

MSAB Site Council

Thursday, April 7, 2022 2:00 PM

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

1. Welcome and Roll Call

2. Approval of Previous Meeting Minutes

3. Reports

3.A. Policy and Procedure Review

3.A.1. Policy #303 - Academies Administrator
(Superintendent) Selection

3.A.2. Policy #743 - Petty Cash

3.A.3. Procedure #5200 - Supporting Transgender
and Gender-Expansive Students

3.B. Superintendent's Report

3.C. MSAB Director

3.D. MSA Board Representative From MSAB Site Council

3.E. Student Body Government

3.F. Site Council Chair

4. Old Business

4.A. Homecoming

5. New Business

6. Announcements

7. Adjournment

8. Committee Work

Minutes of MSAB Site Council

The meeting of the Minnesota State Academy for the Blind Site Council was held on Thursday, March 10, 2022, beginning at 2:00 p.m. via Zoom.

Members Present: Chair David Tanner, Vice Chair Sheila Koenig, Director John Davis, Rian Copeland, Tim Aune, Craig Hern, Michelle Baldeshwiler.

Absent Members: Terry Wilding, Brittany Thomforde, Jeffrey Peterson, Abby Winters, Harold Weber, Arianna Hansen, Kristin Oien, Jessica Hoffer, Christy Hanson.

1. **Welcome and Roll Call:** The Chair announced that there were not enough members present to achieve quorum. The MSAB site council will meet again next month on April 7th, 2022.

2. Reports

Superintendent's Report

- John Davis spoke on behalf of Terry Wilding. Site Council representatives are needed to attend the March 30th Board Meeting to join the work sessions on enrollment and school climate. If interested, please contact either John Davis or Terry Wilding.

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 community and stakeholders.

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 #: 743
Title: PETTY CASH
Date of Initial Approval: 11-29-2007
Revision/Re-authorization Dates: 03-07-2013; 01-23-2014; 08-23-2018
Reviewers: MSA Fiscal Services Director; MSA Finance Committee

I. POLICY

The Minnesota State Academies (MSA) shall maintain \$200.00 of the Imprest Fund in the **Fiscal Services Office** ~~Petty Cash locations selected by the Superintendent and the Campus Directors, with the advice of the Fiscal Services Director~~, to pay for small incidental expenditures under **\$25.00**, or for items in which the use of an Imprest Fund check is not appropriate or functional. (See MSA Policy #742). The Petty Cash Fund will be replenished through the Imprest Fund.

All petty cash expenditures require pre-approval from the employee's immediate supervisor.

The Petty Cash Fund can only be used for school-related expenses and shall not be used to cash any checks for employees or others. No employees or individuals are allowed to borrow from the Petty Cash Fund for personal use.

The **Fiscal Services Director Business Office** shall conduct unannounced counts of the Petty Cash Fund on a periodic basis.

The Petty Cash Fund shall not be used to reimburse employee for reimbursable expenses, which should be claimed on an employee's expense report.

II. ~~DEFINITIONS~~

~~**Support:** The resources and individual strategies necessary to promote the development, education, interests, and personal well-being of individuals choosing the Minnesota State Academies.~~

III. PROCEDURE

A. The **Fiscal Services Director superintendent** shall appoint **and train** designees **within the Fiscal Services Department** to serve as custodians of the Petty Cash Fund. ~~at selected locations.~~

B. The Petty Cash Fund will be securely stored in **the Fiscal Services vault**. ~~a locked file, drawer, or non-removable cabinet.~~

C. The designated custodian shall review all requests for use of petty cash, taking into consideration **supervisor approval**, fiscal constraints, state policy, appropriate reimbursement rules and program needs before authorizing the expenditure. This authorization shall be documented.

D. Receipts for petty cash along with sufficient explanation to meet MSA requirements shall be fully completed and stored with the petty cash funds until the next reporting

date. The total of the receipts and the cash must always equal \$200.00 (the established amount of the fund).

- E. The employee must obtain an itemized invoice/receipt from the vendor for each expenditure. In the event that receipts are not available, the employee must complete an affidavit attesting to the use of the funds and the reason that an invoice/receipt was not obtained.
- F. The designated custodian will review the petty cash receipts and the vendors' invoice/receipt for accuracy, adequate completion, and proper authorization. Any discrepancies must be resolved with the employee and missing information completed immediately. In the event that receipts are not available, an affidavit will be completed in accordance with Step E above.
- G. At the end of each quarter, or when needed, the designated custodian shall request replenishment of their Petty Cash Fund by completing a detailed accounting voucher and a requisition form for the Imprest Checking Account Fund. The requisition form and accounting voucher will be reviewed and approved by the Fiscal Services Director and an Imprest check shall be written to reimburse the Petty Cash Fund. The check shall be made payable to Petty Cash Fund, cash or to the bank.
- H. The Petty Cash Fund ~~at all locations~~ may be selected for a surprise count at any time by ~~an authorized individual of the MSA Business Office~~, the Office of the Legislative Auditor, or the Minnesota Management and Budget (MMB).

