

Policy Committee Meeting

Monday, November 25, 2024 3:00 PM

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

1. **Call to Order**

2. **Meeting Minutes Review**

3. **Policies to Review from MSBA - None**

4. **Policies to Review for a Second Reading**

4.A. Policy 202 - MSA Board Officers and Meetings

4.B. Policy 526 - Hazing Prohibition

5. **Policies to Review Before Revision**

5.A. Policy 750 - MN Resource Library Acquisition
and Collection

6. **Policies to Review Prior to a First Reading**

6.A. Policy 512 - School Sponsored Student
Publications and Activities

7. **Policies to Review for Reauthorization**

7.A. Policy 209 - MSA Board Code of Conduct

8. **Adjourn**



Minutes of Policy Committee Meeting Minnesota State Academies Board

A Policy Committee Meeting of the Minnesota State Academies Board was held on Monday, October 28, 2024, beginning at 3:00pm in the Tate Hall Conference Room or through zoom platform.

Present: Terry Wilding - Superintendent; Mary Cashman-Bakken – Board Member; Hernan Moncada – Board Member; Katie Wangberg – Board Member; Bridget Flier – HR Director; Sarah Allen – MSAB Paraprofessional Supervisor

Absences: Ryan Johnson – MSA Director

1. Call to Order at 3:05pm
2. Meeting Minutes Review - approved
3. Policies to Review from MSBA: None
4. Policies to Review for a Second Reading: None
5. Policies to Review Before Revision –
 - A. Policy 625 - Inclement Weather
 - Under 3A - The word “prudent” can we use a different word?
 - Under 3B supervisor can deny the leave but it does not matter because the employee still will not come into work. Terry will check into the new ESST law because this may affect how this is worded.
Terry will make these changes and bring back to the next policy meeting.
 - B. Policy 903 - Visitors to MSA Building and Sites
No changes – move to the next ILT meeting.
 - C. Policy 904 - Distribution of Materials on MSA Property by Non School Persons.
No changes – move to the next ILT meeting.
 - D. Policy 906 - Community Notification of Predatory Offenders
Mary suggested a picture be shown so students can know what the person looks like. Terry mentioned that he thinks we are not allowed to post it on a board, but we do post pictures in a binder. Terry mentioned that we need to improve on the process of getting the word out to staff. Mary suggested we make the students aware of the person.

Terry will ask the local police department what would be the best approach and then make changes and bring this back to the next policy meeting.

6. Policies to Review Prior to a First Reading: None

7. Policies to Review for Reauthorization: None

8. Adjourn at 3:38pm

Policy #: 202
Title: MSA BOARD OFFICERS AND MEETINGS
Date of Initial Approval: 04/25/2019
Revision/Re-authorization Dates: 09/29/2021
Reviewers: MSA Board Policy Committee

I. PURPOSE

The purpose of this policy is to provide structure and clarity to the composition and operations of the Governing Board for the Minnesota State Academies (MSA Board).

II. MEMBERSHIP

The MSA Board consists of 7 voting members and 2 non-voting ex-officio members (MS 125A.62). The voting members are appointed by the governor with the advice and consent of the Minnesota Senate, including the following representatives:

- 1) One present or former superintendent of an independent school district;
- 2) One present or former special education director;
- 3) The commissioner of education, or the commissioner's designee;
- 4) One member of the blind community;
- 5) One member of the deaf community;
- 6) Two members of the general public with business, administrative, or financial expertise;
- 7) One nonvoting, unpaid ex-officio member appointed by the site council for the State Academy for the Deaf (MSAD)
- 8) One nonvoting, unpaid ex-officio member appointed by the site council for the State Academy for the Blind (MSAB)
(Within the site council bylaws for each campus, it has been determined that the vice-chair of each campus' site council will be the ex-officio members of the board.)

III. OFFICERS

The officers of the MSA Board shall be the Chair, Vice-Chair, and Officer of Business Affairs, who shall be elected at the annual organizational meeting. The term of office for officers shall be one year, or until a successor is elected. No member shall serve more than two consecutive years as Chair of the MSA Board.

Duties of the Officers

1. Chair:

The Chair of the MSA Board shall preside at all board meetings and perform all other duties as prescribed by law or by the board. The chair also presides over the MSA Board Executive Committee meetings and appoints chairs/members of all other MSA Board committees. The chair is responsible for collaborating with the MSA superintendent to develop the agenda for each board meeting. The chair represents the MSA Board in all actions and performs all duties a chair usually performs.

Biweekly, the chair must approve the MSA superintendent's time sheet in the state's Self-Service Time Entry system. In the event that the chair is unavailable to do so, the task will fall to the MSA Director of Fiscal Services.

2. Vice-Chair:

The Vice-Chair of the MSA Board shall perform the duties of the chair in the event of the chair's temporary absence. The Vice-Chair also serves on the Executive Committee.

3. Officer of Business Affairs:

The Officer of Business Affairs of the MSA Board shall sign approved board meeting minutes and other official documents, as necessary. The Officer of Business Affairs also serves on the Executive Committee and chairs the MSA Board Finance Committee (*MS123B.14 Subd. 1*). The Officer of Business Affairs also performs the duties of the chair in the event of the chair and vice-chair's temporary absence.

The Officer of Business Affairs does not need to be a member of the MSA Board and can be appointed by the Chair if board members are unavailable to serve in this capacity. If the Office of Business Affairs is not a member of the board, the MSA Chair shall appoint a board member to chair the MSA Board Finance Committee.

