Regular Board Meeting

Wednesday, November 18, 2026 1:00 PM
MSAD Wilkins Hall, 615 Olof Hanson Drive, Faribault, MN 55021

1. **Call to Order**
2. **Pledge of Allegiance**
3. **Adoption of Agenda**
4. **Open Forum: Comprehensive Achievement and Civic Readiness (CACR) Report**
5. **Public Comment:**
6. **Consent Agenda**

6.A. MSA October Board Meetings Minutes for Approval

6.B. Human Resources Report

6.C. Donations: None this month.

7. **Action Items**

7.A. Out of State Travel Requests

7.B. Vote on MSHSL Proposal

8. **Information Items:**

8.A. Crisis Plan Update

8.B. Superintendent's Report

8.C. Director's Reports

8.C.1. Director of Nutrition: Kathy Hamlin

8.C.2. Physical Plant Director: Dan Haugen

8.C.3. Fiscal Services Director: Amber Miller

8.C.3.a. FY Year-to-Date Report

9. **Board Committee Reports**

9.A. Site Council Reports

10. **Announcements:**

10.A. Subsequent Meetings:

- December 16, 2026, 1:00 PM, MSAB
- January 14-15, 2027 - MSBA Conference, Minneapolis (no meeting)
- February 10, 2027, 1:00 PM, MSAD
- March 17, 2027, 1:00 PM, MSAB

- April 14, 2027, 6:00 PM, MSAD
- May 12, 2027, 6:00 PM, MSAB
- June 23, 2027, 6:00 PM, MSAD

11. **Adjourn**

Comprehensive Achievement and Civic Readiness (CACR) Annual Summary Report

District or Charter Name: Minnesota State Academies for the Deaf and the Blind

CACR Contact Name: Justin Cyboron

CACR Contact Title: Director of Curriculum & Outreach Programs

CACR Contact Email: justin.cyboron@msa.state.mn.us

CACR Contact Phone Number: 507-838-2748

Annual Public Meeting

Annual Public Meeting: November 18, 2026

CACR Annual Report: https://www.msa.state.mn.us/information/cacr

Survey(s) of Staff, Students, and Families

In February of 2026, three surveys were conducted by the Minnesota State Academies (MSA): one for staff, one for students, and one for parents. Together, these surveys provide a comprehensive view of the institution's overall climate, strengths, and areas for growth. The Staff Campus Climate Survey examined internal factors such as communication, workload, and employee well-being, while the Student Campus Climate Survey captured students' perspectives on happiness, safety, support, and satisfaction with classes. The Parent Satisfaction Survey assessed communication, instructional quality, and the overall campus environment for both MSAB and MSAD.

Several strengths emerged from the three stakeholder groups surveyed. Students reported that district strengths included a high sense of physical safety, a positive perception of the school as a learning environment, and strong peer connections and supportive dormitory staff. Parents agreed that MSA offers a safe, welcoming, and inclusive environment. They expressed strong satisfaction with the accessible and open communication from MSA and gave high marks to the school's related services and outside learning opportunities. MSA staff shared a strong sense of support from colleagues and peer collaboration. They reported a substantial improvement in direct supervisor support and approachability and a positive workplace and welcoming campus climate.

Survey results did indicate that parents desired an increase in individual communication with parents on student progress. Parents also expressed concerns related to the overall academic expectations of their children and the instability within the early childhood program throughout the course of the school year. Parents also requested earlier notice for school events allowing working families more time to prepare for attendance. Student results show an unclear understanding of MSA's vision, mission, and core values. Students also noted advanced communication as an area of improvement often citing sudden schedule changes as a disruption. Lastly, students requested an increase in mental health support by way of mental health days to elevate stress and pressure and also that staff refrain from using student names when addressing reports of peer misbehavior and bullying for fear of retaliation. Staff identified areas of improvement as transparency from leadership and the decision making process, increased schoolwide and campuswide communication, and an established emergency communication infrastructure. Collectively, these results offer a multi-perspective snapshot of MSA's organizational health, showcasing strong relationships and commitment among its community while proactively addressing key gaps in communication, decision-making transparency, and program consistency. MSA can build a more aligned, cohesive, and resilient community for parents, students, and staff alike, by leveraging its strong foundation and addressing its areas of growth.

Goals and Results

All Students Ready for School

Goal	Result	Goal Status
By the end of the 2025-2026 school year, MSA will implement 10 family engagement opportunities.	**During the 2025-2026 school year, MSA implemented 13 family engagement opportunities.**	***Check one of the following:*** ___ Goal Met (one-year goal) ___ Goal Not Met (one-year goal) ___ Goal Met (multi-year goal) ___ Goal Not Met (multi-year goal) _X_ On Track (multi-year goal) ___ Not On Track (multi-year goal) ___ N/A (no kindergarten enrollment)

Close the Achievement Gap(s) Between Student Groups

Goal	**Result**	**Goal Status**
By the end of the 2025-2026 school year, 75% of students who qualify for free or reduced lunch will meet or make adequate progress on their goals/objectives outlined in their IEPs.	During the 2025-2026 school year, 90.32% of students who qualify for free or reduced lunch met or made adequate progress on their IEP goals/objectives outlined in their IEPs.	***Check one of the following**:* ___ Goal Met (one-year goal) ___ Goal Not Met (one-year goal) ___ Goal Met (multi-year goal) ___ Goal Not Met (multi-year goal) _X_ On Track (multi-year goal) ___ Not On Track (multi-year goal)

All Students Ready for Career and College

Goal	Result	Goal Status
By the end of the 2025-2026 school year, 85% of transition-aged students at MSA will meet or make adequate progress on their IEP transition goals.	During the 2025-2026 school year, 83.33% of transition-aged students at MSA met or made adequate progress on their IEP transition goals.	***Check one of the following**:* ___ Goal Met (one-year goal) ___ Goal Not Met (one-year goal) ___ Goal Met (multi-year goal) ___ Goal Not Met (multi-year goal) ___ On Track (multi-year goal) _X_ Not On Track (multi-year goal

All Students Graduate

Goal	Result	Goal Status
By the end of the 2025-2026 school year, MSA will maintain a 100% graduation rate for all students, including those participating in extended transition programming.	During the 2025-2026 school year, MSA maintained a 100% graduation rate for all students, including those participating in extended transition programming.	***Check one of the following:*** ___ Goal Met (one-year goal) ___ Goal Not Met (one-year goal) ___ Goal Met (multi-year goal) ___ Goal Not Met (multi-year goal) _X_ On Track (multi-year goal) ___ Not On Track (multi-year goal ___ N/A (no 12th grade enrollment)

All Students Prepared to be Lifelong Learners

Goal	Result	Goal Status
By the end of the 2025-2026 school year, MSA will reduce the average number of behavior referrals per student population based on 24-25 data.	During the 2025-2026 school year, MSA increased the average number of behavior referrals per student population based on the 24-25 data.	***Check one of the following:*** ___ Goal Met (one-year goal) ___ Goal Not Met (one-year goal) ___ Goal Met (multi-year goal) ___ Goal Not Met (multi-year goal) ___ On Track (multi-year goal) _X_ Not On Track (multi-year goal

Minutes of Board Town Hall
Minnesota State Academies Board

A Board Town Hall of the Minnesota State Academies Board was held Wednesday, October 21, 2026, beginning at 6:00 PM in the Petra Howard Auditorium, Quinn Hall, MSAD, 615 Olof Hanson Drive, Faribault, MN 55021.

Present: Annette Freiheit, Anna Hakusembe, Jamers Kane, Autumn Moder, Hernan Moncada, Sara Pratt, Katie Wangberg.

Ex-Officio Present: Superintendent Terry Wilding.

1. Community Feedback: Strategic Plan Year One Action Steps
The Board held a town hall session attended by 16 community members, including staff, alumni, and representatives from community organizations. Annette Freiheit and Terry Wilding led the discussion, during which attendees shared feedback on the Strategic Plan Year One action steps.

Minutes of Board Retreat Day 1
Minnesota State Academies Board

A Board Retreat Day 1 of the Minnesota State Academies Board was held Thursday, October 22, 2026, beginning at 8:00 AM in the MSAD Wilkins Hall, 615 Olof Hanson Drive, Faribault, MN 55021.

Present: Annette Freiheit, Sara Pratt, Hernan Moncada, Anna Hakusembe, Katie Wangberg, Jamers Kane, Autumn Moder.

Ex-Officio Present: Superintendent Terry Wilding

1. **8:00 - 8:10 AM:**
   - **Welcome New Board Member Autumn Moder**
   - **Oath of Office**
   - **Board Introductions**

   Chair Pratt administered the Oath of Office to new Board Member Autumn Moder.

2. **8:10 - 9:15 AM:**
   - **Open Meeting Law Refresher Training**
   - **Board Manual Review**

   Kim Barron provided refresher training on Minnesota Open Meeting Law, and Superintendent Wilding led the Board through a review of the Board manual.

3. **9:15 - 10:00 AM:**
   - **Introductions and Engagement with MSA School Leaders**

   Department supervisors met with the Board.

4. **10:15 - 11:15 AM:**
   - **Presentation: AI in Special Education, Christian Wernau**

   Christian Wernau, Region 10 Low Incidence Facilitator, presented an overview of AI, including and its potential uses and safety concerns in special education.

5. **12:15 - 1:00 PM (Smith Hall): MSAD Showcase**

   Zach Schaefer presented information about DeafBlind education. The Board then toured the Robotics classroom and interacted with students.

6. **1:15 - 2:00 PM:**
   - **Cognia Accreditation, Justin Cyboron**

Justin Cyboron, Curriculum and Educational Programs Director, reviewed the Cognia accreditation process and shared several takeaways for MSA to consider incorporating in its programming.

7. 2:00 - 4:00 PM:

- **Strategic Plan Year 1 Action Steps**

The Board discussed the previous evening's town hall session, including what went well and areas for improvement. Concerns included the use of Mentimeter as the only method for providing feedback, limited opportunities for open discussion, and accessibility for ASL users. The Board acknowledged the challenge of balancing open discussion with time constraints and discussed possible changes to the format of future sessions. Staff expressed a preference for separate opportunities to provide input rather than being grouped with the broader community. The Board also noted the lack of participation from families and the Blind community and discussed ways to encourage broader participation in the future.

