

## **MSAB Site Council**

Thursday, November 4, 2021 2:00 PM

Electronic Means, 615 Olof Hanson Drive, Faribault, MN 55021

1. **Welcome and Roll Call**

2. **Approval of Previous Meeting Minutes**

A. Reports

1. Policy and Procedure Review

2. Superintendent's Report

3. MSAB Director

4. MSA Board Representative From MSAB Site Council

5. Student Body Government

6. Site Council Chair

3. **Old Business**

4. **New Business**

A. Discussion on the future of the history/museum  
committee

5. **Committee Work**

6. **Announcements**

7. **Adjournment**

## **Minutes of MSAB Site Council**

The meeting of the Minnesota State Academy for the Blind Site Council was held on Thursday, October 7, 2021, beginning at 2:00 p.m. via Zoom.

Members Present: Chair David Tanner, Superintendent Terry Wilding, Jeffrey Peterson, Rian Copeland, Abby Winters, Michele Baldeshwiler, Tim Aune, Sheila Koenig, Jessica McBurnett.

Co-Officio Member: Special Ed Director Brittany Thomforde

Guest: Jody Olson

Members Absent: Director John Davis, Jessica Hoffer, Harold Weber, Ken Trebelhorn.

1. **Welcome and Roll Call:** The Vice Chair announced that there were not enough members present to achieve quorum. The MSAB site council will meet again next month on November 4, 2021.

### **2. Reports**

Superintendent's Report

- Today my plan was to talk about restarting our work on the Strategic Plan. Looking at developing committees and talking about goals. Will try again at next month's meeting.
- White Cane Day will be held on Friday, October 15.

### **3. Old Business**

Michele Baldeshwiler gave a brief summary of the homecoming events that took place. Received a lot of positive feedback.

Policy #: <b>903</b>
Title: <b>VISITORS TO MSA BUILDINGS AND SITES</b>
Date of Initial Approval: <b>NEW</b>
Revision/Re-authorization Dates:
Reviewers: MSA Instructional Leadership Team

**I. PURPOSE**

The purpose of this policy is to provide guidelines and clear expectations regarding visitors on the Minnesota State Academies (MSA) campuses, buildings, and other school property.

**II. GENERAL STATEMENT OF POLICY**

A. MSA encourages the involvement of parents and community members in school programs and student activities. MSA welcomes visits to school buildings and school property by parents and community members provided the visits are consistent with the health, education, and safety of students and employees and are conducted within the procedures and requirements established by the MSA administration.

B. MSA reaffirms its position on the importance of maintaining a school environment that is safe for students and employees and free of activity that may be disruptive to the student learning process or employees' work environment.

**III. RESPONSIBILITIES**

A. The MSA administration will develop procedures for visitors, including check-in requirements for individuals wishing to enter instructional and dorm buildings. Those procedures will include visitors on campus for events, both sponsored by MSA or by outside organizations.

B. The MSA administration will also develop procedures for outside organizations/groups to request a tour of buildings, instructional spaces, and/or other school properties.

C. The superintendent shall be responsible for providing coordination that may be needed throughout the process.

**IV. VISITOR LIMITATIONS**

A. An individual or group may be denied permission to visit MSA buildings, campuses, and other school events or such permission may be revoked if the visitor(s) does not comply with MSA policies, procedures, and regulations or if the visit is not in the best interest of students, employees, or MSA.

B. An individual or group who enters school property without complying with MSA visitor procedures and requirements may be guilty of criminal trespass

and thus subject to criminal penalty. MSA administrators may request police intervention in those situations.

- C. Individuals who require accommodations for their visit to MSA must send their request for accommodations to the campus or student life director at least 48 hours in advance of their visit.
- D. Classroom visits are permitted only if:
  - a. The visitor is not disruptive to the normal school or learning environment
  - b. The duration or frequency of the visit does not interfere with the delivery of instruction or disrupt the normal school environment
  - c. The requested visit is for a school official or parent/guardian and does not involve a third party observing a classroom occupied by students without express permission from all parents/guardians

**Legal References:**

*Minn. Stat. § 123B.02 (General Powers of Independent School Districts)*

*Minn. Stat. § 128C.08 (Assaulting a Sports Official Prohibited)*

*Minn. Stat. § 609.605, Subd. 4 (Trespasses on School Property)*

Policy #: <b>533</b>
Title: <b>WELLNESS – NUTRITION AND PHYSICAL ACTIVITY</b>
Date of Initial Approval: 6/23/2006
Revision/Re-authorization Dates: 3/4/2010; 1/21/2016; 6/29/2017
Reviewers: MSA Food Services Director; MSA Nursing Services Director; MSA Superintendent