Academies Administrator (Superintendent)

The superintendent is an ex-officio member of the MSA Board (*MS123B.14, Subd. 1*) and is hired at the discretion of the Board (*MSA Policy 304 – Academies Administrator (Superintendent) Appointment, Duties, and Evaluation*). The superintendent assists in the development of agendas and also serves on all board committees. The superintendent shall perform such duties as provided in the superintendent position description and as assigned by the chair, or by board action.

Vice Chairs of Site Councils

The vice chairs of each campus' site council serve as ex-officio members of the MSA Board and are responsible for communicating information, ideas, and proposals between the board and the site council that they represent. They are encouraged to gather input from the site council representatives on the posted agenda items and share that information during discussion of motions being considered.

IV. TRANSACTION OF BUSINESS

The MSA Board may transact official business only when in an official meeting publicly announced pursuant to Minnesota Open Meeting Law (*MS13D*). All meetings must be in Faribault (*MS 125A.62A, Subd.3*). An orderly board meeting allows members to participate in discussion and decisions regarding school district issues. Rules of order allow board members the opportunity to review school-related topics, discuss school business items, and bring matters to conclusion in a timely and consistent manner.

Rules of order for MSA Board meetings shall be as follows:

- A. Minnesota Statutes where specified;
- B. Minnesota State Academies Policies where specified;
- C. Specific rules of order as provided by the MSA Board, consistent with Minnesota statutes; and

- D. Robert's Rules of Order, Revised (latest edition) when not inconsistent with A. and B. above.

To ensure that board meetings are conducted in an orderly fashion, the board will follow rules of order which allow the board (*MSA Board Procedure #2000 – MSA Board Meeting Rules of Order*):

- To establish guidelines by which the business of the board can be conducted in a regular and internally consistent manner;
- To organize meetings so that all necessary matters can be brought to the board and decisions of the board can be made in an orderly and reasonable manner.
- To ensure that members of the board have necessary information to make decisions on substantive issues and to ensure adequate discussion of decisions to be made; and
- To ensure that meetings and actions of the board are conducted in a manner that informs the staff and the public; and to produce a clear record of actions taken and decisions made.

For questions and guidance regarding legal issues, the board may consult with legal counsel through the Attorney General's office.

V. ORDER OF REGULAR MSA BOARD MEETINGS

- A. Call to Order
- B. Pledge of Allegiance
- C. Adoption of Agenda
- D. **Open Forum**
- E. Public Comment
- F. Consent Agenda (consent agenda items are approved by one motion unless a board member requests separate action)
 - a. **Policies for reauthorization**
- G. Action Items
 - a. New Items
 - b. Unfinished Items (if any)
 - c. **New or Updated** policies for approval
- H. Informational Items (reports)
- I. **Board Committee** Reports
- J. Policies for a First Reading
- K. Announcements
- L. Adjournment

*The board may depart from the usual order of business with the consent of the majority of members present.

VI. AGENDA OF MSA BOARD MEETINGS

- A. While all board members may provide input, it shall be the responsibility of the board chair and superintendent to develop, prepare, and arrange the order of items for the tentative board meeting agenda for each board meeting.
- B. Persons wishing to place an item on the agenda must make a request to the board chair or superintendent in a timely manner. The person making the request

is encouraged to state the person's name, purpose of the item, action desired, and pertinent background information. The chair and superintendent shall determine whether to place the matter on the tentative agenda. Site councils of each campus are also encouraged to request items to be placed on the agenda as necessary, following the same procedure.

- C. The tentative agenda and supporting documents shall be made accessible and sent (via mail, electronic means, or public posting) to the board members in advance of meetings, giving them at least three (3) days to review information and materials prior to the scheduled board meeting. The agenda becomes official upon approval by the full board at the beginning of each meeting. When the proposed agenda is posted for the members of the board, it will also be available to staff and the public via the MSA website.
- D. Items may only be added to the agenda by a motion adopted at the meeting. If an added item is acted upon, the minutes of the board meeting shall include a description of the matter.
- E. At least one copy of any printed materials, including electronic communications, relating to the agenda items of the meeting prepared or distributed by or at the direction of the board or its employees and: (i) distributed at the meeting to all members of the board; (ii) distributed before the meeting to all members; or (iii) available in the meeting room to all members shall be available in the meeting room for inspection by the public while the board considers their subject matter. A copy will also be made available to the public via the MSA website. This does not apply to materials classified by law as other than public or to materials relating to the agenda items of a closed meeting.

VII. CONSENT AGENDAS

- A. The superintendent, in consultation with the board chair, may place items on the consent agenda. By using a consent agenda, the board has consented to the consideration of certain items as a group under one motion. When a consent agenda is used, appropriate amounts of discussion time will be allowed to review any item upon request.
- B. Consent items are those which usually do not require discussion or explanation prior to board action, are noncontroversial and/or similar in content, or are items which have already been explained and/or discussed and do not require further discussion or explanation. Such agenda items might include routine tasks such as, but not limited to, approval of previous meeting minutes, approval of per-diem payments, routine resolutions, etc. Consent items may also include similar groups of decisions such as, but not limited to, approval of contracts, staff hiring, and/or schedules.
- C. Items may be removed from the consent agenda by a timely request by an individual board member for independent consideration. A request is timely if made prior to the vote on the consent agenda. The request does not require a second or a vote by the board. An item removed from the consent agenda will then be assigned by the chair to an appropriate place on the agenda.