The Board then reviewed the feedback gathered from the previous evening's town hall session and discussed which suggestions should be incorporated into the Strategic Plan Year 1 action steps, which should be referred to other departments or committees, and which were feasible to address. Four comments containing identifying information about specific staff members were redacted and will be addressed internally.

Minutes of Board Retreat Day 2
Minnesota State Academies Board

A Board Retreat Day 2 of the Minnesota State Academies Board was held Friday, October 23, 2026, beginning at 8:30 AM in the Lysen Hall, MSAB Campus, 400 SE 6th Ave, Faribault, MN 55021.

Present: Annette Freiheit, Anna Hakusembe, Autumn Moder, Hernan Moncada, Sara Pratt.

Absent: Jamers Kane, Katie Wangberg.

Ex-Officio Present: Superintendent Terry Wilding.

1. 8:30 - 9:30 AM:

- **MSAB Showcase**

The Board members participated in a blindfolded activity alongside MSAB work experience students to experience navigating without vision.

2. 9:30 - 10:00 AM:

- **MSAB Dorm Renovations Tour**

Superintendent Wilding and Nichelle Steffen, Student Life Director, led the Board on a tour of the MSAB dormitories currently undergoing renovations.

3. 10:00 - 10:30 AM:

- **Overview of Multi-Tiered Systems of Supports (MTSS), Justin Cyboron**

Justin Cyboron, Curriculum and Educational Programs Director, provided an overview of the Multi-Tiered Systems of Supports (MTSS), a framework schools use to identify students' academic, behavioral, and social-emotional needs and provide different levels of support to help them succeed.

Minutes of Regular Board Meeting
Minnesota State Academies Board

A Regular Board Meeting of the Minnesota State Academies Board was held Friday, October 23, 2026, beginning at 10:45 AM in the Lysen Hall, MSAB Campus, 400 SE 6th Ave, Faribault, MN 55021.

Present: Annette Freiheit, Anna Hakusembe, Autumn Moder, Hernan Moncada, Sara Pratt.

Absent: Jamers Kane, Katie Wangberg.

Ex-Officio Present: Superintendent Terry Wilding.

1. Call to Order
Called to order at 10:46 am.

2. Pledge of Allegiance
3. Adoption of Agenda
Motion to approve the agenda as drafted. This motion, made by Annette Freiheit and seconded by Hernan Moncada, passed.

4. **Public Comment:** None.

5. Consent Agenda
- **A. MSA September Board Meeting Minutes for Approval**
- **B. Human Resources Report**
- **C. Donations**

Motion to approve consent agenda. This motion, made by Hernan Moncada and seconded by Autumn Moder, passed.

6. Policies
- **A. Policies for Reauthorization**
  1. **302: Role of the MSA Academies Administrator (Superintendent)**
  2. **505: Distribution of NonSchool-Sponsored Materials**

Superintendent Wilding clarified that Policy 302 refers to his position, as his official title is Academies Administrator rather than Superintendent.

Motion to approve both policies for reauthorization. This motion, made by Annette Freiheit and seconded by Hernan Moncada, passed.

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

1. 515: Protection and Privacy of Pupil Records

Superintendent Wilding explained that the only change to the policy was to keep students' home addresses and hometown private.

Motion to approve policy. This motion, made by Anna Hakusembe and seconded by Annette Freiheit, passed.

C. Policies for First Reading: None

7. Action Items

A. Consider Appointing New Site Council Members

1. Janelle Schliep, MSAD Site Council Alumni/Deaf/DeafBlind Community Representative

Superintendent Wilding shared that Janelle Schliep is a MSAD alumna and current employee who is actively involved in the deaf community and would be an excellent representative.

Motion to appoint Janelle Schliep to MSAD Site Council. This motion, made by Hernan Moncada and seconded by Autumn Moder, passed.

B. Consider Superintendent's Goals

Superintendent Wilding reviewed the porposed goals, which were developed based on discussions with the Executive Committee and aligned with the new Strategic Plan. Annette Freiheit recommended incorporating the MTSS framework into Goal #1 to establish a structure for implementation and reporting. The Board also discussed options for tracking and reporting progress on the Strategic Plan. Members recommended using a simple dashboard similar to the 2018-2023 Strategic Plan Tracker or the CEASD tracker, with visual summaries that are easy for the community to understand and a more detailed tracking system for staff to monitor tasks and progress. Suggestions included separate tabs for each year and color-coded task statuses.

Motion to approve the goals, amended to include the MTSS framework. This motion, made by Hernan Moncada and seconded by Autumn Moder, passed.

C. Out of State Travel Requests

MSAD has upcoming basketball and cheerleading tournaments. The proposed trip to Rhode Island is tentative.

Motion to approve out of state travel. This motion, made by Annette Freiheit and seconded by Anna Hakusembe, passed.

8. Information Items:

A. Director's Reports

1. Fiscal Services Director

a. FY Year-to-Date Report

Amber Miller reported that MSA recently completed its biennial budget requests and continues to focus on maximizing available funding. Anticipated cost increases include cost-of-living adjustments, salaries, technology, and other operational expenses. MSA is also requesting additional technology and security funding to meet existing needs. Amber also noted that MSA is being cautious with its requests due to the challenging state budget outlook.

9. Board Committee Reports

A. Site Council Reports

None.

B. Executive Committee

C. Policy Committee

Supt. Wilding shared that this year's policies review schedule will be lighter, with most olicies requiring only reauthorization.

10. Announcements:

Board members were reminded to watch for information from Kim Barron regarding the upcoming MSBA conference.

A. Subsequent Meetings:

- **November 18, 2026, 1:00 PM at MSAD**
- **December 16, 2026, 1:00 PM, at MSAB**
- **January 14-15, 2027: MSBA Conference (no regular meeting)**
- **February 10, 2027, 1:00 PM, at MSAD**
- **March 17, 2027, 1:00 PM, at MSAB**
- **April 14, 2027, 6:00 PM, at MSAD**
- **May 12, 2027, 6:00 PM, at MSAB**
- **June 23, 2027, 6:00 PM, at MSAD**

11. Adjourn

Motion to adjourn. This motion, made by Annette Freiheit and seconded by Anna Hakusembe, passed.

Adjourned at 11:25.

Human Resources Report

November 2026 Board Meeting

Personnel Changes October 7, 2026 – November 3, 2026

Retiring Employees:

Vacancies Filled:

1. Shelly Zanter
2. Nicole Argentina

Resignations/Separations:

1. Gloria Nathanson

Leave of Absences (LOA/PPL):

1. Kris Wagner
2. Lyndsy Ryson
3. Michael Donnelly
4. Heather Maag

Return from LOA:

Permanent Lay-Off: None

Re-Call from Lay-Off: None

Transfers:

Work Out of Class:

Probation to Permanent:

1. Michael Schuenke
2. Ariana Hagel

Non-Certifications:

Phased Retirement Option Appointments (PRO): None

ECA Positions 2025-2026 and Staff Assigned:

Items that do not require Board Approval: None

Out of State Travel

MSAD Athletics

Staff: Brianna Willow and Robin Johnson and four students.

Dates: February 12-15, 2027

Event: Academic Bowl Midwest Regionals, Indiana School for the Deaf, Indianapolis

Justification: Annual regional competition for the MSAD academic bowl team. Top four teams will advance to Nationals.

Estimated expenses:

- Team fee: $400
- Airfare: $1,500
- **Total amount: $1,900**

MINNESOTA STATE HIGH SCHOOL LEAGUE

Bylaw 101 Amendment Proposal

Submitted on
October 15, 2026

Indicate the category of the proposed recommendation
The proposed amendment is regarding the General Eligibility Bylaws located in the 100.00 series of bylaws. This category determines a student's initial eligibility and is the responsibility of the member school to enforce for the students participating in their school's athletic programs.

Activity/Activities (Check all that apply)
This proposed amendment would apply to all sports in which sex-separated teams are identified as separate programs. (i.e., basketball, cross country, hockey, etc.)

Authors of the Proposal
The Constitution of the Minnesota State High School League states that "Proposed amendments and resolutions may be submitted: By the designated school representatives of the five or more member schools." The following school districts or designated school representatives from school boards have submitted this amendment proposal.

- Detroit Lakes Public Schools School Board
- ISD 728 School Board (Elk River H.S., Rogers H.S., Zimmerman H.S.)
- Forest Lake Area Schools School Board
- Randy Heidmann, MSHSL School Board Representative, Brainerd Public Schools
- Leigh King, MSHSL School Board Representative, Caledonia Area Public Schools
- Danny Olmstead, MSHSL School Board Representative, Hutchinson Public Schools
- Rhonda Moore, MSHSL School Board Representative, Jackson County Central Schools
- Matthew Hoheisel, MSHSL School Board Representative, Pierz School District
- Trevor Houn, MSHSL School Board Representative, Tri-City United Public Schools
- Gus Booth, MSHSL School Board Representative, Warroad Public Schools

Authors may be contacted through their respective school board contact information at their local school district.

Current Rule/Policy
State the rule/policy as it appears in the current MSHSL Handbook or Activity/Sport Specific Rules and Policies.

BYLAW 101.00 AGE
Cross Reference: Bylaw 109 (Seasons of Participation) and Bylaw 110 (Semesters Enrolled)

A student who turns 20 during the 11th or 12th semester since first entering the 7th grade shall be allowed to participate through the completion of the 12th semester.

Students who participate in the Adapted Athletics Program shall be under 22 years of age. A student under age 22 who has started a sport season will be permitted to complete that sports season.

Proposed Recommendation

Submit your proposed change to the above-stated rule/policy.

Amend Bylaw 101.00 as follows[1]:

BYLAW 101.00 AGE AND SEX
Cross Reference: Bylaw 109 (Seasons of Participation) and Bylaw 110 (Semesters Enrolled)

A student who turns 20 during the 11th or 12th semester since first entering the 7th grade shall be allowed to participate through the completion of the 12th semester.

Students who participate in the Adapted Athletics Program shall be under 22 years of age. A student under age 22 who has started a sport season will be permitted to complete that sports season.

A student who participates in a sex-separated sport shall participate on the team consistent with their biological sex at birth.

Include any other policies that are impacted by this proposal.

