

MSAD Committee Meeting
Wednesday, December 3, 2025 2:00 PM
Central

Faribault MN
615 Olof Hanson Drive
Faribault, MN 55021

1. **Welcome and Roll Call**
2. Welcome and Roll Call
3. Approval of Previous Meeting Minutes
4. Old Business
5. New Business
 - Follow up with holidays aka policy, etc
 - update on playground (accessibility)
 - update on changing tables in public bathrooms?
 - Standard Operating Procedure (SOP)
 - RACI matrix
6. **Policy and Procedure Review**
7. **Review Written Reports – Comments/Questions (Terry, Britt, Lee, Jason, Lance H, Ryan S-H, Board Rep, SBG, PBIS, Wellness Committee, Site Council Chair, etc.)**
8. **Announcements**
9. **Adjournment**

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

Basketball First games-

Varsity girls- December 2 (First home game- Dec 16)

Middle School girls- December 2 (First home game- Dec 8)

Varsity boys- December 4 (First home game- Dec 16)

Battle of the Books- finished 3rd place out of 27 teams

Academic Bowl- won quarterfinal match for GPSD virtual league, qualified for regionals in FSDB

Out of state trips:

BB teams- Illinois S/D (Tiger Tip Off), Neesam Classic (Wisconsin) & GPSD (Kansas)

Cheer- Neesam Classic (Wisconsin), GPSD (Kansas) & NDCC (Iowa)

Academic Bowl- Regionals at FSDB

Robotics- Colorado School for the Deaf & Blind

Math Competition- Rocky Mountain Deaf School



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Director of Student Support Services Report Fall FY26

Dated: November 12, 2025

Submitted by: Brittany Thomforde, Director of Student Support Services

Overview/Summary

During the 2025–2026 school year, the Student Support Services (SSS) Department has focused on strengthening due process consistency, providing individualized staff support, and maintaining high-quality related services across both campuses. Emphasis has been placed on ongoing communication, collaboration, and compliance with state and federal requirements. The department continues to monitor enrollment, support staff onboarding, and refine systems that promote coordinated and student-centered service delivery.

Student Services Data

Current SSS Workload Overview (as of November 2025):

- ASL: 43 students
- Audiology: 20 students
- Speech-Language Pathology: 72 students
- Occupational Therapy: 63 students
- Physical Therapy: 22 students
- Counseling and Social Work: 60 students
- Orientation & Mobility: 42 students

These figures reflect the continued need for comprehensive, interdisciplinary services/teams to support students' unique needs.

Staffing and Personnel Updates

- **Open Positions:** Student Support Services Office Administrative Specialist (OAS) – currently vacant, not yet posted.
- **Professional Learning and Development:**
 - SSS staff have participated in multiple conferences and training sessions aimed at enhancing professional practice, collaboration, and service coordination.
 - Leadership and team members continue to engage in MDE and MASE sessions focused on due process, legislative updates, and interagency collaboration.

Due Process and Compliance

The department remains committed to maintaining high standards of compliance and documentation quality. Since the last board report, several due process trainings have been provided for all licensed staff, emphasizing IEP and IFSP procedures, evaluation

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timelines, and documentation accuracy. Ongoing review of internal systems ensures that services align with MDE expectations and federal IDEA requirements.

Departmental Projects and Initiatives

- **Service Documentation Improvements:** Refining the use of SpEd Forms to streamline reporting, data entry, and compliance tracking.
- **Data:** Developing resources to guide staff in effective data collection and analysis, including most recently tools for determining appropriate levels of paraprofessional support.
- **Ongoing Recruitment:** Continuing efforts to identify and retain qualified related service providers, a persistent statewide challenge.
- **Data System Integration:** Advancing alignment between student information systems, IEP documentation, and billing processes to improve efficiency and data accuracy.
- **Professional Learning Goals:** Expanding staff development focused on behavior intervention strategies, accessible instruction, and inclusive practices.

Collaboration and Outreach

Director-Level Engagement:

- MASE Legislative Update Sessions
- MASE Slice of Collaboration Meetings
- Minnesota Department of Education (MDE) ECSE Leadership Calls (monthly)
- MDE Director Forums
- MDE Special Education Fiscal Monitoring Training Series
- Region 10 Special Education Director Community of Practice
- SpEd Forms at 3pm Series
- Third Party Billing for IEP and IFSP Services Fall Training

SSS Team Engagement:

- Weekly Admissions Review Meetings (Wednesdays)
- Language Planning Meetings
- Deaf School Safety Task Force
- Minnesota Executive Function Masterclass
- Minnesota School Social Workers Association Conference
- Nationwide School Safety Task Force
- OT/PT School-Based Conference
- Region 10 ECSE Leadership Community of Practice
- Region 10 Due Process Coordinator Meetings

Closing Note

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The SSS Department remains dedicated to ensuring equitable access to specialized services that promote student growth and independence. Through collaboration, training, and ongoing process improvement, the team continues to uphold MSA's mission to meet the diverse needs of learners who are deaf, deafblind, and blind.