- D. Consent agenda items are approved en masse by one vote by the board. The consent agenda items shall be recorded separately in the minutes.

VIII. BOARD MEETING MINUTES AND RECORDINGS

- A. The MSA Board must maintain records of board meetings so that they are available for inspection by members of the general public and to provide for publication of its meeting minutes in compliance with the law. All board meetings will be recorded to the extent possible. The recordings of the meetings will be kept on file, on an independent digital device, in the superintendent's office for 3 years (*MSA records retention schedule*). Members of the public may listen to or make copies of the recordings but may not remove the recordings from the superintendent's office.
- B. The superintendent's office shall keep and maintain permanent records of the board, including records of the minutes of board meetings and other required records of the board. All votes taken at meetings required to be open to the public pursuant to the Minnesota Open Meeting Law shall be recorded in minutes of each meeting. Public records maintained by MSA shall be available for inspection by members of the public during MSA's regular business hours. Minutes of meetings shall be available for inspection at the superintendent's office after they have been prepared. Minutes of a board meeting shall be approved or modified by the board at a subsequent meeting, which action shall be reflected in the official proceedings of that subsequent meeting.
- C. Recordings of Closed Meetings
- a. All closed meetings, except those closed as permitted by the attorney-client privilege, must be electronically recorded at the expense of MSA. Recordings of closed meetings shall be made separately from the recordings of an open meeting to the extent such meetings are recorded. If a meeting is closed to discuss more than one (1) matter, each matter shall be separately recorded.
 - b. Recordings of closed meetings shall be preserved by MSA for three years after the meeting (*MSA Records Retention Schedule*)
 - c. Recordings of closed meetings shall be classified by MSA as protected non-public data that is not accessible by the public or any subject of the data, with the following exceptions:
 - i. Recordings of meetings related to the purchase or sale of property shall be classified as public data and made available to the public after all real or personal property discussed at the meeting has been purchased or sold or MSA has abandoned the purchase or sale.
 - ii. Recordings of any other closed meetings shall be classified and/or released as required by court order.
 - d. Recordings of closed meetings shall be maintained separately from recordings of open meetings, to the extent recordings of open meetings are maintained by the school district, with the exception of recordings that have been classified as public data as set forth in *subparagraph c* above.

Recordings of closed meetings classified as non-public data also shall be maintained in a secure location, separate from recordings classified as public data.

- i. Recordings of closed meetings shall be maintained in a manner to easily identify the data classification of the recording. The recordings shall be identified with at least the following information:
 1. The date of the closed meeting;
 2. The basis upon which the meeting was closed (i.e.: purchase or sale of real property, educational data, etc.); and
 3. The classification of the data.
- ii. Recordings of closed meetings related to the purchase or sale of property shall be maintained and monitored in a manner that reclassifies the recording as public upon the occurrence of an event reclassifying that data as set forth in *subparagraph c* above.

D. Publication of Official Board Meeting Minutes

The MSA board shall ensure that the minutes of each meeting to be published on the MSA website within ten (10) days after they have been approved by the board.

- a. The minutes must include the substance of all official actions taken by the board at any regular or special meeting, and at minimum, must include the subject matter of a motion, the persons making and seconding the motion, a listing of how each member present voted on the motion, the character of resolutions offered including a brief description of their subject matter and whether adopted or defeated.
- b. The minutes to be published must cover all essential elements of the meeting, following the outline of the posted agenda for that meeting. The minutes shall be written in a clear and coherent manner and shall, to the extent possible, avoid the use of technical or legal terms not generally familiar to the public. The posted minutes shall clearly indicate that accessible versions are available at the superintendent's office and that an electronic copy of the minutes, without attachments, is available for no cost. Paper copies will be made available to individuals at their expense.
- c. The official minutes of board meetings, signed by the Officer of Business Affairs, will be kept on file in the superintendent's office.

IX. OPEN MEETINGS AND CLOSED MEETINGS

- A. The MSA board embraces the philosophy of openness in the conduct of its business, in the belief that openness produces better programs, more efficiency in administration of programs, and an organization more responsive to public interest and less susceptible to private interest. The MSA board shall conduct its business under a presumption of openness. At the same time, the board recognizes and respects the privacy rights of individuals as provided by law. The board also recognizes that there are certain exceptions to the Minnesota Open Meeting Law as recognized in statute where it has been determined that, in

limited circumstances, the public interest is best served by closing a meeting of the MSA board.

