

Personnel Committee Meeting

Tuesday, January 11, 2022 3:15 PM

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

1. **Call to Order**
2. **Meeting Minutes Review**
3. **2022 - 2023 School Calendar**
4. **Adjourn**



Minutes of Personnel Committee Meeting Minnesota State Academies Board

A Personnel Committee Meeting of the Minnesota State Academies Board was held Tuesday, December 7, 2021, beginning at 3:15 PM in the Tate Hall Conference Room, 615 Olof Hanson Drive, Faribault, MN 55021.

Present: Superintendent Wilding, Nicole Halabi, Jessica Eggert, Bridget Flier, John Davis, Anne Grace Donatucci, Brittany Thomforde
Ex-Officio: Beth Hamilton and Mark Bromley
Minutes: Kim Barron

1. Call to Order

Superintendent Wilding called the meeting to order at 3:19 pm.

2. 2022-2023 School Calendar Draft

The group discussed the 2022-2023 school calendar draft. A survey will be sent out to staff and parents. We are still waiting on whether we can add more school days to the calendar. So far, the draft does not yet include various campus events, such as Homecoming.

Superintendent Wilding asked the group about the winter break. Next year, Christmas and New Year's Day falls on a Sunday. Should the winter break begin on Friday the 23rd, or should we move it earlier?

Mark Bromley stated that the MSAB teachers generally preferred to have the break start earlier (having the week prior to Christmas off instead of the week after January 1). John Davis agreed.

Superintendent Wilding will include this in the survey.

Should we shorten the winter break this year (begin right before Christmas and return right after New Years)?

Jessica Eggert shared that back when she was a student, the holiday break typically started on the Wednesday prior to Christmas Day and ended right after the New Year. She suggested keeping the winter break long, due to our unpredictable winter weather.

Mark Bromley suggested that if our winter break is shorter this year, we should offer more days off at other times through the year, such as the day after Mother's Day. Beth Hamilton asked whether Faribault Public Schools has announced their winter break dates yet. Superintendent Wilding said they had not.

Jessica Eggert asked about MSA students who attend mainstream classes at Faribault Public Schools – if their calendar is different than ours, then how would that work?

Superintendent Wilding responded that typically there are some options for the students. Most students will make arrangements with their teachers to get their work completed in advance. Sometimes if they still need to attend classes, we will provide dorm lodgings for them. Some are local students, so they can still attend classes. Superintendent Wilding said that Martin Luther King Jr. Day is a little earlier on the calendar in 2022. This is typically when the first semester ends. Should we keep it as is?

Faribault, Northfield and Owatonna public schools will have their spring break during the last week of March. Should we align our calendars with theirs?

Beth mentioned she noticed there were only 5 no-contact days listed, when there should be six. Superintendent Wilding replied that he had not yet counted the days in this draft, but he will make sure this is included.

Anne Grace Donatucci suggested including the no-contact days in the survey, as there was some confusion from this current school year.

Jessica Eggert asked why the International Studies trip was scheduled for summer 2022 instead of spring break. Superintendent Wilding responded that typically the trip happens during spring break, but due to the pandemic concerns, MSA moved it to summer.

Jessica Eggert then asked about the fundraiser and whether the students were doing the majority of the fundraising efforts, or if the teachers were doing it for them. Beth Hamilton responded that yes, the students are coordinating all efforts with support from staff.

3. Policies for Discussion

A. Policy 303 - Academies Administrator (Superintendent) Selection

Superintendent Wilding reiterated that there was not an immediate need to have this policy in place, but most schools have this type of policy on hand in case the need arises. This policy discusses the procedures for the Board selection of the superintendent. The Board can conduct public forums, and determine how the search and selection process will work. The policy also states the Board should get input from students, staff, and alumni. They may also elect to hire a headhunter firm to do the search process. Once the candidates are selected, the Board will work with Human Resources to go through the hiring process, aligning with MMB policy. This is a pretty straightforward policy, which will help our Board with the selection process in the future.

Brittany Thomforde questioned the need to include alumni in gathering input. Superintendent Wilding said that most public school districts involve their local district community, while MSA's community is mostly alumni. Many of our alumni have strong connections to our schools and want to be able to give their input. Brittany suggested the alumni be allowed to give input through other avenues, such as Site Council. However, the decision making process should be left to those who have a thorough understanding of the needs and operations of our schools. Perhaps the policy should be reworded to "stakeholders?"