The Authors are also requesting that the MSHSL:

Make conforming changes to the Eligibility Information Brochure for MSHSL Programs which is used as attestation of compliance with MSHSL eligibility criteria and is required to be signed annually by each athlete and a parent/guardian as a condition of MSHSL participation.

Amend Bylaw Series 300, Fair Hearing Procedure, section 3 as follows: Repeal MSHSL's Eligibility Appeal Procedure for a Transgender Student which was imposed in 2014 through the MSHSL Board's adoption of a new policy rather than through a Member School vote under MSHSL Constitution 215.00. Revert to resolution and escalation of eligibility disputes using the established Fair Hearing Procedure (300).

Amend Bylaw Appendix as follows: Repeal APPENDIX: Board Policy: A Code of Commitment to Diversity, Equity, Inclusivity and Belonging adopted by the MSHSL Board in 2023. Revert to adjudication of good sportsmanship/good standing under existing bylaws including 209.00, 409.00, the Student Code of Responsibilities in 206.2, Fair Hearing Procedure (300) and the Board Policy on Sexual, Racial and Religious Harassment, Violence and/or Hazing (APPENDIX).

[1] Regular text indicates existing language of MSHSL Bylaw. Underlined text indicates proposed new language to Bylaw. ~~Stricken~~ text indicates proposed deleted language in Bylaw. *Italicized* text gives conforming and drafting instructions.

MINNESOTA STATE HIGH SCHOOL LEAGUE

Rationale Provided By The Authors

Why propose this amendment to MSHSL Bylaws?

The MSHSL Board and State leaders required Member Schools to sort high school sports teams based on gender identity rather than on biological sex through Board policy passed in 2014. Many of those affected by this decision support decency and concern for athletes struggling to accept their biology while also expecting safety and fair play in girls' sports. Member Schools have the opportunity to adopt this popular and lawful biology-based eligibility policy by providing their feedback to their region committees and the Representative Assembly as described in the MSHSL Constitution.

Why propose this amendment now?

Four reasons:

1. Minnesota girls face the compromises of MSHSL's gender affirmation maximalist approach to safety and fair play whenever they compete.
2. Member Schools are in imminent jeopardy of losing federal funding after the MSHSL's year of defiance and legal battle for not adopting a Title IX compliant (biology-based) definition of sports eligibility.
3. The authority of the MSHSL to officiate rules-based events continues to erode by its own flaunting of official oversight and Member School objections.
4. Lastly, while the *West Virginia v BPJ* decision by the Supreme Court released on June 30, 2026, did not automate an eligibility change in Minnesota as it did in many other states, it resolved precedent-setting questions at the federal level that make sex-separated sports team eligibility legally acceptable and determine that biology-based eligibility is not discrimination based on gender identity.

What does the amendment propose to change?

1. It adds a requirement to MSHSL Bylaw 101 that students participating on sex-separated teams compete on the team consistent with their biological sex at birth. It further instructs that the attestation of eligibility document that is signed by students and a parent as a condition of participation be updated to include this new requirement.
2. It would require the repeal the MSHSL Board declaration that Member Schools must allow biological males (described as transgender girls) to compete on girls' teams and the associated appeal procedure that the MSHSL Board adopted in 2014 and 2016. Future disputes regarding eligibility related to sex or gender will be handled through the same processes that the Member School and the MSHSL Board use for other eligibility disputes.
3. It requests the repeal of the statement on DEIB that the MSHSL Board adopted in 2023 which is used to advance reinterpretations of common terms like *inclusivity*, *discrimination and belonging* and to require compliance with novel concepts such as *gender fairness*. Related MSHSL trainings and marketing make personal endorsement of the participation of certain males (those claiming a feminine gender identity) on female teams a condition of good sportsmanship/good standing (which is an eligibility requirement for student athletes and coaches). Future disputes regarding conduct and good standing will be evaluated using established MSHSL bylaws and policies.

MINNESOTA STATE HIGH SCHOOL LEAGUE

Staff Analysis: The following sections are responses provided by MSHSL Staff

Impact

How does your proposal affect this activity, including its impact on all classes, areas of the state, and variety of schools

The proposed amendment has the same impact on all sex-separated sports. If passed and implemented, all participants in sex-separated sports must compete on the team that aligns with their biological sex at birth. If passed and implemented, the proposed amendment could impact the opportunity for girls to participate on the boys teams in sex-separated sports.

Administration

How does your proposal impact section and state tournaments?

School Administrators will be required to be knowledgeable about Bylaw 101.00 and administer it as written. There are no other specific impacts to section and state tournaments.

Length of Tournament

How does your proposal impact the needed competition time for section and state tournaments?

The Proposed Amendment will not have any impact on the time needed for section and state tournaments.

Participants

How does your proposal impact the number of participants/teams?

The Proposed Amendment will not have any impact on the number of participants/teams in the section and state tournaments.

How does your proposal impact the percentage of participants/teams that would qualify for the state tournament?

The Proposed Amendment will not have any impact on the percentage of participants/teams that would qualify for the state tournament.

Facilities

How does your proposal impact the facilities needed to accommodate your recommendation at both the section and state level?

The Proposed Amendment will not have any impact on the facilities needed to accommodate this proposal at either the section or state level.

Awards

How does your proposal impact the number of awards at both section and state?

The Proposed Amendment will not have any impact on the number of awards at both the section and state tournaments.

Cost analysis of the proposal

The Proposed Amendment proposal does not create any known increases in cost.

Potential precedence for other activities

This Proposed Amendment applies to all sex-separated sports and will not create precedence for other activities.

MINNESOTA STATE HIGH SCHOOL LEAGUE

Representative Assembly Process and Timeline

Constitution 210.01 Function of the Representative Assembly: The Representative Assembly is the legislative body of the Minnesota State High School League in making and changing bylaws. Its function is to consider all bylaw proposals set before it by the designated school representatives of Member Schools, region committees, the Board of Directors, and officers of the representative associations after recommendation by the League's Administrative Region Committees; to weigh the merit of such proposals in relation to the welfare of the League; and to accept or reject them as a part of the Activity Bylaws of the League or in the form of resolutions. It shall review reports of the League activities, finances and concerns.

Key Dates (*2026-2027 MSHSL Official Handbook, Constitution 215.02*):

- **October 15:** Bylaw amendment proposal submitted to the League Office.

- **November 1:** League Office sends bylaw amendment proposal and additional information to its Member Schools and each Region Committee.

- **December 15:** Each Member School is asked to discuss the proposed amendment with their local advisory committee (Constitution 208.03) and at a meeting of the school's or district's governing board. The purpose of this discussion is to gather input from the local school and school community regarding the effect of the proposed amendment. Each school should provide their input to their Region Committee members or to their Administrative Region's Executive Secretary by December 15 of each year.

- **February 15:** Region Committees must respond to League office by voting yes or no to approve sending the amendment to the Representative Assembly. At least nine (9) of the sixteen (16) Regions must vote yes to move the amendment forward. Each Region's Executive Secretary will identify the number of committee members who support and those who do not support the proposal(s).

- **May 11, 2027:** The League's Representative Assembly holds its annual meeting. Should the proposed amendment be advanced by region committee vote, the Representative Assembly will take action on the proposed bylaw amendment.

Note: The back of this document contains the Representative Assembly Process from the 2026-2027 Minnesota State High School League Official Handbook.

Minnesota State High School League

REPRESENTATIVE ASSEMBLY PROCESS

October 15

Amendments submitted to League office by:

1. The Designated School Representative of five (5) or more schools
2. Any Region Committee
3. Board of Directors
4. Action of Representative Assembly
5. Officers of each activity association (MnIAAA, MSHSCA, MMEA, CTAM)

November 1

League office sends proposed amendments to each member school and each Region Committee

Each member school is asked to discuss the proposed amendment with their local advisory committee (Constitution 208.03) and at a meeting of the school district/ member schools' governing board. The purpose of this discussion is to gather input from the local school and school community regarding the effect of the proposed amendment. Each school should provide their input to their Region Committee members or to their Administrative Region Committee Secretary by December 15 of each year.

Class A Regions

1A
2A
3A
4A
5A
6A
7A
8A

Class AA Regions

1AA
2AA
3AA
4AA
5AA
6AA
7AA
8AA

By February 15

Region Committees must respond to League office by voting yes or no to approve sending the amendment to the Representative Assembly.

At least nine (9) of the sixteen (16) Regions must vote yes to move the issue forward.

Yes = 9 or more No = Fewer than 9

Each Region Secretary will identify the positive and negative points regarding each proposed item and identify the number of committee members who support and those who do not support the proposal(s).

The Board of Directors may approve any amendment submitted outside the above referenced timelines as an emergency amendment if two-thirds of the members of the Board of Directors approve the submission.

The League's Representative Assembly will meet as determined by the Board of Directors to vote on any proposed amendment(s).

If approved, the amendment(s) becomes effective at the start of the next school year.

MINNESOTA STATE HIGH SCHOOL LEAGUE

MSHSL Bylaw 101.00 Proposal

October 29, 2026

Frequently Asked Questions:

1. **What is the Proposed Language for Bylaw 101.00?**
   A: Bylaw 101.00 currently defines the limits of age for participation in MSHSL Activities. The proposed language for the Bylaw is: (**Bold** is new language)

   > A student who turns 20 during the 11th or 12th semester since first entering the 7th grade shall be allowed to participate through the completion of the 12th semester.
   >
   > Students who participate in the Adapted Athletics Program shall be under 22 years of age. A student under age 22 who has started a sport season will be permitted to complete that sports season.
   >
   > **A student who participates in a sex-separated sport shall participate on the team consistent with their biological sex at birth.**

2. **What is the Process to Review and Vote on the Proposal?**
   A: The Representative Assembly Process is outlined on page 6 of the *2026-2027 MSHSL Official Handbook.* An attachment in this packet provides an outline and appropriate steps. In short, the proposal must be forwarded by vote of the Region Committees, when nine or more regions vote in favor of advancing the proposal to the Representative Assembly. The Representative Assembly would then vote on it at its annual meeting in May.