- B. Except as otherwise expressly provided by statute, all meetings of the MSA board shall be open to the public. Meetings shall be closed only when expressly authorized by law. (Minn. Stat. Ch. 13D - Open Meeting Law) For the purposes of this policy, "Meeting" means a gathering of at least a quorum or more members of the MSA board, or quorum of a committee or subcommittee of board members, at which members discuss, decide, or receive information as a group on issues relating to the official business of the MSA board. The term does not include a chance or social gathering or the use of social media by members of a public body so long as the social media use is limited to exchanges with all members of the general public. For purposes of the Open Meeting Law, social media does not include e-mail.
- C. Although MSA is a school district in relation to state requirements for licensing, standards, and special education, etc., MSA is also a state educational institution (Minn. Stat. sec. 125A.61), thus our board is a state board rather than a school district board and subject to the requirements of a state board. The MSA board members are appointed by the governor and meetings must be held in Faribault. Members may participate in meetings via phone (or other electronic means). Members are expected to regularly attend scheduled board meetings or inform the chair or superintendent in advance of their absence. In the event that a board member has three consecutive unexcused absences, the chair may take appropriate action in accordance with Minn. Stat. sec. 15.0575.
- D. Regular Meetings:
 - a. A schedule of the regular meetings of the MSA board shall be kept on file at the superintendent's office. If the board decides to hold a regular meeting at a time or place different from the time or place stated in its schedule, it shall give the same notice of the meeting as for a special meeting.
 - b. The board shall, at its June organizational meeting, adopt a regular meeting schedule for the next school year. The schedule shall include all regular board meetings, standing committee meetings, and the date, time, and location of those meetings. The schedule will be posted on the MSA website and on the official posting site in Tate Hall, across the hallway from the MSA superintendent's office.
- E. Organizational Meeting:
 - a. During the last regular meeting of the year (usually in June, pending the appointment of members to ensure a full board), the MSA board will hold an organizational meeting to complete the following tasks:
 - b. Introduce new members – administer the Oath of Office; make plans for Board Orientation and Training, if not already completed.
 - c. Review the Board Code of Conduct/Code of Ethics.
 - d. Elect Board Officers (MSA Board Procedure #2001).
 - e. Establish meeting schedule for the next school year.
 - f. Begin consideration of appointments to standing committees.

- g. Approve the annual budget for the next Fiscal Year.
- h. Approve any adjustments to the MSA organizational chart.
- i. Approve any adjustments to the MSA Parent-Student Handbook.
- j. Approve memberships and appointments for MSA operations (i.e.; MSHSL membership; MDE official with Authority, etc.)
- k. Review and Reauthorize policies with annual review dates.
- l. Finalize the superintendent's evaluation with a summary of information shared during closed evaluation meeting.
- m. Review Strategic Plan Annual Reports and any other reports required in MSA policies.

The board may vote to postpone actions listed above to a subsequent meeting if needed except for the annual budget which must be completed by June 30th of each year.

F. Special Meetings:

- a. For a special meeting, the MSA board shall post written notice of the date, time, place, and purpose of the meeting on the official posting site in Tate Hall, and the MSA website. The board's actions at the special meeting are limited to those topics included in the notice.
- b. The notice shall also be shared with each person who has filed a written request for notice of special meetings.
- c. This notice shall be posted and shared at least three days before the date of the meeting. The board shall publish the notice at least three days before the meeting on the MSA website.
- d. A person filing a request for notice of special meetings may limit the request to particular subjects, in which case the board is required to send notice to that person only concerning those particular subjects. The request expires at the end of each school year (after the June organizational meeting) and must be renewed if the individual wishes to continue receiving notices for the subsequent school year.

G. Emergency Meetings:

- a. An emergency meeting is a special meeting called because of circumstances that, in the judgment of the board, require immediate consideration.
- b. If matters not directly related to the emergency are discussed or acted upon, the minutes of the meeting shall include a specific description of those matters.
- c. The board shall make good faith efforts to provide notice of the emergency meeting to stakeholders and post a notice on the MSA website.
- d. Notice of the emergency meeting shall be given by telephone or any other method used to notify the members of the board.
- e. The notice shall include the subject of the meeting. Posted or published notice of an emergency meeting is not required.
- f. The notice requirements for an emergency meeting as set forth in this policy shall supersede any other statutory notice requirement for a special meeting that is an emergency meeting.

H. Recessed or Continued Meetings:

If a meeting is a recessed or continued session of a previous meeting, and the time and place of the meeting was established during the previous meeting and recorded in the minutes of that meeting, then no further published or mailed notice is necessary.

I. Closed Meetings:

The notice requirements of the Minnesota Open Meeting Law apply to closed meetings. MSA Board meetings may be closed for the following reasons:

a. Preliminary Consideration of Charges

The board shall close one or more meetings for preliminary consideration of any allegations or charges against the superintendent. If the board members conclude that discipline of any nature may be warranted as a result of those specific charges or allegations, further meetings or hearings relating to those specific charges or allegations held after that conclusion is reached must be open. A meeting must also be open at the request of the individual who is the subject of the meeting.

b. Performance Evaluations

The board may close a meeting to evaluate the performance of the superintendent. At its next open meeting, the board shall summarize its conclusions regarding the evaluation. A meeting may be open at the request of the individual who is the subject of the meeting.

c. Attorney-Client Meeting

A meeting may be closed if permitted by the attorney-client privilege. Attorney-client privilege applies when litigation is imminent or threatened, or when the board needs advice above the level of general legal advice, i.e., regarding specific acts and their legal consequences. (Note: The board's legal counsel of record is the Minnesota Attorney General's Office) A meeting may be closed to seek legal advice concerning litigation strategy, but the mere threat that litigation might be a consequence of deciding a matter one way or another does not, by itself, justify closing the meeting. The motion to close the meeting must specifically describe the matter to be discussed at the closed meeting, subject to relevant privacy and confidentiality considerations under state and federal law. The law does not require that such a meeting be recorded.

d. Dismissal Hearing

A hearing on dismissal of a student pursuant to the Pupil Fair Dismissal Act shall be closed unless the pupil, parent or guardian requests an open hearing. To the extent a student dismissal hearing is held before the board and is closed, the closed meeting must be recorded.