John Davis and Bridget Flier agreed. "Stakeholder" is better as it is more neutral and allows the Board to have more flexibility in determining who should be

involved in the superintendent search process, as our stakeholder groups may change or evolve over time.

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

Superintendent Wilding stated this policy has not been changed – it is just due for reauthorization. This policy is important because it outlines the differences between the MSA superintendent's position and that of other state (non-academic) superintendents. This policy basically describes the MSA superintendent's position description, annual evaluations, and so forth.

The group did not have any feedback, so Superintendent Wilding will bring this to the next policy committee meeting, then post it for its first reading at the February Board meeting.

4. Adjourn

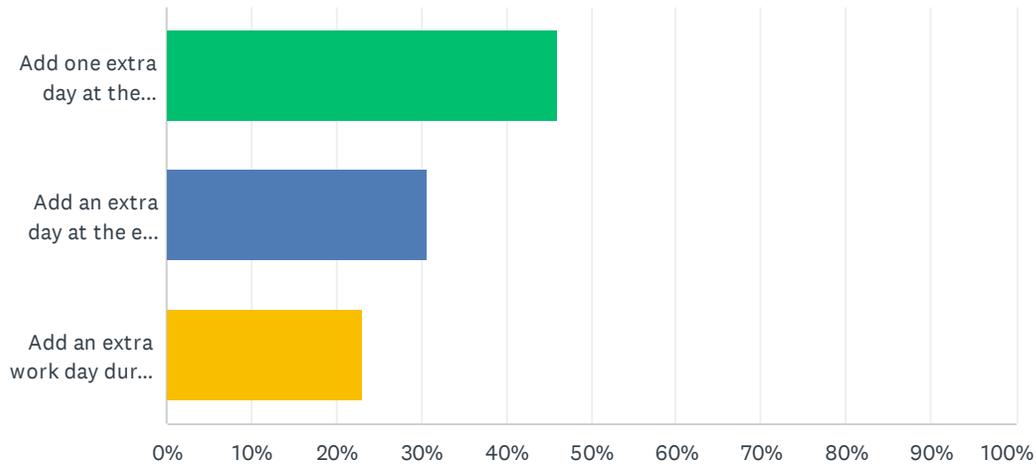
Superintendent Wilding adjourned the meeting at 3:46 PM.

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*
- *December 19-January 2: 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?*

Q1 For teachers/licensed staff (SRSEA) - which work day do you prefer? (We will keep the fixed 4 days at the beginning of the year and one day between semesters)