Procedure #5200
Title: SUPPORTING TRANSGENDER AND GENDER-EXPANSIVE STUDENTS
Category: Students
Date of Initial Approval: NEW
Revision/Reauthorization Dates:
Reviewers: MSA Department Supervisors

I. PURPOSE

The purpose of this procedure is to establish expectations and guidelines for the Minnesota State Academies (MSA) to address the needs and concerns of transgender and gender-expansive students to ensure safe, supportive, and healthy school environments where every child can learn. These guidelines are intended to:

- 1) ensure that all students are welcomed, valued, included, and respected;
- 2) to help schools ensure safe learning environments free of discrimination, harassment, and bullying; and
- 3) to promote the educational and social integration of transgender and gender-expansive students.

These Guidelines do not and cannot anticipate every situation that may occur, as every student is unique. The support for each student must be assessed and addressed individually based upon the student's specific requests and needs.

This Procedure is supported by MSA Policies - 102 (Equal Education Opportunity), 110 (Educational Excellence and Equity), 413 (Harassment and Violence), 515 (Bullying Prohibition Policy), 515 (Protection and Privacy of Pupil Records), 522 (Title IX Sex Nondiscrimination Policy, Grievance Procedure and Process), and 525 (Violence Prevention).

II. DEFINITIONS

The definitions contained in the policy are not intended to label students, but rather to assist in understanding this policy and the legal obligations of MSA staff members. It is recognized that students might or might not use these terms to describe themselves.

“Gender Identity” is a person's deeply held sense or psychological knowledge of their own gender, regardless of the sex or gender they were assigned at birth. A person's gender identity can be the same or different than the sex or gender assigned at birth.

“Gender Expression” refers to the manner in which a person represents or expresses that person's gender identity to others, often through behavior, clothing, hairstyles, activities, or mannerisms.

“Transgender/Trans” describes people whose gender identity or expression is different from that traditionally associated with an assigned sex at birth.

“Gender Non-Conforming” describes people whose gender expression differs from social expectations, such as “feminine” boys, “masculine” girls, and those who are perceived as androgynous. This phrase also includes people who identify outside traditional gender categories.

“Gender-expansive” describes someone with a more flexible gender identity than might be associated with a typical gender binary.

III. **PRIVACY**

All students have a right to privacy, including the right to keep private one’s transgender or gender expansive status at school. Transgender and gender-expansive students have the right to discuss and express their gender identity and expression openly and to decide when, how, and with whom to share private information, well as to determine what information will be shared.

To ensure the safety and well-being of the student, MSA staff members shall not disclose a student’s gender identity, sex assigned at birth, transgender identity, or information that may reveal a student’s gender identity (e.g., birth name) to anyone, including, but not limited to, other staff members, students, or parents of other students, unless such disclosure has been authorized by the student or their parent(s)/guardian(s). If such a disclosure is necessary, it will be documented in writing and should be discussed with the student in advance.

Information about a student’s transgender or gender-expansive status, legal name, or gender assigned at birth may constitute private data under state and federal law. MSA staff members shall not disclose information that may reveal a student’s transgender or gender-expansive status to others, including parents and other staff members, unless legally required to do so or unless the student has authorized such disclosure.

In some cases, transgender or gender-expansive students may feel more supported and safer if other students are aware that they are transgender or gender-expansive. In such cases, MSA staff should work closely with the student, family, and other staff members on a plan to inform and educate the student’s peers and shall document the plan. In some circumstances, it may also be appropriate to engage external resources to assist with educational efforts.

IV. **OFFICIAL SCHOOL RECORDS**

MSA is required to maintain a mandatory and permanent student record (“official record”) that includes a student’s legal name and gender. MSA is not required to use a student’s legal name and gender on other school records or documents.

MSA will change a student's official record to reflect a change in legal name or gender upon receipt of documentation that such change has been made pursuant to a court order or other official government action.

In situations where MSA staff members or administrators are required by law to use or report a transgender or gender-expansive student's legal name or gender, such as for purposes of standardized testing, MSA staff members and administrators shall adopt practices to avoid the inadvertent disclosure of confidential or private information relating to a student's gender identity or gender expression.

V. STUDENT NAMES, PRONOUNS, AND GENDER MARKERS

A student has the right to request that the student be referred to by a name and pronouns that correspond to the student's gender identity by all MSA staff members and fellow students. Parent(s)/Guardian(s) have a right to request that MSA change the student's name and/or gender marker in the school's student information system. A court-ordered name change or official gender change is not required, and the student is likewise not required to change the school's official records in order to be addressed by the name and pronouns that correspond to the student's gender identity.

VI. GENDER-SEGREGATED ACTIVITIES

To the extent possible, schools should reduce or eliminate the practice of segregating students by gender.

