

Personnel Committee Meeting

Tuesday, December 7, 2021 3:15 PM

Tate Hall Conference Room, 615 Olof Hanson Drive, Faribault, MN 55021

1. **Call to Order**

2. **2022-2023 School Calendar Draft**

3. **Policies for Discussion**

A. Policy 303 - Academies Administrator
(Superintendent) Selection

B. 304 - Academies Administrator (Superintendent)
Contract, Duties and Evaluation

4. **Adjourn**

Minnesota State Academies for the Deaf and the Blind 2022-2023 (Pre-Draft)

July 2022						
S	M	T	W	T	F	S
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31						
August 2022						
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28	29	30	31			
September 2022						
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October 2022						
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November 2022						
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December 2022						
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Important Dates:
July 11-28: Summer School
TBD: MSA In-Services & Staff Workdays
TBD: Registration Day/Open House
TBD: First day of School/1st Semester
September 2-5: No School - Labor Day Weekend
September TBD: MSAD and MSAB Homecoming
October TBD: MSAB White Cane Day
October 19: Early Dismissal (Noon)
October 19: Parent-Teacher Conferences
October 20-21: No School - Ed. MN Conference
November 11: Veterans Day - School in session
November 24-25: No School - Thanksgiving Break
TBD: Teacher/Staff Workday
TBD: No School - Winter Break
TBD: Final Exams - 1st Semester
TBD: Last day of 1st Semester
TBD: Teacher/Staff Workday
January 16: No School - MLK Jr. Holiday
TBD: First Day of 2nd Semester
February 20: No School - Presidents Day
TBD: Early Dismissal (Noon)
TBD: Parent-Teacher Conferences
TBD: No School - Spring Break
April 10: No School - Long Weekend
May 29: No School - Memorial Day
TBD: Final Exams - 2nd Semester
TBD: Last Day of School/2nd Semester
June 19: Holiday - Juneteenth
June 19-30: Pathways to Life (MSAD)
Other: Curriculum Days?
Other: Major Events?

KEY
First and Last Day of Semester
Breaks - NO SCHOOL
Professional Development - NO SCHOOL
Half-Day - School Ends at Noon
Final Exam Days
Special Events
Holidays
1st semester - 88 days; 2nd semester - 86 days
Total Days of School= 174
Teacher Workdays = 180

January 2023						
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February 2023						
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March 2023						
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April 2023						
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May 2023						
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June 2023						
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MSA empowers every student to Achieve, Care, and Thrive in an ever-changing world.

MSAB - 400 6th Avenue SE, Faribault, Minnesota - 507.384.6700

MSAD - 615 Olof Hanson Dr., Faribault, Minnesota - 507.384.6600

NOTE Calendar/work days may change, depending on factors such as weather or other emergencies. Updates will be determined by the MSA board.

Approved by MSA Board - xx/xx/xxxx

Important Dates:

- *July 11-28: Summer School*
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- *June 19-30: Pathways to Life (MSAD)*
- *Other: Curriculum Days?*
- *Other: Major Events?*

Policy #: 303
Title: ACADEMIES ADMINISTRATOR (SUPERINTENDENT) SELECTION
Date of Initial Approval: NEW
Revision/Re-authorization Dates:
Reviewers: MSA Human Resources; MSA Board Personnel Committee

I. PURPOSE

The purpose of this policy is to convey to the Minnesota State Academies (MSA) community that the authority to select and employ an academies administrator (superintendent) is vested in the MSA board.

II. GENERAL STATEMENT OF POLICY

The MSA board shall employ a superintendent to serve as the chief executive officer of the MSA board and to conduct the daily operations of the Minnesota State Academies for the Deaf and the Blind.

III. QUALIFICATIONS

A. The MSA board shall consider applicants who meet or exceed the licensing standards set by the Minnesota Board of School Administrators and qualifications established in the job description for the superintendent position. State and federal equal employment and nondiscrimination requirements shall be observed throughout the recruitment and selection process.

B. The MSA board will consider professional preparation, experience, skill and demonstrated competence of qualified applicants in making a final decision.

IV. SELECTION

A. A process for recruitment, screening, and interviewing of candidates shall be developed by the MSA board. Whenever possible, this process should include the input of the MSA students, staff, and alumni.

B. The MSA board may contract for assistance in the search for a superintendent.

C. The MSA board shall work with the MSA Human Resources Director to specifically identify all conditions of employment mutually agreed upon with the superintendent. In so doing, the MSA board shall observe all requirements of state and federal law, MMB regulations, and MSA policy.

Legal References:

Minn. Stat. § 123B.143 (Superintendent)

Minn. Rules, Chapter 3512

Policy #: 304
Title: Academies Administrator (Superintendent) Appointment, Duties, and Evaluation
Date of Initial Approval: 03-27-2014
Revision/Re-authorization Dates: 03-24-2016; 01-24-2019
Reviewers: MSA Human Resources; MSA Superintendent; MSA Board Personnel Committee

I. PURPOSE

The purpose of this policy is to provide for the use of an appointment letter with the Minnesota State Academies (MSA) Academies Administrator (working title – Superintendent), a position description, and the use of an approved instrument to evaluate performance.

II. GENERAL STATEMENT OF POLICY

- A.** The superintendent's appointment letter shall be used to formalize the employment relationship and to identify all conditions of employment with the superintendent.
- B.** The duties for which the superintendent is accountable shall be set forth in a position description for the superintendent and shall be measured by a performance appraisal instrument approved by the governing board in consultation with the superintendent. The governing board shall use an instrument to periodically evaluate the performance of the superintendent.
- C.** The Academies Administrator (Superintendent) position is identified by the Commissioner of Minnesota Management and Budget as managerial and therefore covered by the Managerial Plan. The Academies Administrator (Superintendent) position is in the unclassified service (M.S. 125A.67, Subd.1). "Unclassified Service" defined by the Managerial Plan means all positions specifically designated as not being classified pursuant to M.S. 43A.08 and other enabling legislation. Unclassified employees do not accrue seniority; do not serve a probationary period; are not subject to the layoff provisions of this plan; and may be terminated at will.

Legal References:

Minn. Stat. § 125A.67, Subd. 1 (Academies' Administrator)