*[Note: All school districts that participate in the National School Lunch and School Breakfast Programs are required by the Healthy, Hunger-Free Kids Act of 2010 (Act) to have a wellness policy that includes standards and nutrition guidelines for foods and beverages made available to students on campus during the school day, as well as specific goals for nutrition promotion and education, physical activity, and other school-based activities that promote student wellness. The Act requires the involvement of parents, students, representatives of the school food authority, teachers of physical education, school health professionals, the school board, school administrators, and the public in the development, implementation, and periodic review and update of the wellness policy. The Act also requires a plan for measuring implementation of the policy and reporting wellness policy content and implementation issues to the public, as well as the designation of at least one person charged with responsibility for the implementation and oversight of the wellness policy to ensure the school district is in compliance with the policy.]*

## I. PURPOSE

The purpose of this policy is to set forth methods that promote student wellness, prevent and reduce childhood obesity, and assure that school meals and other food and beverages sold and otherwise made available on the school campus during the school day are consistent with applicable minimum local, state, and federal standards. The Minnesota State Academies (MSA) are committed to providing school environments that promote and protect children's health, well-being, and ability to learn by supporting healthy eating and physical activity.

## II. POLICY GOALS

- The Academies will engage all stakeholders, including parents, students and staff, in developing, implementing, monitoring, and reviewing nutrition and physical activity policies.
- Student Nutrition Programs will comply with the Federal/U.S. Department of Agriculture regulations and requirements. MSA's Student Nutrition Program is accessible to all students.
- Foods and beverages sold **or made available** to students within the school day will meet the federal nutrition guidelines. The school day is considered as starting at 12:00 (midnight) to 30 minutes after the last class ends.
- All MSA students will have opportunities, support, and encouragement to be physically active on a regular basis.
- MSA will provide nutrition education and physical education to foster lifelong habits of healthy eating and physical activity, and will establish linkages between health education and school meal programs, and with related community services.
- MSA recognizes that staff well-being affects student wellness and school success.

- Physical activity opportunities should be encouraged and provided at MSA for families and the community as appropriate.

### **To Achieve These Policy Goals:**

#### **A. Wellness Leaders**

The MSA Wellness Committee will implement, monitor, review, and, as necessary, revise school nutrition and physical activity policies and procedures. Administration and committee members will serve as resources for implementing these policies. The MSA Wellness Committee will include stakeholders from both campuses, including parents, students and staff to the extent possible. As much as possible, the stakeholders should represent a variety of cultures and different regions of the state.

#### **B. Food Safety**

- Foods brought from home for student consumption during special group events must be purchased ready to eat and be wrapped in the original packaging.
- External groups that use the MSA's kitchen(s) must do so under the supervision of a food safety certified employee.
- When external caterers are used, the safety of food served is the responsibility of the caterer and party responsible for serving the food.

#### **C. School Meals**

The meal program at MSA will:

- follow the federal government's nutrition standards as stated in the Healthy and Hunger Free Kids Act (HHFKA);
  - Note: Exceptions to this must be accompanied by a doctor's note with a legitimate medical reason for the exception. (*MN Department of Education – Special Diet Statement*)
- have meals that are appealing and attractive to students; and will be served in clean and pleasant settings;
- provide students with at least 10 minutes to eat after sitting down for breakfast and 20 minutes after sitting down for lunch and supper;
- avoid scheduling tutoring, club, or organizational meetings or activities during meal times, unless students may eat during such activities. If those activities are scheduled during meal times, MSA will provide meals that adheres to the nutritional standards above;
- will schedule elementary lunch periods before or after recess periods;
- will provide students access to hand washing or hand sanitizing before they eat meals or snacks;
- take reasonable steps to accommodate the tooth-brushing regimens of students with special oral health needs (e.g., orthodontia or high tooth decay risk).

- As part of MSA's responsibility to operate a food service program, MSA will provide continuing professional development for all food service personnel in schools.
- Free drinking water is available for self-service in all cafeterias during meal times and throughout the school buildings as much as possible.
- All school nutrition program directors, managers, and staff will meet hiring and annual continuing education/training requirements as outlined in the USDA Professional Standards for Child Nutrition Professionals. All school nutrition staff are responsible for obtaining training that meets their needs/requirements.