e. Meetings to Discuss Certain Not Public Data

Any portion of a meeting must be closed if the following types of data are discussed:

- i. data that would identify alleged victims or reporters of criminal sexual conduct, domestic abuse, or maltreatment of minors or vulnerable adults;
- ii. active investigative data collected or created by a law enforcement agency;
- iii. educational data, health data, medical data, welfare data, or mental health data that are not public data; or
- iv. an individual's personal medical records.

f. **Security Matters**

The board may close a meeting to receive security briefings and reports, to discuss issues related to security systems, to discuss emergency response procedures, and to discuss security deficiencies in or recommendations regarding public services, infrastructure, and facilities, if disclosure of the information discussed would pose a danger to public safety or compromise security procedures or responses.

Financial issues related to security matters must be discussed and all related financial decisions must be made at an open meeting.

Before closing a meeting, the board must refer to the facilities, systems, procedures, services, or infrastructures to be considered during the closed meeting.

- g. **Procedures for Closing a Meeting:** The board shall provide notice of a closed meeting just as for an open meeting. A board meeting may be closed only after a majority vote at a public meeting. Before closing a meeting, the board shall state on the record the specific authority permitting the meeting to be closed and shall describe the subject to be discussed.

J. Other Meetings

All other board meetings (i.e., board committee meetings) shall be open as required by law, except as provided above.

K. Actual Notice:

If a person receives actual notice of a meeting of the board at least 24 hours before the meeting, all notice requirements are satisfied with respect to that person, regardless of the method of receipt of notice.

X. PUBLIC PARTICIPATION IN MSA BOARD MEETINGS

- A. The MSA board recognizes the value of participation by the public in deliberations and decisions on MSA matters. At the same time, the board recognizes the importance of conducting orderly and efficient proceedings, with opportunity for the expression of all participants' respective views. The board encourages discussion by citizens of subjects related to the management of the academies at board meetings. The board may adopt reasonable time, place, and manner restrictions on public expression in order to facilitate free discussion by all interested parties, at the same time as protecting the legal rights to privacy and due process of employees and students.

B. The board will strive to give all citizens of the school district an opportunity to be heard and to have complaints considered and evaluated, within the limits of the law and this policy and subject to reasonable time, place, and manner restrictions. Among the rights available to the public is the right to access public data as provided by *MS 13.43, Subd.2 (Public Data)*.

C. Public Participation:

Members of the public who wish to have a subject discussed at a board meeting are encouraged to **do so by following steps and limitations outlined in MSA Procedure #2000 (Public Comments at Board Meetings)**.

The board chair will recognize one speaker at a time and will rule out of order other speakers who are not recognized. Only those speakers recognized by the chair will be allowed to speak. Comments by others who are not recognized by the board chair are out of order. Individuals who interfere with or interrupt speakers, the board, or the proceedings may be directed to leave.

The board retains the discretion to limit discussion of any agenda item to a reasonable period of time as determined by the board. If a group or organization wishes to address the board on a topic, the board reserves the right to require designation of one or more representatives or spokespersons to speak on behalf of the group or organization. **Depending on the number of individuals in attendance seeking to be heard, the board reserves the right to impose such other limitations and restrictions as necessary to provide an orderly, efficient, and fair opportunity for those present to be heard.**

D. Complaints:

Routine complaints about a teacher or other employee should first be directed to that teacher or employee or to the employee's immediate supervisor. If the complaint is against an employee relating to child abuse, discrimination, racial, religious, or sexual harassment, or other activities involving an intimidating atmosphere, the complaint should be directed to the employee's supervisor or MSA's Human Resources Office. In the absence of a designated person, the matter should be referred to the MSA superintendent. Unresolved complaints or problems concerning the academies should be directed to the superintendent's office.

Only non-personnel complaints which are unresolved at the superintendent's level may be brought before the board. In those cases, individuals may request board support by notifying the board chair in writing.

E. Open Forum:

The board shall normally provide a specified period of time when topics may be presented and discussed. Members of the public may request to participate in those open forums, subject to the limitations of this policy. The board reserves the right to allocate a specific period of time for this purpose and limit time for speakers accordingly. Examples of Open Forum topics that might be discussed include updates on construction projects; reports from events or conventions that MSA has hosted; updates on progress from new initiatives or programs; current

information about instructional methodology, etc. People who participate in open forums to present proposals or informational items are encouraged to include written reports for the board members.

- F. The board may decide to hold certain types of meetings where the public will not be invited to address the board. Examples of this type of meeting are work sessions and board retreats. The public will still be entitled to notice of these meetings and will be allowed to attend these meetings, but the public will not be allotted time during the meeting to address the board.
- G. Unless determined by the board to be necessary or in an emergency, the board will not take action at the same meeting on an item raised for the first time by the public.