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Site Council Report – December 2025

Department of Curriculum & Educational Programs

Justin Cyboron, Director

MSAB Outreach - We had 3 students successfully complete the Short Course Programming this past month. We are also making preparations for our Roadtrips across the state which will serve as town halls for our stakeholders. A Save-the-Date will be coming out soon. In November, we also sent a school representative to the Northern Low Vision Clinic in Bemidji to run a booth on behalf of MSAB and the Outreach Department.

MSAD Outreach - MSAD had 45 participants show up for their November ASL Literacy Night. Lance Gonzalez, our ASL Specialist, was the guest reader for the month. The focus of the event was on ASL facial grammar and role shifting. We also have begun our Family ASL classes. We have had over 100 families sign up!

Minnesota Resource Library - This month, the Minnesota Resource Library has shared 147 items over the past month.

School Accountability - Since last month, the School Accountability Committee has developed new 3-year goals for the Comprehensive Achievement and Civic Readiness Strategic Plan, which will be shared during today's meeting. Next, we will begin working on developing a new Curriculum Purchasing Cycle.

Professional Development - The professional development trainings that MSA staff have attended since the beginning of July are attached in Appendix A.

Respectfully submitted,

Justin Cyboron
Director of Curriculum & Educational Programs

Appendix A

Nichelle Steffen, Hope Miller - 2025 National Student Life for the Deaf & Hard of Hearing Conference
Lance Gonzalez - Assessing A Deaf Child's ASL - National ASL and English Bilingual Consortium for Early Childhood Education (NASLECE) - Visual Communication Sign Language (VCSL) Training
Six Interpreters - Brightworks Interpreter Back-to-School Workshops
Heather Breitbach, Shannon Swank - Deaf School Safety Task Force
Amy Boyle - Perkins School for the Blind - Cerebral/Cortical Visual Impairment (CVI) Certification: Selecting CVI Interventions and Assessing Students with CVI
Holly Nordmeyer - Ohio Center for DeafBlind Education
Kaitlyn Schroer - 2025 Minnesota School Social Workers Association (MSSWA) Fall Conference
Michele Heise, Justin Cyboron - Fingerspelling Our Way to Reading Training
Nichelle Steffen, Russell Pudas, Andrea Kunkel - LivingWorks Applied Suicide Intervention Skills Training (ASIST)
Kim Barron, Lance Sever-Hall - Finalsite Prep Software Training
Kim Barron, Terry Wilding - School Safety Summit
Amanda Jenkins, Chelsea Paulson, Aimee Sever-Hall - Language and Learning Series
Kaitlyn Schroer - MDE Mental Health Course for Educators: Conversations on Access to Lethal Means (CALM) Conversations
Amanda Jenkins - 2025-2026 MN Executive Function Masterclass Course
Scott Berglund, Krista Larson - Closing the Gap Conference
Zach Schaefer - Fall Minnesota Division on Vision Impairments (MDVI) Conference: Cortical Visual Impairment (CVI)
Britt Thomforde - MASE Fall Leadership Conference
Kaitlyn Schroer - 2025 Medicaid in Education Fall Training for IEP and IFSP
Kaitlyn Schroer - Evidence Based Practices and Intervention Planning in Tier 2 and 3
Six Mental Health Team Members - Four Clinical Supervisions with Alexis Greeves/Hope and Healing
Julie Langelsag - Minnesota School Based OT/PT Conference
Kristin Deml - Getting in Touch with Literacy - Division on Visual Impairments and Deafblindness (DVIDB)
Charlie Lechtenberg - North Central Association of Schools for the Blind (NCASB) Athletic Director Meeting
Heather Breitbach - OCALICON Autism and Disabilities Conference



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Comprehensive Achievement & Civic Readiness Strategic Plan | 2025-2028

Comprehensive Achievement and Civic Readiness

The World's Best Workforce (WBWF) was developed in 2013 ([Minnesota Statutes 2024, section 120B.11](#)) to ensure that school districts and charter schools in Minnesota enhance student achievement through teaching and learning supports. During the 2024 session, the Minnesota Legislature renamed WBWF to Comprehensive Achievement and Civic Readiness (CACR). This change took effect as of the 2024-25 school year strategic plans and Fall 2025 annual summary report.

School boards that govern districts and charter schools are required to develop comprehensive, long-term strategic plans that address the following five CACR goals:

- All children are ready for school.
- All racial and economic achievement gaps between students are closed.
- All students are ready for career and college.
- All students graduate from high school.
- All students are prepared to be lifelong learners.

What is a CACR strategic plan?

A CACR Strategic plan is a multi-year, detailed document that illustrates how a district or charter school will execute its goals or initiatives concerning the CACR goals. The Minnesota Department of Education (MDE) recommends that districts and charter schools develop goals that are specific, measurable, attainable, realistic and timely (SMART).