3. **What is the role of each Member School?**
   A: Each Member School is requested to fully review the proposal through its administration, school board and its Local Advisory Committee (MSHSL Constitution, Art. 208.03) as recommended in the MSHSL Constitution. Following review, their feedback should be forwarded to its respective Region Committee.

   a. **Does our local school board vote on the proposal?**
      A: No, local school boards do not vote on the proposal. The only votes are by the Region Committee and potentially the Representative Assembly (should the proposal advance). Member Schools only provide feedback to the Region Committee. Feedback may be provided in written or verbal form to the Region Secretary, the entire region committee or to a region committee member.

4. **What is the role of the Region Committee?**
   A: The Region Committee shall be responsible for the immediate and general supervision of the region events assigned by the Board of Directors. It also is responsible for voting on any bylaw amendment proposals on behalf of its region membership.

   a. **What is the question that is in front of each Region Committee?**
      The question to be voted on is "Should the proposed bylaw amendment be advanced to the Representative Assembly for their consideration?"
   b. **What is the voting process for Region Committees?**
      A: Voting is done by the 12 Region Committee members at an appropriately called Region Committee meeting.
   c. **What is the quorum requirement and what is the threshold to approve advancing an amendment proposal at the Region Committee meeting?**
      A: Region Committee meetings require 50% (1/2) of Region Committee to be in attendance to reach a quorum and in voting a majority of the Region Committee members in attendance at the meeting are needed for approval. (MSHSL Constitution Art. 213.00)
   d. **Are Region Committee members able to be replaced by a proxy?**
      A: Yes, if a Region Committee member is unable to attend a Region Committee meeting, a proxy (a duly designated alternate) may be selected by the Member School of its voting member to represent and vote in the meeting.
   e. **How is an abstention counted by the Region Committee?**
      A: Should an attending Region Committee member choose to abstain from a vote, it is counted as a "no" vote for purposes of determining passage of a motion.

5. **Are Region Committees able to hold virtual meetings?**
   A: Yes, Region Committees may host virtual meetings, with the appropriate timelines and notification.

   a. **What are the requirements of a virtual meeting in terms of agenda, posting, public meeting requirements, voting, etc.?**
      A: A virtual meeting must meet the following requirements:
      - If a meeting is conducted virtually, the Region must provide notice of the regular meeting location and the fact that members may participate in the meeting by interactive technology. To the extent practical, a public body must allow a person to monitor the meeting electronically from a remote location (e.g., allow members of the public to appear remotely).
      - All voting members of the Region participating in the meeting, wherever their physical location, can hear and see one another and can hear and see all discussion and testimony presented at any location at which at least one member is present;
      - The Region does not need to provide notice of the location of members participating remotely.
      - Members of the public present at the regular meeting location of the Region can hear and see all discussion and testimony and all votes of members of the body;

- At least one member of the body is physically present at the regular meeting location; and
- All votes are conducted by roll call so each member's vote on each issue can be identified and recorded.
- The minutes for a virtual meeting must reflect the names of any members appearing remotely and state the reason or reasons for the remote appearance.

6. **What is the role of the MSHSL Representative Assembly?**
   A: The Representative Assembly is the legislative body of the Minnesota State High School League in making and changing bylaws. It consists of 48 delegates, three from each region.

   a. **When does the Representative Assembly meet?**
      A: The Representative Assembly meets annually on the second Tuesday in May. This year the Representative Assembly meets on Tuesday, May 11, 2027.
   b. **Who votes at the Representative Assembly?**
      A: The 48 duly selected delegates or their identified proxies.
   c. **How are these delegates selected?**
      A: Each Region Committee selects their three delegates and elects them by vote in a Region Committee meeting.
   d. **Are proxies allowed at the Representative Assembly?**
      A: Yes, Region Committees may identify proxies for a delegate should a previously selected Representative Assembly Delegate be unable to attend the meeting. Delegate Proxies should be identified and the League Office notified at least 7 calendar days in advance.
   e. **What is the threshold to approve a bylaw amendment proposal?**
      A: The vote on a Bylaw Amendment Proposal at the Representative Assembly requires a two-thirds majority for approval. (MSHSL Constitution, Art. 215.01)

7. **What is the role of the MSHSL Board of Directors?**
   A: The MSHSL Board of Directors is responsible for ensuring that the Representative Assembly process is followed according to the bylaws through the administration of League Staff. The Board of Directors does not vote on the proposal.



SUMMARY OF CURRENT LAW

- The United States Supreme Court has ruled that, under Title IX, a state "may limit women's and girls' sports teams to biological females." *West Virginia v. B.P.J. (consolidated with Little v. Hecox)*, 146 S. Ct. 2356, 2367 (2026). In *B.P.J.*, the United States Supreme Court did not decide the question of whether, under Title IX, states may allow transgender females to participate on girls' and women's sports teams. *West Virginia v. B.P.J.*, 146 S. Ct. at 2367 fn.1.

- 27 states have currently passed laws restricting transgender participation. The Minnesota Legislature has not passed a law restricting transgender participation in high school sports; instead, the Legislature passed the Minnesota Human Rights Act ("MHRA") which guarantees access to all educational benefits and access to all school programming.

- The MHRA states: "It is an unfair discriminatory practice to discriminate in any manner in the full utilization of or benefit from any educational institution, or the services rendered thereby to any person because of race, color, creed religion, national origin, sex, gender identity." Minn. Stat. § 363A.13, subd 1.

- The Minnesota Attorney General has issued an opinion that the "MSHSL would violate the MHRA by prohibiting transgender athletes from participating in extracurricular activities according to their gender identity."

MN AG Op. 1035, at 2 (Feb. 20, 2025). The AG's opinion is legally binding until the question involved is decided by a court of competent jurisdiction. Minn. Stat. § 8.07. Litigation on this issue in Minnesota remains pending.

- Recent legislative attempts to restrict transgender participation in Minnesota have failed. During the 2025-2026 biennium, bills were introduced in both the House and Senate designed to limit transgender participation in athletic teams.
    - House File 12, failed to pass out of the House (see Journal of the House 4/07/2026).
    - The Senate version of the bill did not make it out of the Senate Education Policy Committee. (See SF 916 Status in the Senate, 94th Legislature (2025-26).

- The Minnesota Court of Appeals has ruled that requiring a transgender student to use a different locker-room facility because of their sexual orientation is discrimination under the plain language of the MHRA. *N.H. v. Anoka-Hennepin School Dist.*, 950 N.W.2d 553, 560 (Minn. App. 2020).

- The Minnesota Human Rights Act has broad application and therefore, school districts, the MSHSL, employers, and other governmental entities in Minnesota could be subject to monetary damages for violating Minnesota Statute. Minn. Stat. § 363A.29, subd. 4.

Respectfully,

Kevin M. Beck, MSHSL General Counsel
Roger Aronson, MSHSL Lobbyist and Legal Counsel

Education and Leadership for a Lifetime

2100 Freeway Boulevard, Brooklyn Center, Minnesota 55430-1735 | (763) 560-2262, FAX (763) 569-0499 | www.mshsl.org

Erich Martens
Executive Director
Minnesota State High School League
October 29, 2026

Subject: Announcement of Bylaw Amendment Proposal Submission

To: MSHSL Member Schools, Superintendents, Presidents and Activities Directors, MSHSL Region Secretaries, MSHSL Board of Directors

This letter is to inform you of the Bylaw Amendment Proposal that has been presented to the Minnesota State High School League (MSHSL or The League) regarding Bylaw 101.00, along with important information defining and describing the Representative Assembly Process.

The proposed amendment to the League's Bylaws has been duly submitted by MSHSL Member School Boards or by the Designated MSHSL School Board Representative of Member Schools. In moving forward with the proposed amendment, the League will follow its Representative Assembly Process (MSHSL 2026-2027 Official Handbook p.6).

In general, the proposed amendment is requested to be discussed and considered by all Member Schools through their administration, boards of directors and the recommended local advisory committee. Following those discussions, Member Schools should provide their feedback directly to the region secretary and/or to members of their respective Region Committee on or before December 15, 2026.

As part of the review and approval process, each Region Committee will have the opportunity to consider the proposed amendment and the feedback of its Member Schools, discuss its potential impact, and cast its vote as to whether or not the proposal should advance to the Representative Assembly.

The additional information provided in this mailing includes:

- The Proposed Bylaw Amendment for Bylaw 101.00.
- The Representative Assembly Process and a written timeline and applicable references to the MSHSL Constitution.
- A set of Frequently Asked Questions (FAQs) with responses to each question.
- A separate document containing a Summary of Current Law surrounding this Bylaw Amendment Proposal.

Education and Leadership for a Lifetime

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Thank you for your time, attention and continued commitment to the success and integrity of the Minnesota State High School League. Our membership remains the backbone of the League and your participation in this statewide process is vital to the ongoing work of the League.

Respectfully Submitted,

Erich Martens, Executive Director
Minnesota State High School League

Cc: MSHSL Bylaw Amendment Proposal Bylaw 101.00 Authors
Matt Hillmann, MASA Executive Director
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MSHSL Staff Members

EM/aj

Crisis Plan Progress Report

November 2026

Activities Completed:

- SRP posters were installed in classrooms, offices, breakrooms, conference rooms, hallways, and other common areas. Emergency clipboards and quick-reference materials were also updated.
- All staff received Standard Response Protocol (SRP) training from the I Love U Guys Foundation during the August all-staff training day.
- An alternative evacuation location in Faribault has been secured in the event both campuses need to evacuate.
- The Crisis Plan and Continuity of Operations Plan were updated to finalize contact lists, vendor information, procedures, and locations following the Board's approval of the Crisis Plan.
- Superintendent Wilding attended SRP and reunification training in August and reviewed reunification procedures with department supervisors over several meetings.
- Fire, lockdown, and school bus safety drills have been scheduled for the school year.
- Kim Barron attended the Minnesota School Safety Summit in October and shared resources and takeaways with department supervisors. Additional outside organizations that could provide support following a crisis have been identified.
- Superintendent Wilding added a school safety section to his monthly all-staff newsletter to address different safety topics.