XI. PENALTIES FOR VIOLATIONS OF DATA PRIVACY

- A. MSA is liable for damages, costs, and attorneys' fees, and, in the event of a willful violation, punitive damages for violation of state data privacy laws. (*MS 13.08, Subd. 1*)
- B. A person who willfully violates data privacy or whose conduct constitutes the knowing unauthorized acquisition of non-public data is guilty of a misdemeanor. (*MS 13.09*)
- C. In the case of an employee and/or board member, willful violation of the Minnesota data practices law, Chapter 13, and any rules adopted thereunder, including any action subject to a criminal penalty, constitutes just cause for suspension without pay or dismissal. (*MS 13.09*)

Legal References:

Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. Ch. 13D (Open Meeting Law)
Minn. Stat. § 13.43 (Personnel Data)
Minn. Stat. § 123B.09, Subds. 6, 7, and 10 (School Board Matters)
Minn. Stat. § 123B.09, Subds. 6 and 7 (School Board Powers)
Minn. Stat. § 123B.09, Subd. 10 (Publishing Proceedings)
Minn. Stat. § 123B.12 (Finance)
Minn. Stat. § 123B.14 (Officers)
Minn. Stat. § 123B.14, Subd. 7 (Record of Meetings)
Minn. Stat. § 123B.143 (Superintendent)

Cross References:

MSBA/MASA Model Policy 202 (School Board Officers)
MSBA/MASA Model Policy 203 (Operation of the School Board – Governing Rules)
MSBA/MASA Model Policy 203.2 (Order of the Regular School Board Meeting)
MSBA/MASA Model Policy 203.5 (School Board Meeting Agenda)
MSBA/MASA Model Policy 203.6 (Consent Agendas)
MSBA/MASA Model Policy 204 (School Board Meeting Minutes)
MSBA/MASA Model Policy 205 (Open Meetings and Closed Meetings)
MSBA/MASA Model Policy 206 (Public Participation in School Board Meetings/Complaints about Persons at School Board Meetings and Data Privacy Considerations)
MSBA/MASA Model Policy 406 (Public and Private Personnel Data)
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)
MSA Policy 304 (Academies Administrator (Superintendent) Appointment, Duties, and Evaluation)
MSA Procedure 2000 (Public Comments at Board Meetings)

Policy #: 526
Title: HAZING PROHIBITION
Date of Initial Approval: 03-17-2004
Revision/Re-authorization Dates: 11-18-2010; 01-23-2014; 06-12-2018; 06-02-2021
Reviewers: MSA Superintendent; MSAB/MSAD Directors; Director of Student Support Services; MSA Human Resources Office

I. PURPOSE

The purpose of this policy is to maintain a safe learning environment for students that is free from hazing. "Hazing" means committing an act against a student, or coercing a student into committing an act, that creates a substantial risk of harm to a person, in order for the student to be initiated into or affiliated with a student organization, or for any other purpose. Hazing activities of any type are inconsistent with the educational goals of the Minnesota State Academies (MSA) and are prohibited at all times.

II. GENERAL STATEMENT OF POLICY

- A. No student, teacher, administrator, volunteer, contractor, or other employee of MSA shall plan, direct, encourage, aid, or engage in hazing.
- B. No teacher, administrator, volunteer, contractor, or other employee of MSA shall permit, condone, or tolerate hazing.
- C. Apparent permission or consent by a person being hazed does not lessen the prohibitions contained in this policy.
- D. Retaliation against a victim, good faith reporter, or a witness of hazing is prohibited.
- E. False accusations or reports of hazing against a student, teacher, administrator, volunteer, contractor, or other employees are prohibited.
- F. A person who engages in an act of hazing, reprisal, retaliation, or false reporting of hazing or permits, condones, or tolerates hazing shall be subject to discipline or other remedial responses for that act in accordance with MSA's policies and procedures.

Consequences for students who commit, tolerate, or are a party to prohibited acts of hazing may range from remedial responses or positive behavioral interventions up to and including suspension and/or expulsion.

Consequences for employees who permit, condone, or tolerate hazing or engage in an act of reprisal or intentional false reporting of hazing may result in disciplinary action up to and including termination or discharge.

Consequences for other individuals engaging in prohibited acts of hazing may include, but not be limited to, exclusion from MSA property and events and/or termination of services and/or contracts.

- G. This policy applies to hazing that occurs during and after school hours, on or off school premises or property, at any school location, at school functions or activities, or on school transportation.
- H. A person who engages in an act that violates MSA policy or law in order to be initiated into or affiliated with a student organization shall be subject to discipline for that act.
- I. MSA will act to investigate all complaints of hazing and will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of MSA who is found to have violated this policy.

III. DEFINITIONS

- A. "Hazing" means committing an act against a student, or coercing a student into committing an act, that creates a substantial risk of harm to a person, in order for the student to be initiated into or affiliated with a student organization, or for any other purpose. The term hazing includes, but is not limited to:
 - 1. Any type of physical brutality such as whipping, beating, striking, branding, electronic shocking or placing a harmful substance on the body.
 - 2. Any type of physical activity such as sleep deprivation, exposure to weather, confinement in a restricted area, calisthenics or other activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
 - 3. Any activity involving the consumption of any alcoholic beverage, drug, tobacco product or any other food, liquid, or substance that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
 - 4. Any activity that intimidates or threatens the student with ostracism, that subjects a student to extreme mental stress, embarrassment, shame, or humiliation, that adversely affects the mental health or dignity of the student or discourages the student from remaining in school.
 - 5. Any activity that causes or requires the student to perform a task that involves violation of state or federal law or MSA policies or regulations.