Minnesota State Academies 2025-2028 CACR Goals

All Students Ready for School

By the end of the 2027-2028 school year, MSA will implement 20 family engagement opportunities that educate caregivers on how to support learning at home so that all students arrive for school ready to learn.

Close the Achievement Gap(s) Between Student Groups

By the end of the 2027-2028 school year, 85% of students who qualify for free or reduced lunch will meet or make adequate progress on their goals/objectives outlined in their IEPs, contributing to closing the achievement gap between student groups.

All Students Ready for Career and College

By the end of the 2027-2028 school year, 90% of transition-aged students at MSA will meet or make adequate progress on their IEP transition goals, supporting readiness for college and career.

All Students Graduate

By the end of the 2027-2028 school year, MSA will maintain a 100% graduation rate for all students, including those participating in extended transition programming.

All Students Prepared to be Lifelong Learners

By the end of the 2027-2028 school year, MSA will reduce the average number of behavior referrals per student population, helping create a positive school environment where all students build the skills they need to become lifelong learners.



MSA Board Meeting Recap

Report from Sonny Wasilowski

MSAD Site Council Vice Chair and Ex-Officio to the MSA Board

The MSA Board met from 1:00 to 3:00 p.m. Near the end of the meeting, the Board Chair said there was a “hard stop” at 3:00 p.m., but then asked to end the meeting early at 2:45 p.m. The Board voted to adjourn.

Fast Start, Little Discussion

The Board moved very quickly through the agenda, consent agenda, and policy items. There were no public comments. These items were passed with little or no discussion.

Action Items

The Board also moved quickly through:

- MSA/Faribault Public Schools agreement
- Out-of-state travel
- MSHSL grant forms

There was almost no discussion on these items either.

Most of the Time Was Spent on Reports

Although the Board moved quickly through approvals, almost the entire meeting was spent on the Superintendent’s and directors’ reports. As a result, the Board did not discuss important issues. To be honest, very little happened. The Board showed no clear direction, no initiatives, and no urgency to grow enrollment.

Enrollment Numbers

- MSAD: 82 students
- MSAB: 49 students
- Total: 131 students

This number is alarming. I was concerned that the Board appeared casual about these figures and did not discuss how to address enrollment growth.

School Goals

The Board spent very little time on school goals. A few members complimented the Superintendent’s draft goals. I shared concerns on behalf of the Site Council, but I do not think my comments were heard.

Superintendent’s Report

I asked:

- Will IROD training include Site Council vice chairs? He said he would follow up.
- Will he provide a full report on his CEASD trip? He said yes.

Director Reports

All directors shared updates. Their enrollment numbers did not match. Director Cyboron said he sent his report early. MSAD and MSAB reports appeared accurate.

I also noted that I emailed Director Cyboron on November 14 and did not get a reply. His report showed accomplishments, but real progress must be measured through enrollment growth.

Strategic Plan

No strategic plan work occurred. The Chair only shared that Dr. Dave Webb is setting dates for stakeholder engagement. This update was not included in any written report.

Site Council Update

When it was time for Site Council updates, I was skipped and the meeting ended. The MSAB Site Council Vice Chair was again absent, continuing a long-standing pattern.

ADA Request

I submitted an ADA request asking that Board members keep their video on. The Chair said the Board decided not to do this because too many videos could be hard for blind or visually impaired participants. I was disappointed. Video is important for full participation.

Final Thoughts

Most of the meeting was spent on reports, not discussion or action. Important issues like school goals, enrollment, strategic planning, and student needs received little attention. The Board appeared disengaged and not fully invested in the Academies' future.

As I prepare to submit my agenda items for next week's MSAD Site Council meeting, I want to share several topics that I believe will help guide our work toward strengthening the school and growing enrollment.

1. Student Activities and Sports

I recommend that the Site Council gather feedback from students, parents, and more a statewide survey—regarding the activities and sports families would like to see at MSAD. With only about 85 students from early childhood through high school, I believe we need to identify which programs are realistic to sustain internally and which should be offered through cooperative partnerships. I ask that we discuss whether the Site Council supports this direction.

2. Legislative Engagement

I would like to explore whether the Site Council is interested in establishing a legislative-focused work area. Key issues include updating our admissions standards under Minnesota Statute 125A.69 and revising the MSA Board governance model under Minnesota Statute 125A.62. These topics are outlined in the two short videos I shared:

- <https://youtu.be/65Gp0BJ-o0U?si=9jkxO-zY6IPTPhcx>
- https://youtu.be/QdJZhlfvZGY?si=sCYI2ZiE5se_ZU3Y

3. Facilities Planning

I recommend that we explore long-range facilities needs, including the possibility of a satellite campus with residential options, the potential relocation or merger of MSAB onto the MSAD campus, and the revival of vocational programming. These issues will significantly impact enrollment, programming, and campus life, and I believe Site Council input is essential.

My hope is that the Site Council can come to clear agreement on these agenda items so that I can formally notify the Board of our collective recommendations. As you know, the Site Council does not have decision-making power, but our guidance can and should influence the Board's priorities and oversight.