Physical location is in Faribault.
- Justin – If we decide to set up a campus elsewhere, expanding outreach with specialists, I think it's a good idea to make Faribault our central location.
- Britt – We're not there yet to have a satellite or different location.
- Justin – When was the last time we posed changes to the laws? It's been a while, right?
- Terry – Let's put this on the list and we'll see how many we want to prioritize ahead of this one.

### 125A.62 – Duties of the Board of the Minnesota State Academies

- Terry – This has been the most discussed. Our board has a hard time filling positions so do we revise this a bit?
- Katie – Yes. I think this is a priority. Can we put in term limits?
- Terry – Yes.
- Britt – The list of board members – my vote is to keep that as it helps to keep a well-rounded board that understands our needs. I appreciate the structure of the board and various positions. Let's look at the purpose of the site council and if we still need it. It might be controversial.
- Justin – I second that. Site council is a new concept to me... the open forum where staff and community can share.
- Terry – Yes, I would agree with all of you. Let's make this a priority on our list. Me personally, I don't support a bigger board, but it should have more flexibility. Perhaps former or current Superintendents, school administrators, special education staff to broaden our pool of candidates so we have more to choose from. Clear roles bring a good balance.
- Katie – I agree.

- Britt – I kind of agree, kind of don't – when it comes to special education director so much comes down to fiscal, it should be an administrator of special education, not a generalist.
- Justin – We should definitely discuss this further.
- Terry – If we no longer have site council, maybe staff can serve on the board in different ways. This will be one of the priority statutes to cover.

#### 125A.63 – Resources; Deaf or Hard-of-Hearing and Blind or Visually Impaired

- Terry – Most of this information is done by MDE, not us. Is this a priority for now or lower on list?
- Britt – Maybe move over to MDE for them to figure out? Not high priority.
- Terry – Any other comments?

#### 125A.64 – Powers of Board of the Minnesota State Academies

- Terry – This goes over the responsibilities of the board. I don't see a lot to change, but maybe you see something I haven't.
- Katie – No not really.
- Terry – Ok, this one seems fine.

#### 125A.65 – Attendance at Academies for the Deaf and Blind

- Terry – This is mostly about funding, finances, personally I think some things could be revised in there but it's not a huge need right now.
- Britt – This one I have to think on and connect with Amber on this. How we fund paras. I don't know if this is the time to do it, but I would like to dig in further on that impact.
- Terry – Ok – maybe we can do that later.

#### 125A.66 – Obligations of the Academies

- Terry – We already address various needs, including socialization. I almost feel like this one is unnecessary, but...
- Britt – The one part I don't like is subdivision 2. I don't like the word "deal". Let's work on adjusting that word.
- Terry – If students do have an IEP, we will be addressing all of that. Maybe we can just get rid of it altogether.
- Britt – We could say academies must provide for the IEP needs instead of using the word deal. That's just not right.

#### 125A.67 – Staff of the Academies

- Heather – Reading through these, subdivisions 1-4 are all things that are minimum qualifications that we already have within all of our job descriptions, so those aren't

going to change. Subdivision 6, I'm not sure about that one. I don't know that all our Blind staff know braille.

- Terry – Many of these we've tried to define through policies rather than statutes. I think we've been doing fine since we have those policies.
- Heather – Looks good from an HR standpoint.
- Britt – Wording is not specific to ASL, it only states signing. Can we update that?
- Terry – Good point. Yes, we can update that piece.
- Heather – Very good point Britt. All minimum qualifications say ASL so this should match.
- Terry – Agreed.

#### 125A.68 – State Adopted Procedures

- Terry – Again with this one I don't know that it's necessary.
- Britt – I'm fine with it.

#### 125A.69 – Admission Standards

- Terry – This one is where a lot of discussion comes up; how we enroll students. Some of this is outdated so cleaning this up would be good. We have the 504 Plan so how far do we want to go with this? We can review that.
- Britt – I've wanted to break apart letter C of the first subdivision. It should be laid out separately. District placement vs parent request for placement.
- Katie – I'm not sure if accepting CODAs is going to help our enrollment.
- Terry – One thing I notice is it mentions Deaf and Hard of Hearing and Deaf-Blind but doesn't mention Deaf Disabled. Its odd how language is different between both campuses. We should make sure these are aligned between campuses. How flexible will we be and what are our standards? It almost looks like Deaf with additional disabilities are not accepted here. This is definitely a good one to dive into.
- Justin – Providing ASL classes to hard of hearing students through online academy. Right now, following this policy and the 504 plan, we can't take advantage of that.
- Terry – During MSBA, 3 different districts asked about an ASL teacher for hearing students. Do we want to explore this? Do we hire Katie? Faribault public school wanted to send a student to us – can they send students here? Let's think outside of the box. What's the best fit for our students? I do get requests about CODAs – there are a few schools that do that.
- Britt – This specific one comes up a lot. I think we need to dig into the why and possible different impacts – does it change funding? Or maybe it gives us new freedoms?
- Terry – Does this align with our mission? Benefits? My children have experienced mixed classes and there is more diversity. Sometimes that communication causes bullying or cliques. Something to discuss.

#### 125A.70 – Expense of Pupils

- Katie – I have to leave the meeting. Do we have quorum if I do?
- Terry – Yes, that’s fine. We meet quorum. (Katie left the meeting).
- Terry – This one again is outdated. The language is kind of odd as it talks about clothing and postage. It’s very old and vague. We might just need some updates.
- Britt – I do like subdivision 3, which spells out that the school district pays for transportation to residence and back.
- Terry – I agree. How I read this, a long time ago parents were required to send money for food, clothing, etc. and if they couldn’t afford it then social services got involved. We don’t do that anymore.

#### 125A.71 – Deposit and Appropriation of Rents and Fees of Academies

- Terry – This was just changed in 2023. I don’t know if there’s anything more to update. We did revise subdivision 1. It used to say there were special expenses – rentals on campus, farmland. That clause was updated. It’s pretty current now unless you see anything else we need to change.

#### 125A.72 – Student Activities Account

- Terry – Again I think this one isn’t bad. It explains student accounts; they can roll over without closing out. And any money generated from student activities. I feel like this one is ok.

That was the last one. It looks like Statutes 61, 62, 67, 69 and 70 are priorities. Some are light changes, some are deeper. I have a draft of Statues 62 and 69 from during Covid that we can take a look at and add changes. I don’t think this is a fast process and if it requires funding we’ll need to work with legislators. Will anyone oppose changes? We should check in with impacts of this. Once we have a draft then we’ll look at how this would impact other districts. It could take several years, so it’s good to get the ball rolling. Anything else?

9. Adjourn: 4:00pm