Ongoing Work:

- Developing a library of tabletop scenarios (which will allow staff to practice procedures and identify gaps before more complex exercises or drills).
- Resuming Crisis Team Committee meetings
- Strengthening coordination with outside partners

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Report for the Minnesota State Academies Board – November 2026

Greetings from the Superintendent's Office! Here's a few updates since our October retreat…

1. Construction has begun on the dorms at MSAB – demolition work is expected to wrap up within the next week and we will move into plumbing and electrical work before putting walls back up. There have been a few hiccups here and there but nothing major that would delay the work so far.
2. We have also completed the foundation for the new greenhouse at MSAB (a long process due to delays in the engineering and permitting process). We hope to have the actual greenhouse ordered and installed in the spring.
3. We are also progressing towards a more detailed design for Pollard Hall, trying to figure out how to divide that renovation project into two phases – one funded with the remaining funds from the dorm renovation appropriation and the second phase which would require a request for additional funds from the legislature.
4. Several teachers, administrators, and I attended the Collaborative Experience conference in Breezy Point, learning about current trends in deaf education and adding more resources to our 'tool kit" for classrooms and outreach work. It was a well-attended conference, helping us increase our networking statewide.
5. Two of our administrators – John Davis and Nichelle Steffen – attended the Council of Schools for the Blind (COSB) conference in Louisville, Kentucky. Mr. Davis also stayed for the American Printing House conference. Prior to the COSB conference, Ms. Steffen also had the opportunity to participate in the leadership academy sponsored by the CEASD and will be working on a project supporting MSA alongside her assigned mentor.
6. I had the opportunity to serve on an accreditation review team for the Rhode Island School for the Deaf, observing their school programs and meeting their staff. As always, serving on an accreditation review team allows me to learn more about other schools and their operations as compared to how we run things here at MSA.
7. I also had the opportunity to attend the CEASD board meeting and the national CASE conference in Providence, Rhode Island. The conference covered topics that are timely to us (onboarding, filling hard-to-fill vacancies, professional development for paraeducators, artificial intelligence policy, and others) The information will assist me in helping our teams work towards our strategic plan goals.

8. Lastly, as all of you probably know, we have a new governor and new legislators. Soon, we will be starting the process of introducing ourselves to those people and hopefully obtaining some support for our budget and bonding requests this spring.

Thank you for your continued support.

Terry Wilding
Superintendent
Minnesota State Academies

Achieve, Care, Thrive - TOGETHER

Student Nutrition Report
Kathy Hamlin, RD, LD
Nutrition Services Director
November 2026

Hello School Board members,

Below are the latest updates from the Nutrition Services Department, highlighting our ongoing work and progress since my spring report.

Staffing:

- **New Hire:** Dana Swingen joined our team during ESY as the PM Cook at MSAD, replacing Shelton Williams.

Budget/Food Purchases:

- **Vendor partnerships:** We continue to partner with PFG Foodservice for our primary food deliveries. In addition, we support local vendors by sourcing apples from Trumps Orchard, and ham roasts and ground beef from Nerstrand Meats.

- **Adult Meal Pricing:** For the 2026-2027 school year, the required minimum adult meal prices are $2.55 for breakfast and $5.30 for lunch. To better align with program costs, our adult meal prices have been set at $3 for breakfast and $5.50 for lunch.

USDA Commodity Foods:

- **Annual Allocation:** For the 2026-27 school year, our department is receiving approximately $8200 in USDA Commodity foods, which are delivered alongside our weekly food orders. This year's allocation includes turkey roasts, ground beef, pork, cheese, frozen vegetables, fruit cups, beans and rice. These foods help offset food costs while providing a variety of menu options for our students.

Program meals 2025-2026:

- Across both campuses, we served a combined total of 10,141 student breakfasts and 19,390 student lunches.

- **Classification Change:** Beginning this school year, MSA transitioned from its previous classification as a Residential Childcare Institution (RCCI) to a day school. Under our previous RCCI status, all students residing in the dorms automatically qualified for free meal eligibility. With this change to day school status, families are now required to submit a standard Application for Educational Benefits to determine their eligibility for free or reduced -price meals. As a result, the percentage of students eligible for free and reduced meals decreased slightly.

Non-Program meal costs 2025-2026:

- **Expense Tracking:** We continue to track all non-program food expenses, including school snacks, special events, staff meals, dorm meals and food provided outside of regular breakfast and lunch service.

- **2025-2026 Totals:** Last school year, non-program costs totaled approximately $66,424.63.

Fall Special Events Supported by Nutrition Staff:

- **All Staff Welcome Back**:
  Provided snacks and refreshments for the All-Staff meeting.

- **Homecoming (MSAD and MSAB):**
  Coordinated and prepared meals and snacks for evening social events, and staff worked through the weekend to serve students and visiting teams.

- **School Board Retreat:**
  Provided snacks and refreshments for the 2-day event in October.

- **Dorm & Campus Activities:**
  Prepared theme treats for the dorm parties on both campuses, packed food for all snack and dorm orders, and prepared snacks for the monthly Literacy Night at MSAD.

- **Athletics & Field Trips:**
  Provided packed to-go meals for numerous away games and field trips throughout the year.

- **Upcoming Fall Feast (November 19):**
  Preparation is underway for our traditional holiday Fall Feast, an annual favorite among students and staff. Approximately 50 staff members have already signed up to attend.

Equipment Updates:

- **Kitchen Equipment Grant:** With Amber's assistance, I applied for an equipment grant for one piece of kitchen equipment valued at up to $25,000 and obtained quotes to upgrade the meal serving line at MSAB. Awards will be announced in January.

- Walk-in cooler shelving is needed in the Rodman kitchen. I have been getting quotes to replace the worn and rusted shelving that we currently are using.

<u>Wellness Information:</u>

- Providing wellness articles each week in *Here's What's Happening.*

- Coordinating with Health Services to keep student special diets up to date.

- Provided food safety and special diet instruction to school and dorm staff during workshop week in the fall.

- The state review of our food service program has been postponed until the 2027-2028 school year. This review will include an evaluation of our triennial assessment to ensure compliance with federal wellness policy requirements.

<u>Photos from the Student Nutrition Department this past spring and fall</u>:



SAA Banquet last spring. A red-clothed table set with trays of cookies, desserts and a dispenser of lemonade.



SAA Banquet - Three nutrition staff members stand behind a banquet table displaying fresh fruit trays and yellow flowers.



Four nutrition staff standing by an outdoor food table on a sunny campus lawn, with lunch items. Red-and-white checkered cloths cover tables, with trees and a school building in the background.



Three nutrition staff stand by a table, which holds food containers, beneath shade trees at Alexander Park during ESY.



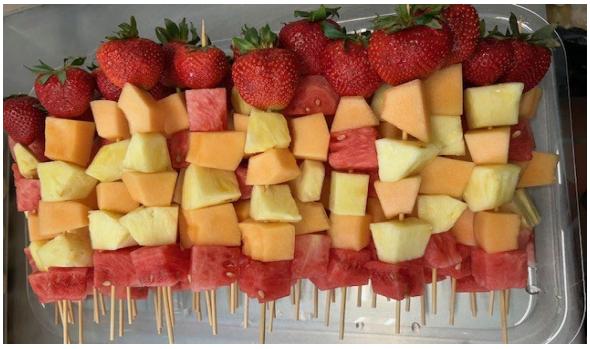
A welcome-back snack display for MSA staff, with “Welcome Back MSA Staff” sign. Trays hold individually wrapped muffins and treats.



A variety of fruits arranged on trays for the Welcome Back All Staff Meeting in August.



Photo of a fruit pizza for a dorm event. Fruit is sliced and arranged on top of a large square cookie.



Colorful fruit skewers arranged in tightly packed rows on a tray, with whole strawberries and yellow, orange fruit cubes on each skewer.



A vegetable platter arranged on a round plate around a cup of creamy dip, served at MSAD Literacy Night.



A plate of pumpkin face cheese sandwiches for an After School Program (ASP) Halloween party. Bread was cut into circles with triangle eyes and mouth cut out to look like jack -o- lantern faces.



Cookies with orange frosted pumpkin faces served as a treat for lunch before Halloween.

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Physical Plant Board report: November,2026

Staff of the Department: Department Head, Dan Haugen

1 OAS. Mary Lipinski, **1** Central Stores, Mike Nelson

1 Carpenter, Andrew Nordquest, **1** Master Electrician, Jeff Trnka

2 Plant Maintenance Engineers. Gene Prichard & Eric Mullenmeister

2 General Repair workers, Joel Schema & Brian Starkson

2 Grounds workers, Jacob Deml & Christian Deaton

5 Day shift GMW (General Maintenance Workers) Mark Jakala, Alex Clark, Chris Carlson, Terry Houglum, New Hire

4 Second Shift GMW staff, Darcy David, Lead GMW, Tyler Adams, Matt Knutson, Suzanne Deaton

Too often I just talk about the projects and overlook the people keeping the facility running. We are listed as having 423,000 square feet, in 19 buildings, 2 campuses. I acknowledge that some of those buildings are not fully used but they still require oversight by my staff to keep them safe and limit degradation.

As well as the full-time staff we have 4 intermittent drivers which keep the buses running for the many activity trips which the students take each week.

Project List:

Contractor Projects:

1) Rodman Freezer Project, complete but working through punch list items.
2) Smith Electrical gear and Transformer replacement, Gear no longer operates correctly. Project bid, final cost $495.533. Work will require outage to Smith building, looking at summer 2027 install. Replacing two transformers, and electrical gear adding elbow switch.
3) Dorm project, MSAB Rode dorm started November, project in demo phase. Total MSAB project is projected to take 14 months for all three dorms. Pollard at MSAD will likely be the second phase since funds are likely not sufficient.
4) Greenhouse, we have completed the foundation. Working on ordering the greenhouse and obtaining permitting.
5) MSAD, Noyes roof repair, Waiting on contractor proposal. First repair did not solve problem. Because the issue requires a 135 ft lift to access, repair costs are excessive.
6) Tate Plumbing repairs, will need to have a study completed to determine the scope of the project. Continue to find failing plumbing some which requires access to floors and walls to repair. Historical building, requires approval to open up walls and floors.
7) MSAD, Noyes, FTA artwork. Looking at a meeting with REC's and Historical society to determine next step on repairing art in FTA.

Campus needs:

- Tree removal, I have removed several trees which were safety concerns.
- Tree replacement, would like to plant 10 -15 per year
- Sidewalk leveling and replacement
- Parking lot repairs, number of areas where asphalt failing
- Tunnel pipe insulation
- Tuck- pointing various buildings on campus
- MSAB Library remodel
- Fire Alarm system upgrade
- Campus wide security film on windows
- Campus sewer lining or replacement
- Generator switch upgrade
- Sealing east wall of Gym, moisture and mold issue
- Rooftop replacement over MSAB Gym.