VII. GENDER-SEGREGATED FACILITIES

Transgender and gender-expansive students shall have access to gendered facilities and school-sponsored programs that are consistent with the student's gender identity. This includes, but is not limited to, multi-stalled gendered restrooms, locker rooms, and school programs, trips, and athletic programs.

a. Restroom Accessibility

Pursuant to state law, students shall have access to the restroom that corresponds to their gender identity asserted at school:

- 1) Any student who has a need or desire for increased privacy, regardless of the student's gender identity or expression, and regardless of the underlying reason for the student's need or desire for increased privacy, should be provided access to a single user restroom.
- 2) No student shall be required to use a single user restroom because they are transgender or gender-expansive.
- 3) MSA shall work with each gender-expansive student to determine which restrooms are most comfortable for the student.
- 4) In no case shall a transgender or gender-expansive student be required to use a restroom that conflicts with the student's gender identity.

b. Locker Room Accessibility

The use of locker rooms by transgender and gender-expansive students shall be assessed on an individualized basis with the goals of maximizing the student's social integration and equal opportunity to participate in physical education classes and sports and other school activities, ensuring the student's safety and comfort, and minimizing stigmatization of the student.

- 1) Unless the student requests otherwise, transgender and gender-expansive students should have access to the locker room that corresponds to the student's gender identity asserted at school, like all other students.
- 2) Any student who has the need or desire for increased privacy, regardless of the student's gender identity or expression, and regardless of the underlying reason for the student's need or desire for increased privacy, should be provided with a reasonable alternative changing area such as the use of a private area (e.g., a nearby restroom stall with a door, an area separated by a curtain, a physical education instructor's office in or near the locker room, or a nearby health office restroom), or with a separate changing schedule (e.g., using the locker room that corresponding to gender identity before or after other students).
- 3) Any alternative arrangement should be provided in a manner that protects the student's ability to keep the student's transgender or gender-expansive status confidential.
- 4) MSA shall work with each gender-expansive student to determine which restrooms and locker room facilities are most comfortable for the student.
- 5) In no case shall a transgender or gender-expansive student be required to use a locker room that conflicts with the student's gender identity.

VIII. PHYSICAL EDUCATION, HEALTH EDUCATION CLASSES, AND INTRAMURAL SPORTS

Transgender and gender-expansive students shall be permitted to participate in physical education classes, health education classes, and intramural sports/activities in a manner consistent with their gender identity or in a manner that allows the student to feel the safest, included, and most comfortable.

Students in physical education classes may be grouped by ability, so long as a student's ability is based on objective standards of individual performance. A student's gender identity shall not be considered when assessing ability.

Physical education and health education teachers and staff will make their best efforts not to divide students based on sex assigned at birth or gender identity during any activities or classes.

IX. SCHOOL TRIPS

All students shall be permitted to participate in all school trips in a manner that corresponds with their gender identity or in a manner that allows the student to feel the safest, included, and most comfortable. In planning school trips, staff members are expected to assess the student's need in collaboration with the student and/or

the student's parent(s)/guardian(s) and make reasonable efforts to provide an accommodation that is acceptable to the student. Accommodations will be discussed in advance of the trip on a case-by-case basis and will be documented in writing.

X. DRESS CODES

Transgender and gender-expansive students have the right to dress in a manner consistent with their gender identity or gender expression, including at school-sponsored functions such as dances, after school activities, and graduation. MSA rules regarding clothing will be enforced consistently, regardless of a student's gender identity or expression.

A student whose gender expression is different from expectations based on the student's sex assigned at birth will not be considered disruptive of the educational process or as an interference with the maintenance of a positive teaching/learning climate.

XI. INTERSCHOLASTIC COMPETITIVE SPORTS TEAMS/ACTIVITIES

Transgender and gender-expansive students shall be permitted to participate in interscholastic athletics in a manner consistent with their gender identity and in compliance with the applicable regulations of the Minnesota State High School League (MSHSL).

XII. STAFF TRAINING AND COMPLIANCE

All MSA staff members shall be informed of the existence of this procedure. MSA will provide training on these guidelines and how to support transgender or gender-expansive students at reasonable intervals, to be determined by the campus director.

MSA staff members who refuse to abide by this procedure may be subject to disciplinary actions, up to and including termination, as set forth in the relevant employee discipline policy. This includes a staff member's persistent refusal to respect a student's gender identity, for example by consistently referring to the student by a name or pronoun that does not correspond with the student's gender identity.

XIII. DISCRIMINATION/HARASSMENT/BULLYING

It is the policy of the Minnesota State Academies to maintain a safe and supporting learning and educational environment that is free from harassment, intimidation, violence, and/or bullying and free from discrimination on account of gender, gender identity, and gender expression.

Complaints alleging discrimination or harassment based on a student's actual or perceived transgender status or gender non-conformity generally are to be handled in the same manner as sex discrimination, harassment or bullying complaints. For information about the types of conduct that constitute violation of MSA's policy on harassment and violence and MSA procedures for addressing such complaints, refer

to the MSA policy on harassment and violence (Policy 413). For information about the types of conduct that constitute violation of MSA's policy on bullying and the MSA procedures for addressing such complaints, refer to MSA's policy on bullying (Policy 514).