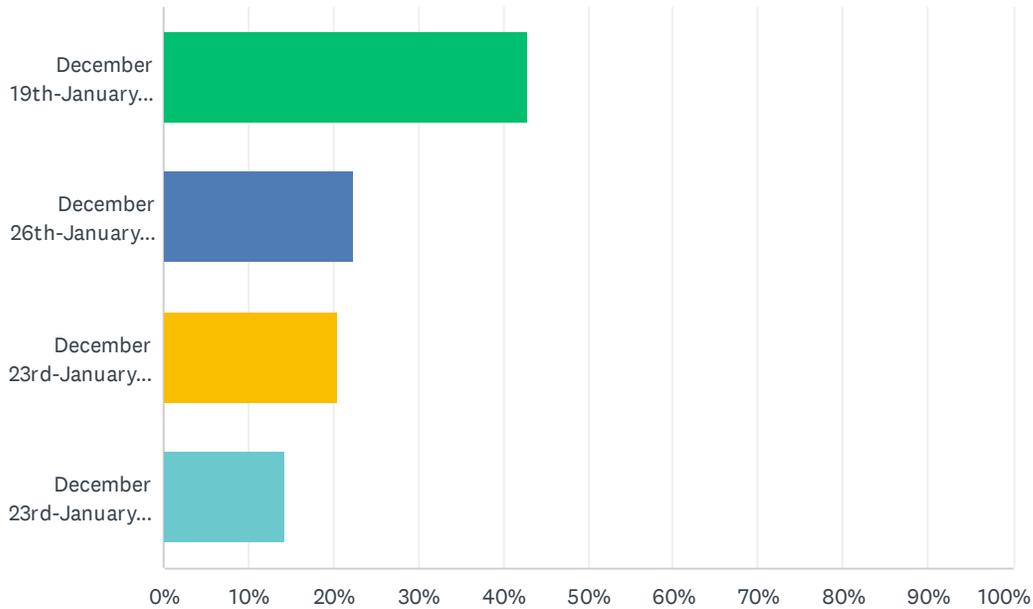
Answered: 26 Skipped: 24



ANSWER CHOICES	RESPONSES	
Add one extra day at the beginning of the year (5th day)	46.15%	12
Add an extra day at the end of the year	30.77%	8
Add an extra work day during the winter break (same day as the aides/dorm staff)	23.08%	6
TOTAL		26

Q2 For the winter break, we have a unique situation this year - both holidays (Christmas and New Year's Day) fall on a Sunday which means the Monday afterwards will be our holidays. Please select your preference below regarding when our winter break should start/end.

Answered: 49 Skipped: 1



ANSWER CHOICES	RESPONSES
December 19th-January 2nd (classes resume on January 3rd). This option means we will have to adjust the calendar in other ways to account for the extra day given to this break. (11 days)	42.86% 21
December 26th-January 6th (10 days)	22.45% 11
December 23rd-January 6th (classes ending on Thursday instead of Friday). This option also means an adjustment to the calendar in other ways to account for the extra day given to this break. (11 days)	20.41% 10
December 23rd-January 2nd (Classes ending on Thursday instead of Friday and resuming on Tuesday, January 3rd) This option means we will have to adjust the calendar in other ways, possibly resulting in an earlier end to the school year and loss of holiday pay for employees for Memorial Day) (7 days)	14.29% 7
TOTAL	49

Q3 For everyone - Any other ideas/suggestions that you'd like the committee to consider as we develop our 2022-2023 school calendar?

Answered: 12 Skipped: 38

#	RESPONSES	DATE
1	Plz add five days to the calendar. Or a reasonable number of days. TY Marty Duncan	12/14/2021 6:55 AM
2	Have quarterly work days without students for IEP meetings, catching up and prep.	12/13/2021 12:49 PM
3	Teacher work days should be at semester ends, January 20 and June 5. Teacher work days should be mostly free of SEPA supervision.	12/13/2021 12:09 PM
4	Veterans' Day falls on a Friday, instead of converting this day to holiday or comp time and deferring it to a day during Christmas break, schedule it as a holiday for all staff. OR schedule it as a holiday for all staff that have the option to convert it (except maybe give admin the option) and for those that defer it (SRSEA and MNA) make it a work day.	12/13/2021 9:29 AM
5	I think it would be beneficial to have the day before Thanksgiving off. A lot of surrounding districts have it off and it would be nice to have a day for the staff and students to get home before they potentially have to travel again for the holiday.	12/13/2021 9:07 AM
6	Add mothers day monday	12/12/2021 7:48 PM
7	Summer school Monday- Thursday with training on Friday!!! Day ending at 2:00pm	12/12/2021 5:59 PM
8	Please dont call Thanksgiving break on third week of Thursday in November. That offend indigenous people. Fall break is better	12/11/2021 11:27 AM
9	More longer weekends throughout the year would be nice if you can arrange that. :)	12/10/2021 9:06 PM
10	Please be consider and honor Hanukkah which starts on 19th next year. This year was terrible having to work and attend bb practices/games, missing few lights and family time. As for Thanksgiving, we really need to get students, staff and teachers off at noon instead of 2pm or 4pm for those who travel far. Thanks for doing this survey.	12/10/2021 7:11 PM
11	Full Thanksgiving break please!	12/10/2021 4:31 PM
12	If next year is anything like this year, one week off for thanksgiving or at least the following Monday would be appreciated	12/10/2021 4:22 PM

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

July 2022						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						
August 2022						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			
September 2022						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	
October 2022						
S	M	T	W	T	F	S
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9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					
November 2022						
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20	21	22	23	24	25	26
27	28	29	30			
December 2022						
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18	19	20	21	22	23	24
25	26	27	28	29	30	31

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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						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				
February 2023						
S	M	T	W	T	F	S
			1	2	3	4
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				
March 2023						
S	M	T	W	T	F	S
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
April 2023						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						
May 2023						
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7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			
June 2023						
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4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

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