Minnesota State Academies
Financial Report-FY27
July 1, 2026-October 31, 2026

33% of Fiscal Year Expended

Payroll Allocation **79%**
Non Payroll Allocation **21%**

General Fund-1000 Fund	FY 2026 Expended	Current FY27 Budget	FY27 YTD Expended	Available Budget FY27	Percent Expended-FY27
Payroll-MSAD	$5,239,542.00	$6,327,847.01	$1,156,602.60	$5,171,244.41	18.28%
Non Payroll-MSAD	$347,573.49	$353,486.00	$34,329.86	$319,156.14	9.71%
Payroll-MSAB	$3,203,308.86	$3,832,142.00	$765,146.55	$3,066,995.45	19.97%
Non Payroll-MSAB	$187,245.94	$257,186.00	$29,990.62	$227,195.38	11.66%
Payroll-Shared Svs	$5,018,238.83	$5,492,076.90	$1,532,134.65	$3,959,942.25	27.90%
Non Payroll-Shared Svs	$2,313,113.87	$2,757,635.13	$500,878.07	$2,256,757.06	18.16%
R&R-Non Payroll	$248,316.24	$264,857.92	$123,425.21	$141,432.71	46.60%
Payroll-Mental Heatlth Day Treatment Prog (NEW	$90,700.17	$0.00	$0.00	$0.00	0.00%
Non Payroll-Mental Heatlth Day Treatment Prog (	$60,044.05	$336,042.53	$0.00	$336,042.53	0.00%
Unemployment Insurance (New in FY24)	$321,000.00	$321,000.00	$255,488.54	$65,511.46	79.59%
TRA Employer Contribution	$17,000.00	$17,000.00	$0.00	$17,000.00	0.00%
Total 1000 Fund	$17,046,083.45	$19,959,273.49	$4,397,996.10	$15,561,277.39	22.03%

1000 Fund Expended FY26 as of October 31, 2025
$4,759,311.07

Payroll Allocation **64%**
Non Payroll Allocation **36%**

Restricted Misc Special Revenue Fund-2000 Fund	FY 2026 Expended	Current FY27 Budget	FY27 YTD Expended	Available Budget FY27	Percent Expended-FY27
Payroll-MSAD	$575.52	$0.00	$0.00	$0.00	0.00%
Non Payroll-MSAD	$26,190.91	$39,429.15	$4,534.18	$34,894.97	11.50%
Payroll-MSAB	$142,392.64	$169,893.76	$12,905.05	$156,988.71	7.60%
Non Payroll-MSAB	$54,398.32	$377,283.45	$6,137.40	$371,146.05	1.63%
Payroll-Shared Svs	$197,732.31	$208,254.00	$61,767.15	$146,486.85	29.66%
Non Payroll-Shared Svs	$77,028.10	$2,085,433.93	$30,771.07	$2,054,662.86	1.48%
Total 2000 Fund	$498,317.80	$2,880,294.29	$116,114.85	$2,764,179.44	4.03%

2000 Fund Expended FY26 as of October 31, 2025
$104,712.19

Minnesota State Academies
Financial Report-FY27
July 1, 2026-October 31, 2026

33% of Fiscal Year Expended

Payroll Allocation **99%**
Non Payroll Allocation **1%**

Other Misc Special Revenue Fund-2001 Fund	FY 2026 Expended	Current FY27 Budget	FY27 YTD Expended	Available Budget FY27	Percent Expended-FY27
Payroll-MSAD	$1,724,508.58	$1,763,214.14	$517,053.90	$1,246,160.24	29.32%
Non Payroll-MSAD	$1,960.46	$437,002.85	$201.85	$436,801.00	0.05%
Payroll-MSAB	$2,489,246.52	$1,811,897.81	$750,885.94	$1,061,011.87	41.44%
Non Payroll-MSAB	$1,713.44	$764,486.46	$207.00	$764,279.46	0.03%
Payroll-Shared Svs	$0.00	$0.00	$0.00	$0.00	0.00%
Non Payroll-Shared Svs	$269,807.78	$929,399.69	$0.00	$929,399.69	0.00%
Total 2001 Fund	$4,487,236.78	$5,706,000.95	$1,268,348.69	$4,437,652.26	22.23%

2001 Fund Expended FY26 as of October 31, 2025
$1,347,445.45

Non Payroll Allocation **100%**

Endowment Fund-2400 Fund	FY 2026 Expended	Current FY27 Budget	FY27 YTD Expended	Available Budget FY27	Percent Expended-FY27
Non Payroll-MSAD	$8.64	$7,411.10	$0.00	$7,411.10	0.00%
Total 2400 Fund	$8.64	$7,411.10	$0.00	$7,411.10	0.00%

2400 Fund Expended FY26 as of October 31, 2025
$2.16

Non Payroll Allocation **100%**

Gift Fund-2403 Fund	FY 2026 Expended	Current FY27 Budget	FY27 YTD Expended	Available Budget FY27	Percent Expended-FY27
Non Payroll-MSAD	$25,042.99	$296,718.19	$0.00	$296,718.19	0.00%
Non Payroll-MSAB	$40,497.66	$547,464.65	$14,759.76	$532,704.89	2.70%
Total 2403 Fund	$65,540.65	$844,182.84	$14,759.76	$829,423.08	1.75%

2403 Fund Expended FY26 as of October 31, 2025
$12,607.22

Minnesota State Academies
Financial Report-FY27
July 1, 2026-October 31, 2026

33% of Fiscal Year Expended

Payroll Allocation **90%**
Non Payroll Allocation **10%**

Federal Fund-3000 Fund	FY 2026 Expended	Current FY27 Budget	FY27 YTD Expended	Available Budget FY27	Percent Expended-FY27
Payroll-MSAD	$125,660.37	$109,883.95	$22,539.78	$87,344.17	20.51%
Non Payroll-MSAD	$27,528.15	$26,586.18	$1,968.23	$24,617.95	7.40%
Payroll-MSAB	$1,753.98	$1,500.00	$0.00	$1,500.00	0.00%
Non Payroll-MSAB	$18,860.60	$21,500.00	$2,634.73	$18,865.27	12.25%
Payroll-Shared Svs	$79,234.46	$78,643.13	$18,686.25	$59,956.88	23.76%
Non Payroll-Shared Svs	$0.00	$80,362.85	$0.00	$80,362.85	0.00%
Total 3000 Fund	$253,037.56	$318,476.11	$45,828.99	$272,647.12	14.39%

3000 Fund Expended FY26 as of October 31, 2025
$56,965.90

Non Payroll Allocation **100%**

Misc Agency Fund-6000 Fund	FY 2026 Expended	Current FY27 Budget	FY27 YTD Expended	Available Budget FY27	Percent Expended-FY27
Non Payroll-MSAD	$103,643.85	$124,195.16	$12,320.30	$111,874.86	9.92%
Non Payroll-MSAB	$15,495.82	$31,344.39	$1,755.31	$29,589.08	5.60%
Total 6000 Fund	$119,139.67	$155,539.55	$14,075.61	$141,463.94	9.05%

6000 Fund Expended FY26 as of October 31, 2025
$23,246.61

Total All Funds	$22,469,364.55	$29,871,178.33	$5,857,124.00	$24,014,054.33	19.61%

Minnesota State Academies
Financial Report-FY27
July 1, 2026-October 31, 2026

33% of Fiscal Year Expended

Payroll Allocation	**66%**
Non Payroll Allocation	**34%**

Revenue and Expenditure Summary	Fiscal Year 26 School Year 2025-26	Fiscal Year 27 School Year 2026-2027			
	Expended	Allocation	Expended	Available	Cash on Hand
General Fund (1000)	$17,046,083.45	$19,959,273.49	$4,397,996.10	$15,561,277.39	$15,561,277.39
Special Restricted (2000)	$498,317.80	$2,880,294.29	$116,114.85	$2,764,179.44	$2,764,179.44
Other Mscl (2001)	$4,487,236.78	$5,706,000.95	$1,268,348.69	$4,437,652.26	$2,483,785.00
Endowment (2400)	$8.64	$7,411.10	$0.00	$7,411.10	$7,411.10
Gift (2403)	$65,540.65	$844,182.84	$14,759.76	$829,423.08	$829,423.08
Federal (3000)	$253,037.56	$318,476.11	$45,828.99	$272,647.12	$128,671.00
Agency Fund (6000)	$119,139.67	$155,539.55	$14,075.61	$141,463.94	$141,463.94
Totals	$22,469,364.55	$29,871,178.33	$5,857,124.00	$24,014,054.33	$21,916,210.95

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.

MSAB Site Council Meeting Minutes

The meeting of the Minnesota State Academy for the Blind Site Council was held on Thursday, October 8, 2026, beginning at 2:00 p.m. via Zoom.

Member Attendance (Present): Marie Reisdorfer, Harold Weber, Maddie Christensen, Nash Dushek.

Ex Officio Members (Present): Terry Wilding, John Davis, Justin Cyboron, Nichelle Steffen, Brittany Thomforde, Lance Sever-Hall, Sheila Koenig, Janet Dickelman.

Chair Nomination – Harold Weber nominated Marie Reisdorfer to serve as the MSAB Site Council Chair. Maddie seconded the nomination. The nomination was unanimously approved, with all members in favor.

Welcome and Roll Call – Marie called the October 8th site council meeting to order. Mr. Weber was recognized and thanked for his leadership and contributions as the previous chair.

1. Reports

A. Superintendent Report

- Terry congratulated Marie on her role as the new chair. Still in need of a Vice Chair, if anyone is interested, we would need to do a nomination and vote.
- Strategic 3-year Plan Update – 3-year Plan
    - There will be a Town Hall meeting on Wednesday, October 21st at 6 pm in Petra Hall Auditorium. We will be focusing on identifying the critical areas and what we can accomplish in that first year.
    - Following the Town Hall meeting, the board will have their retreat on Thursday and Friday. They will review the feedback from Wednesday's meeting and create a more strategic, detailed plan.
- Discussed Procedure #4403 Liquidation of Compensatory Time Banks.
- Budget – starting to collect data for our budget requests. We will propose our requests and wait until the election is over in November. Once the new Governor is in place, they will review our request and then recommend to the legislature their proposal.