- B. "Immediately" means as soon as possible, but in no event longer than 24 hours.
- C. "On School Premises or MSA property, or at school functions or activities, or on school transportation" means all MSA buildings, school grounds, and school property or property immediately adjacent to school grounds, school bus stops, school buses, school vehicles, school contracted vehicles, or any other vehicles approved for MSA purposes, the area of entrance or departure from school grounds, premises, or events, and all school-related functions, school-sponsored activities, events, or trips. MSA property may also make a student's walking route to or from school for purposes of attending school or school-related functions, activities or events. While prohibiting hazing at those locations and events, MSA does not represent that it will provide supervision or assume liability at those locations and events.
- D. "Remedial response" means a measure to stop and correct hazing, prevent hazing from recurring, and protect, support, and intervene on behalf of a student who is the target or victim of hazing.
- E. "Student" means a student enrolled in a public school or a charter school.
- F. "Student organization" means a group, club or organization having students as its primary members or participants. It includes grade levels, classes, teams, activities, or school events. A student organization does not have to be an official school organization to come within the terms of this definition.
- ~~G. "School Locations" include any school building or grounds, whether leased, rented, owned, or controlled by the school; locations of school activities or trips; bus stops; school buses or school vehicles; school contracted vehicles; the area of entrance or departure from school premises or events; all locations where school-related functions are conducted; and any locations or activities where students are under the jurisdiction of MSA.~~

IV. REPORTING PROCEDURES

- A. Any person who believes they have been the **target or** victim of hazing or any person with knowledge or belief of conduct which may constitute hazing shall report the alleged acts immediately to an appropriate MSA official designated by this policy. A person may report hazing anonymously. However, MSA may not rely solely on an anonymous report to determine discipline or other remedial responses.
- B. **MSA encourages the reporting party to use the report form available from MSA administrators, but oral reports shall be considered complaints as well.**

The campus director or designee is the person responsible for receiving reports of hazing on each campus. Any person may also report hazing directly to the MSA human rights officer or the superintendent. If the complaint involves the campus director or designee, the complaint shall be

- made or filed directly with the superintendent or the MSA human rights officer by the reporting party or complainant. The person receiving the report shall ensure that this policy and its procedures, practices, consequences, and/or sanctions are fairly and fully implemented. **Any adult MSA employee who receives a report of hazing prohibited by this policy shall inform the campus director immediately. The campus director shall ensure that this policy and its procedures, practices, consequences, and sanctions are fairly and fully implemented and shall serve as a primary contact on policy and procedural matters.**
- C. Teachers, administrators, volunteers, contractors, and other employees of MSA shall be particularly alert to possible situations, circumstances or events which might include hazing. Any such person who **witnesses, observes,** receives a report of, observes, or has other knowledge or belief of conduct which may constitute hazing shall make reasonable efforts to address and resolve the hazing, and inform the campus director or designee immediately. MSA personnel who fail to inform the campus director or designee of conduct that may constitute hazing **or who fail to make reasonable efforts to address and resolve the hazing** in a timely manner may be subject to disciplinary action.
 - D. Submission of a good faith complaint or report of hazing will not affect the complainant or reporter's future employment, grades, work assignments, or educational/work environments.
 - E. Reports of hazing are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law. MSA will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with MSA's legal obligations to investigate, to take appropriate action, and to comply with any discovery or disclosure obligations.

V. MINNESOTA STATE ACADEMIES ACTION

- A. **Within three (3) days of the** receipt of a complaint or report of hazing, MSA shall undertake or authorize an investigation by MSA officials, or a third party designated by MSA administrators.
- B. MSA may take immediate steps, at its discretion, to protect the target or victim of the hazing, the complainant, the reporter, students, or others pending completion of an investigation of alleged hazing prohibited by this policy.
- C. **The alleged perpetrator of the hazing shall be allowed the opportunity to present a defense during the investigation or prior to the imposition of discipline or other remedial responses.**

- D. Upon completion of an investigation that determines hazing has occurred, MSA will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. Disciplinary consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited behavior. MSA action taken for violation of this policy will be consistent with the requirements of applicable collective bargaining agreements, applicable statutory authority, including the Minnesota Pupil Fair Dismissal Act, and **applicable** MSA policies/regulations.
- E. MSA is not authorized to disclose to a victim private educational or personnel data regarding an alleged perpetrator who is a student or employee of MSA. MSA officials will notify the parent(s) or guardian(s) of students **who are targets or victims of hazing and the parent(s) or guardian(s) of alleged perpetrators of hazing who have been involved in a reported and confirmed hazing incident of the remedial or disciplinary action taken**, to the extent permitted by law.
- F. To prevent or to respond to hazing committed by or directed against a child with a disability, MSA shall, when determined appropriate by the child's individualized education program (IEP) team, allow the child's IEP to be drafted to address the skills and proficiencies the child needs to respond to or not to engage in hazing.

VI. RETALIATION OR REPRISAL

MSA will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of MSA who commits an act of reprisal or who retaliates against any person who asserts, alleges, or makes a good faith report of alleged hazing, who provides information about hazing, who testifies, assists, or participates in an investigation of alleged hazing, or who testifies, assists, or participates in a proceeding or hearing relating to such hazing. Retaliation includes, but is not limited to, any form of intimidation, reprisal, harassment, or intentional disparate treatment. Disciplinary consequences will be sufficiently severe to deter violations and to appropriately discipline the individual(s) who engaged in the prohibited conduct. **Remedial responses to the prohibited conduct shall be tailored to the particular incident and nature of the conduct.**

VII. DISSEMINATION OF POLICY

This policy shall appear in the MSA Parent-Student Handbook and be distributed to each student/family at the beginning of each school year or at the time of enrollment. The director of each campus shall discuss this policy with students and employees annually at the beginning of the school year.