Bag Lunches from Home: The Minnesota State Academies strongly encourage families to pack healthy choices for their children if bag lunches are sent to school. Students that bring a bag lunch will be permitted to take milk from the dining room to have with their meal but will NOT be allowed to have both their bag lunch and a cafeteria lunch at the same time. Packed lunches must be packed in a food safe container. Because of various food allergies, students will not be allowed to share what they bring with any other students.

Staff members bringing food or beverages for their own consumption will not be allowed to share these with students, given concerns about allergies and restrictions on some student's diets. Staff members that do not have a duty free lunch and eat meals with students are encouraged to pack nutritious food and be a positive role model at meal times.

The Food Services Director will develop and post rules for food that is permitted in the cafeteria. If students or staff members bring food that does not adhere to those rules, they will be provided with an alternate location for their meals.

**D. Foods and Beverages Outside Of Reimbursable School Meals –**  
(Parties, School Activities, Snacks, Fundraisers, and Vending Machines)

Foods and beverages ~~made available to or served~~ to students during the school day must meet the Smart Snacks guidelines. The school day is considered to be starting at 12:00 (midnight) to 30 minutes after the last class ends. ~~The MSA Food Services Director will post USDA Smart Snack guidelines in the cafeterias and on the school website and update them as changes are made. are as follows:~~

- ~~• A fruit, a vegetable, a dairy product, a protein food, or a whole grain rich food; or a combination that contains at least one-quarter cup of fruits or vegetables.~~
- ~~• Contain 10% of the Daily Value (DV) of calcium, potassium, vitamin D or fiber.~~
- ~~• Total fat must be  $\leq$ 35% of calories; saturated fat must be  $\leq$  10% of calories and there must be zero grams of trans fat per serving.~~

- ~~Sodium must be ≤200 mg per serving and sugar must be ≤35% of calories per serving.~~
- ~~Fruits and vegetables must be packed in juice or extra-light syrup.~~
- ~~Snack items must have ≤200 calories per serving.~~

Beverages must be:

- ~~100% fruit or vegetables juices that do not contain additional calorie sweeteners;~~
- ~~Water or seltzer water without added caloric sweeteners;~~
- ~~Unflavored or flavored fat-free or non-fat fluid milk and nutritionally equivalent non-dairy beverages.~~

Food in the Classrooms: As a general rule, food is prohibited in the classrooms except for those students with medical exemptions **or snacks which are provided by food services (following Smart Snack guidelines).** **Exceptions to this must be approved by the campus director.** On occasion, food/drinks may be permitted for educational reasons.

Celebrations and Special Events: MSA will limit celebrations/parties that involve food to special events such as holidays and the last day of school. The Academies encourage a healthy balance of nutritional and non-nutritional food. A list of healthful snack items can be provided as a reference to teachers, after-school program personnel, and parents.

Fundraising Activities: Fundraisers that are sold to students during the school day must meet the above Smart Snack guidelines; or must be a non-food fundraiser. **There are no exemptions to this rule.** It is **strongly** encouraged that fundraisers that are sold to staff members during the school day also follow the same guidelines.

Concessions: Food that is sold during games or other activities must provide a choice of nutritional and non-nutritional food.

Vending Machines: Vending machines must not be utilized by students during the school day unless the products meet the above Smart Snack guidelines.

Rewards: The use of foods or beverages as rewards for academic performance or good behavior is not allowed. The withholding of foods or beverages as a punishment is prohibited.

Field Trips, Athletic Events, and other Trips: When appropriate, the MSA Food Services will provide bag lunches that meet nutrition standards above. As much as possible, coaches, sponsors, and/or chaperones will select restaurants that provide healthy choices for meals during long trips.



The MSA Wellness Committee will develop procedures and guidelines for the food and beverage-related activities mentioned above to support awareness and education of staff members and students.

#### **E. Nutrition, Physical Activity Promotion, and Food Marketing**

MSA aims to teach, encourage, and support healthy eating by students. Both academies should provide nutrition education and engage in nutrition promotion that:

- is offered at each grade level as part of a sequential, comprehensive, standards-based program designed to provide students with the knowledge and skills necessary to promote and protect their health;
- is part of not only health education classes, but also classroom instruction in subjects such as math, science, language arts, social sciences, and elective subjects;
- includes offering healthy choices when meals are prepared in the dorms;
- includes enjoyable, developmentally-appropriate, culturally-relevant, participatory activities, such as contests, promotions, taste testing, farm visits, and school gardens; and
- includes training for teachers and other staff.