B. MSAD Director Report

- Hosted a short-term program on campus.
- October 5-9 - homecoming week, which included a talent show, along with a staff and student goalball game.
- October 9-10 – MSAB will be hosting a Goalball Tournament.
- October 13 - White Cane Day will be held at Cascade Lake, Zumbro West Park in Rochester.
- October 14 - Parent-Teacher Conferences will be held, with a 12-noon dismissal.

- Start of the school year, our track team went to Ohio at the end of September. Our Goalball team has a conference meet in Missouri and will be going to the Nationals Competition in Florida.
- Construction of the foundation for the greenhouse is set to begin next week. We are looking at putting up the greenhouse in the Spring.

C. Director of Student Support Services

We continue to look for a new Social Worker. The posting has recently closed, and we will begin interviews soon. We also have two positions open for speech and language pathologists.

D. Director or Curriculum

- MSAB 4th annual Triathlon was held on September 22. We saw a better turnout in numbers hosting it in the Spring this year versus Fall.
- Hosted a short-term program on campus, which Jamie Jindra oversaw.
- Parent Webinar on October 28th at 3 pm. Will be focused on the resources that can be shared through the Minnesota Resource Library.
- We do have one intern, Charlie Lechtenberg, who is getting his O&M certification.
- Working on developing a catalog course. Some sort of oversight making sure we are meeting state standards, students' IEP standards, and local standards.
- Comprehensive Achievement and Civic Readiness, formerly known as the World's Best Workforce. This is something all Minnesota schools must complete every year, which requires a three-year strategic plan. Last year, we brought our three-year plan to the site council and the school board. Every year we must report on last year's data, we have begun working on that.
- Goal for this year with the School Accountability Committee is to develop a comprehensive professional development plan and clean up our infrastructure around professional development and make sure we have a strong comprehensive plan.
- Minnesota Multi-Tiered Systems and Support – looks at everything it takes to run an effective school. We have elected to participate in the MTS training with other school districts.

E. Dorm Director Report

- Dorm is doing great. Several activities and off campus trips are coming up.
- We have a new study hour in the dorms. We will be providing homework support for students during that time.
- Still looking for one more staff in the boys' dorm.

F. Student Body Government
   - Goalball tournament will be held October 9-10.
   - Spirit Week, which will include a talent show, staff and student goalball game, along with root beer floats in the Gopher's Burrow.

G. Director of Community Engagement
   - Will be taking pictures and filming some of the goalball tournament, as well as White Cane Day.
   - We currently have an ECA position available for a photographer, which was sent out to both campuses to see if anyone has an interest.
   - Continue to work on website. Working with both schools in updating more of the content.
   - New banners have been added around campus, stop and check them out.
   - Outreach Department – sending out more events that are occurring. Last year we set up a community newsletter, where we shared our events with the public, which occurred monthly.
   - We continue with our weekly event collaboration meetings, where all departments get together and discuss and explain upcoming events.

2. Old Business
None

3. New Business
None

4. Adjournment
A motion was made by Marie Reisdorfer, seconded by Harold Weber, to adjourn the MSAB Site Council Meeting. The motion was carried with all in favor.

The next Site council Meeting will be on Thursday, December 10, 2026, at 2:00 pm

MSAD SITE COUNCIL – Draft Minutes
Location: Online - Zoom Meeting
Date: October 7th, 2026

Member Attendance

- Marianne Loftus (Parent) - Present
- (Parent) -
- Maresa Starr (Student) - Present
- Meghan Lewis (Teacher) - Present
- Christine Adams (Student Life) – Absent
- Jasmine Rademacher (Paraprofessional) - Present
- Molly Peters (Shared/Support Services) - Present
- (Alumni/Deaf Community) -
- (Deaf Blind Community) -

Ex Officio Members

- (MADC) - vacant
- (Minnesota Department of Education) - vacant
- Terry Wilding (Superintendent) - present
- (MSA Director of Curriculum and Educational Programs) - vacant
- Brittany Thomforde (MSA Director of Student Support Services) - Present
- Lee Jones (Director) - Present
- Jason Cox (Director) - Present
- Nichelle Steffen (MSA Student Life Director) - Present
- Lance Hall (MSA Director of Community Engagement) - absent
- Ryan Smith-Hastings (MSAD Athletic Director-optional) - absent

1. Welcome and Roll Call - Site Council Chair, Meghan Lewis, called the meeting to order at 2:13 p.m.

2. Approval of Previous Meeting Minutes – Not reviewed.

3. Old Business –

- No old business.

4. New Business

- No new business.

5. Standing Reports

- **Policy and Procedure – Compensatory Time Payout -** Department heads are discussing the process for paying out compensatory time and are seeking feedback from Site Council. Currently, compensatory time is paid out to staff at the end of the school year. The proposed procedure is to pay out accumulated compensatory time during the last pay period in June.

When a staff member changes assignments, any accumulated compensatory time would be paid out at the time of the assignment change. This would not apply to temporary assignment changes. Staff may also make a special request to retain their compensatory time for a specific reason. Site Council feedback was requested regarding the proposed procedure. **No questions or concerns were raised by Site Council members.**

- **Superintendent's Report:** A recent newsletter was distributed, which included information about the upcoming Town Hall meeting scheduled for October 21 at 6:00 p.m. in Quinn Hall. The Town Hall will focus on the first year of the strategic plan and will include facilitated discussion and opportunities for feedback. The Board will hold a retreat on October 22 and 23 to review feedback and continue discussions related to the strategic plan. Two new Board members, Autumn Moder from MDE and Anna Hauskabee, will be introduced and provided with a tour of campus during the retreat.

- **Director Reports - (Jason & Lee)** There have been several new enrollments, bringing the current total to seven new students, with two additional enrollments pending. A STEM Day sponsored by RID is upcoming, and students have recently participated in numerous field trips. Parent-Teacher Conferences are scheduled for Wednesday, October 14. Homecoming was recently held and was a successful event. Lee and Sabrina have been doing a great job implementing and supporting the LSI communication system.

- **Nichelle Steffen Student Life:** Students have participated in a variety of fun activities, including field trips and some events on campus. A Halloween party will be held this year in place of the traditional Trunk-or-Treat event. Two staff members have resigned since the summer, and three new staff members have been hired. Additional intermittent staff have also been hired to provide staffing support as needed. New dorm assignments - all boys are now housed in Wilkins Hall, and all girls are housed in Tate Hall.

- **Brittany Thomforde Director of Student Support Services -** There are currently two vacant Speech-Language Pathologist (SLP) positions, and a Social Worker position that have been posted. Applicants have been received for the Social Worker position, and interviews will begin soon. In the interim, the department is providing speech and language services through teletherapy. While teletherapy is not intended as a long-term solution, this service will continue until the vacant SLP positions are filled.

- **Ryan Smtih Hastings –** No report.

- **Justin Cyboron Curriculum and Outreach Director's Report:** The Director provided an update on both the Curriculum and Outreach departments, which they currently oversee. Two recent hires were welcomed to the departments, including Rachelle Settambrino Wallis and Meghan Lewis.
- **Outreach:** The first ASL Literacy Night was recently held with 25 attendees. ASL Literacy Night will continue monthly, with the next event scheduled for the last Monday of October. Parent ASL classes will also resume next week. A new format is being implemented, with classes offered in 6–8 week courses. There has been strong interest and a good number of sign-ups. The classes are open to parents, extended family members, friends, and anyone interested in learning ASL.
    - The Outreach Department has also taken over staff ASL classes, which will follow the same 6–8 week course format. The classes will focus on the SLPI two beginning proficiency levels, Novice and Survival.

    - The department has begun advertising the online Academy and currently offers several courses, with plans to expand course offerings. Current courses include ASL for students who want to learn the language and a linguistics course for students who are already fluent in ASL and want to further their understanding of the language. The department will also be presenting at Region 5 and 7 as part of efforts to develop relationships and provide outreach services in those regions.
- **Curriculum:** A Curriculum Director position has been filled by Meghan Lewis, the current department chair. Staff have participated in Love and Logic training, with two sessions recently hosted for staff.
    - The department continues to review school-wide data to identify areas for improvement. MSAD staff are also participating in monthly READACT meetings to assist the State of Minnesota in developing guidelines that better address the needs of deaf and hard-of-hearing students.
    - MSAD is participating in two pilot programs. The first, MNDAFC, focuses on kindergarten assessments. The second, MNMI, focuses on math interventions, including identifying student errors, understanding student thinking, identifying areas of weakness, and determining how to best support student learning.

- **Board Representative Report –** No report to share at this time due to absences.

- **Student Body Government (SBG) Report:** SBG held its first meeting approximately two weeks ago. Members are currently learning about the purpose and role of SBG. The next meeting will focus on establishing goals, which will be shared at the November Site Council meeting. SBG also discussed the current cell phone policy. While some students initially expressed concerns about the policy, the group agreed that students will follow the established policy.

- **Athletics and Activities Committee –** No Report.

- **School Morale Committee-** Members include: Meghan Lewis, Molly Peters, Shannon Swank, Kirsten Mulally, Aimee Sever-Hall, and Julia Forti. They are still working on a meeting schedule.

- **Social Media Committee –** Members include: Auna Ortiz, Lance Hall, Molly Peters, Kirsten Mulally, Chelsea Willow, Maresa Starr, Sofia Nelson, and Meghan Lewis. They are still working on a meeting schedule.