#### Integrating Physical Activity into Daily Activities

For students to receive the nationally recommended amount of daily physical activity (**at least 60 minutes per day with opportunities for aerobic, muscle-strengthening, and/or bone-strengthening activities**) and for students to fully embrace regular physical activity as a personal behavior, students need opportunities for physical activity beyond physical education class. Toward that end:

- classroom health education will complement physical education by reinforcing the knowledge and self-management skills needed to maintain a physically-active lifestyle and to reduce time spent on sedentary activities, such as watching television or playing video games;
- opportunities for physical activity will be incorporated into other subject lessons and after school activities;
- Classroom teachers will provide short physical activity breaks between lessons or classes, as appropriate.

#### Communications with Parents

- MSA recognizes that parents and guardians have a primary and fundamental role in promoting and protecting their children's health and well-being.
- MSA will support parents' efforts to provide a healthy diet and daily physical activity for their children.
- MSA encourages parents to pack healthy lunches and snacks and refrain from including beverages and foods without nutritional value.
- MSA will provide information about physical education and other school-based physical activity opportunities and will support parents' efforts to

provide their children with opportunities to be physically active outside of school.

#### Food Marketing

School-based marketing will be consistent with nutrition education and health promotion. As such, MSA will avoid food and beverage marketing to the promotion of foods and beverages that meet the nutrition standards for meals or for foods and beverages sold individually. Marketing of brands promoting predominantly low-nutrition foods and beverages is discouraged. The promotion of healthy foods, including fruits, vegetables, whole grains, and low-fat dairy products is encouraged.

#### Staff Wellness

MSA highly values the health and well-being of every staff member and will plan and implement activities and policies that support personal efforts by staff to maintain a healthy lifestyle.

### **F. Physical Activity Opportunities and Physical Education**

#### Daily Physical Education / Recess

All students in grades K-8 will engage in daily physical activity during the school day in the form of physical education class and/or recess for a minimum of **225 minutes/week**. Students in grades 9 – 12 will have a minimum of one semester of P.E. class during their high school years. Students will spend at least 50 percent of physical education class time participating in Moderate to Vigorous Physical Activity.

#### Periods of Activity

Periods of inactivity (one or more hours) is discouraged. When activities, such as mandatory school-wide testing, make it necessary for students to remain indoors for long periods of time, students should be given periodic breaks during which they are encouraged to stand and be moderately active.

#### Physical Activity Opportunities Before and After School

The dormitory recreation staff will offer extracurricular physical activity programs, such as physical activity clubs or intramural programs. The high schools, and middle schools as appropriate, will offer interscholastic sports programs. MSA will offer a range of activities that meet the needs, interests, and abilities of all students. After-school programs will provide and encourage daily periods of moderate to vigorous physical activity for all participants. **MSA will promote walking and/or biking to school when appropriate.**

#### Physical Activity and Punishment

Staff will not use physical activity (e.g., running laps, pushups) or withhold opportunities for physical activity (e.g., recess, physical education) as punishment.

### III. MONITORING AND POLICY REVIEW

The superintendent and designees will ensure compliance with the wellness policy and will submit an annual summary about MSA's compliance with this nutrition and physical activity wellness policy, based on input from faculty, staff, directors and administration, to the MSA board. The report will be shared with all MSA staff, students, parents and families, and any other interested parties.

Monitoring will be repeated on an annual basis to ensure policy compliance, assess progress and determine areas in need of improvement and/or revisions.

#### **Legal References:**

*Minn. Stat. § 121A.215 (Local School District Wellness Policy)*  
*42 U.S.C. § 1751 et seq. (Healthy and Hunger-Free Kids Act)*  
*42 U.S.C. § 1758b (Local School Wellness Policy)*  
*42 U.S.C. § 1771 et seq. (Child Nutrition Act of 1966)*  
*7 U.S.C. § 5341 (Establishment of Dietary Guidelines)*  
*7 C.F.R. § 210.10 (School Lunch Program Regulations)*  
*7 C.F.R. § 220.8 (School Breakfast Program Regulations)*  
*20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)*

#### **Local Resources:**

Minnesota Department of Education, [www.education.state.mn.us](http://www.education.state.mn.us)  
Minnesota Department of Health, [www.health.state.mn.us](http://www.health.state.mn.us)  
Action for Healthy Kids Minnesota, [www.actionforhealthykids.org](http://www.actionforhealthykids.org)  
United States Department of Agriculture, [www.fns.usda.gov](http://www.fns.usda.gov)