6. Announcements – No announcements at this time.

7. Adjournment – Chair closed the meeting at 2:54 p.m.

MSAD SITE COUNCIL – Draft Minutes
Location: Online - Zoom Meeting
Date: November 4th, 2026

Member Attendance

- Marianne Loftus (Parent) - present
- (Parent) -
- Maresa Starr (Student) - present
- Meghan Lewis (Teacher) - present
- Christine Adams (Student Life) – present
- Jasmine Rademacher (Paraprofessional) - present
- Molly Peters (Shared/Support Services) - present
- Janelle Schliep (Alumni/Deaf Community) - present
- (Deaf Blind Community) -

Ex Officio Members

- (MADC) - vacant
- (Minnesota Department of Education) - Not available/Serving on the Board
- Terry Wilding (Superintendent) - present
- (MSA Director of Curriculum and Educational Programs) - vacant
- Brittany Thomforde (MSA Director of Student Support Services) - Present
- Lee Jones (Director) - present
- Jason Cox (Director) - absent
- Nichelle Steffen (MSA Student Life Director) - present
- Lance Hall (MSA Director of Community Engagement) - present
- Ryan Smith-Hastings (MSAD Athletic Director-optional) - absent

1. Welcome and Roll Call – Site Council Chair, Meghan Lewis, called the meeting to order at 2:10 pm.

2. Approval of Previous Meeting Minutes – Not reviewed.

3. Old Business

- **Compensatory Time Payout (Procedure 4403)** – Feedback was received on the new procedure requiring an annual comp time payout.
    - Staff questions: Why must comp time be cashed out every year instead of kept? Why is this a new process? Is it based on administrative or staff recommendations?
    - Terry explained the procedure stemmed from an audit two years ago that identified financial tracking and accountability as an area for improvement.

- An annual payout is standard in most employee contracts. It supports clean fiscal-year budgeting and ensures comp time is paid at the rate it was earned, since pay rates change annually and when employees change roles (e.g., para to teacher).
- Flexibility exists for employees who need to carry time into July/August; this must be requested and is not automatic.
- Jasmine Rademacher and Janelle Schliep shared concerns that paras earn so little comp time that a mandatory payout feels pointless, and not being able to build a bank removes the incentive to work additional hours.
- Terry acknowledged the feedback - will document it. Communication to staff will follow the process of bringing it to Site Council, then an all-staff email, then final distribution.

4. New Business

- **Handbook Grading Policy Review** – Proposed by teachers and students.
  - Maresa Starr shared results of a student survey sent to all students (30 responses). Most students want to move from the current 100% summative model to an alternate model showing both summative and formative split. Many also suggested leaving the ratio to teacher discretion, particularly for electives such as PE and lab-heavy science.
  - Student rationale: homework completion increases when it is graded; students who miss school for sports need formative credit; teachers may feel limited to test-only assessment.
  - Terry provided context: the policy has been in the handbook for approximately four years. Grades are intended to measure content knowledge rather than responsibility or participation. Changing a grading policy typically takes one to two years and must go through principals, ILT, and school board approval.
  - Next steps: Meghan will bring the discussion to the teacher department meeting/PLC; Maresa will bring this perspective back to SBG for further student feedback; Lee Jones will bring the topic to ILT; Marianne Loftus will gather parent input on what grades communicate to families.
  - Lee proposed moving SBG meetings to the 2nd and 4th weeks of the month (second semester) so they no longer conflict with Site Council. Terry and Lee offered to attend an SBG meeting to explain grading perspectives if invited.
- **Accessible (ADA) Door Entries – New Corridor**
  - Three sets of double doors in the new corridor (between Noyes/Quinn, Quinn/Smith, and Noyes/Quinn) do not have push-to-open buttons. Maresa and Jasmine shared experiences of needing others to hold doors and noted students should be able to open doors independently.
  - Lee explained the doors were designed to stay open and close only during fire alarms. Because they now must be kept closed due to student situations, there is an accessibility gap.
  - Terry confirmed ADA minimum compliance is met (exterior doors have buttons; interior corridor doors are not legally required but are desired).

- Plan: explore costs and options, bundle all button installations (including MSAB) into one package, and pursue grant funding. Buttons may require an ID scan first to prevent overuse, similar to the Wilkins building.

- **Community Members Walking Dogs on Campus / Campus Safety**
  - The campus is state (public) property bordering a main highway, so public access cannot be closed off.
  - Incidents shared: a community member staring into a staff member's window; a loose neighborhood dog on campus (building secured until it was leashed); a dog owner leaving waste in the Smith Hall parking lot; students alone at track practice with strangers on campus.
  - Terry clarified the man using a metal detector has permission, typically comes on weekends, and items found are donated to a museum.
  - Lance Hall proposed exploring a community resource officer presence in the morning and afternoon (cost to be considered).
  - Lee suggested signage at main entrances (front entrance, near St. Mary's, near Shattuck) asking community members to keep dogs leashed and be mindful during school hours – proposed 7 am – 8 pm weekdays. Maresa added that dogs should stay on the sidewalk, not the grass.
  - Terry will follow up.
- **Staff Communication and Information Sharing**
  - Staff shared they want better communication about new hires, enrollment numbers, school events (homecoming, testing dates, field trips), and department news to help them operate more efficiently.
  - Terry noted the weekly Monday events collaboration meeting (led by Lance), where department heads review the internal calendar; supervisors can share that information with their teams.
  - Brittany Thomforde noted she had understood that meeting to be for event logistics only, not for sharing information with her team.
  - Jasmine noted staff are not informed when a posted position is not filled or is reposted. Terry: supervisors should send welcome emails for new hires; an all-staff update on open positions is reasonable feedback to document.
  - Lance suggested adding a communication plan item to the event checklist, making the event coordinator responsible for notifying others. Brittany suggested each department assign a team lead to send a weekly events email (her team already does this).
  - Terry directed Lance to remind supervisors at the next events collaboration meeting that they are responsible for sharing information with their staff.
- **HR Hiring Process and Applicant Communication**
  - Janelle reported three potential para candidates went to MSD after not hearing back from MSAD HR. Jasmine shared an example of a sub-para (dorm) applicant who was turned down three times without clear explanation.

- Terry explained the state-mandated process: applications go through the state website; HR checks minimum qualifications on the résumé; qualified applicants are referred to the supervisor for interviews. MSAD hires under MMB delegated authority, so there is no flexibility in screening rules; minimum qualifications must appear on the résumé, even for entry-level positions.
- Christine Adams and Molly Peters advised applicants to list all relevant experience (babysitting, volunteer work, homemaker experience, etc.) and mirror keywords from the job description.
- Lee noted many applicants don't learn they were screened out until they contact HR. Terry will follow up with HR on automated rejection notifications.
- Brittany shared that HR now gives supervisors deadlines to contact candidates, and applicants can check status in the state system.
- Terry proposed working with HR on a video or FAQ on the hiring page explaining the process, screening criteria, and applicant tips, with ASL.

- **Language Arts Curriculum** – Seeking information from families for the new curriculum. Update to be shared at the next meeting.

5. Standing Reports

- **Policy and Procedure Review** – See Old Business (Procedure 4403).
- **Superintendent's Report** – No report at this time.
- **Director Reports (Jason & Lee)** – No report at this time.
- **Nichelle Steffen, Student Life** – No report at this time.
- **Brittany Thomforde, Director of Student Support Services** – No report at this time.
- **Ryan Smith-Hastings, Athletics** – Absent.
- **Justin Cyboron** – No report at this time.
- **Board Representative Report** – No report at this time.
- **SBG Report – Maresa Starr**
  - SBG treasurer Riley emailed Terry several weeks ago requesting a budget report and has not received a response. Lee offered to provide the financial information; Maresa will contact Lee first and follow up with Terry if needed.
- **Athletics and Activities Committee** – No report at this time.
- **School Climate Committee (formerly School Morale)**
  - Renamed to School Climate to reflect a whole-school focus rather than individual feelings, aligned with MTSS and the annual survey.
  - Positives: hard-working staff, improving student outcomes, new enrollments (9–10 new students this year), expanded curriculum and outreach, improved communication including signed videos.
  - Concerns: ECA, dorm (about 4), ASL, teacher, and Student Support Services vacancies; revisit onboarding and advertising of positions. Brittany clarified the ASL Specialist is

under MSAD, a social worker offer is in progress, and audiologist interviews are being scheduled.
    - Improve admin availability (admins could alternate attendance at some meetings); work more closely with HR on onboarding and supports.
    - ESY was historically a two-week program (now three weeks); the committee would like to explore returning to two weeks. MSAB has similar concerns.
    - Staff are not satisfied with recent website changes. Using "MSA" at community events loses identity; prefer MSAD or MSAB.
    - Ideas: bring back traditions such as the Scarecrow contest; participate in local events (Trunk or Treat, parades); mentoring for non-teaching staff to improve retention. Lee suggested balance time for staff participating in community events; Terry is open to this if during the school day and recommends committing to the top 3–4 events consistently.
    - Terry will share three years of climate survey results (2023–2025). The annual survey goes out around January 25, and Terry is open to adding committee questions. The committee plans its own survey; Terry cautioned against duplicating questions.
    - Last year's athletics survey was never sent out; Molly will follow up with Ryan and add it to Old Business.
    - Lance asked to be told about events that would be good opportunities to participate in. Molly will bring an update back to Site Council next month.
- **Social Media Committee**
    - Goal: a clear, documented process for postings – who collects content, who approves, and who is the backup for each department – to advertise MSAD programs and the school.
    - Ideas include a monthly content schedule aligned with strategic planning; athletics partnering with Student Life on posts; more timely athletics updates and a game-day process; and a defined approver for HR job postings.
    - Lance noted photos are often sent without captions, image descriptions, or confirmation of student media permissions. Staff need to send a blurb with photos; Janelle suggested a Google Form/JotForm for submitting photo, caption, and image description together.
    - Lance is producing a staff recruitment video on why MSAD is a great place to work (about 10 participants so far), targeted for the first week of December. Maresa suggested including younger students; Terry noted student video permissions are being developed with directors.
    - A draft process will be shared at the December Site Council meeting.

6. Announcements

- Maresa – Forming a committee and planning social events at the next GPSD; let SBG know if interested in participating.

7. Requested Reports for December Meeting

- **Justin Cyboron** – Professional development status and attendance numbers.
- **Brittany Thomforde (Student Support Services)** – Number of IEPs and evaluations completed and how many remain for the year.
- **Jason Cox or Lee Jones** – Enrollment numbers, upcoming changes, field trips, and school events.
- **Nichelle Steffen (Student Life/Dorm)** – Dorm events, field trips, staffing updates, and open positions.
- **Kim (Health Services)** – Health trends, clinic visit numbers, and upcoming health events/screenings.
- **Power Plant** – Upcoming or completed projects, safety concerns, and event support needs.
- **SBG** – Fundraisers and updates.

9. Adjournment – 3:46 pm.