Legal References:

- Minn. Stat. § 121A.031 (School Student Bullying Policy)*
- Minn. Stat. § 121A.0311 (Notice of the Rights and Responsibilities of Students and Parents Under the Safe and Supportive Minnesota Schools Act)*
- Minn. Stat. § 121A.40-121A.56 (Pupil Fair Dismissal Act)*
- Minn. Stat. § 121A.69 (Hazing Policy)*

Cross References:

- MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)*
- MSBA/MASA Model Policy 413 (Harassment and Violence)*
- MSBA/MASA Model Policy 506 (Student Discipline)*
- MSBA/MASA Model Policy 514 (Bullying Prohibition Policy)*
- MSBA/MASA Model Policy 525 (Violence Prevention [Applicable to Students and Staff])*

Policy #: 750
Title: MN RESOURCE LIBRARIES ACQUISITION AND COLLECTION
Date of Initial Approval: 03-28-2019
Revision/Re-authorization Dates: 09-29-2021
Reviewers: MSA Librarian; MSA Superintendent; Minnesota Department of Education Blind/ Visually Impaired and Deaf/Hard of Hearing Specialists

I. PURPOSE

The MN Resource Libraries (MNRL) is a partnership between the Minnesota Department of Education (MDE) and the Minnesota State Academies (MSA) to provide information and resources to help families and educators meet the educational needs of Minnesota children and youth who are Blind/Visually Impaired (B/VI); Deaf/Hard of Hearing (D/HH), or DeafBlind (DB). The purpose of the MNRL is to serve as a lending library of curriculum, assessments, printed materials, and other resources to Minnesota educators, families and children who are B/VI; D/HH; or DB. (See MN Resources Libraries link on the MSA website for additional information about resources and eligibility for patrons) The purpose of this policy is to guide the MNRL in the selection and acquisition of library materials & resources and the overall development of the library collection.

II. ACQUISITION AND COLLECTION DEVELOPMENT PRINCIPLES

A. Responsibility for Acquisitions

The MDE B/VI and D/HH specialists will submit library acquisition recommendations to the MN Resource Librarian for purchase after prior approval from each respective advisory committee. The ultimate responsibility of library material selection resides with the MSA Librarian who operates within framework of this policy.

B. The MDE B/VI and D/HH specialists are responsible for generating budget submittals and processing within the MDE agency framework to fund purchases for the MNRL. After budgets are determined, the specialists will communicate with the MSA Librarian to update the budget for the MNRL.

C. Criteria for Selection

Primary criteria considered in the acquisition of library materials:

- a. Patron requests
- b. Quality, reliability, and accessibility of the content
- c. Current and permanent value
- d. Reputation of author(s) or creator(s)
- e. Popularity
- f. Diversity in viewpoints
- g. Suitability for distribution
- h. Existing library holdings
- i. Budget

D. Collection Maintenance

The MSA Librarian will maintain a current and relevant collection to serve the overall mission of the MNRL. The library will remove from its collection any outdated, inappropriate, or irrelevant materials that have little or no historical or research value, according to current library standards.

Policy #: 512
Title: SCHOOL-SPONSORED STUDENT MEDIA PUBLICATIONS AND ACTIVITIES
Date of Initial Approval: 03-24-2016
Revision/Re-authorization Dates: 04-25-2019; 09-29-2021
Reviewers: MSA Superintendent; MSA Instructional Leadership Team

I. PURPOSE

The purpose of this policy is to protect students' rights to free speech in production of ~~official~~ school-sponsored publications and activities while at the same time balancing the Minnesota State Academies (MSA)'s role in supervising student publications and the operation of our academies.

II. GENERAL STATEMENT OF POLICY

- A. MSA may exercise editorial control over the style and content of student expression in school-sponsored publications and activities.
- B. Expressions and representations made by students in MSA-sponsored publications and activities are not expressions of official MSA policy. Faculty advisors shall supervise student writers to ensure compliance with the law and MSA policies.
- C. Students who believe their right to free expression has been unreasonably restricted in an ~~official student publication~~ school-sponsored media or activity may seek review of the decision by the MSAB/MSAD director. The director shall issue a decision no later than three (3) school days after the review is requested.
 - 1. Students producing ~~official school publications~~ school-sponsored media and activities shall be under the supervision of a faculty advisor and the campus director(s). School-sponsored media ~~Official publications~~ and activities shall be subject to the guidelines set forth below.
 - 2. School-sponsored media ~~Official school publications~~ shall be distributed at reasonable times and locations.

III. DEFINITIONS

- A. **“Distribution”** means circulation or dissemination of material by means of handing out free copies, selling or offering copies for sale, accepting donations for copies, posting or displaying material, or placing materials in internal staff or student mailboxes.
- ~~B. **“Official school publications”** means school newspapers, yearbooks, videos, social media posts, or material produced in communications, journalism, or other writing classes as a part of the curriculum.~~
- C. **“Material and substantial disruption”** of a normal school activity means:
 - 1. Where the normal school activity is an educational program of MSA for which student attendance is compulsory, “material and substantial disruption” is defined as any disruption which interferes with or impedes the implementation of that program.
 - 2. Where the normal school activity is voluntary in nature (including, without limitation, school athletic events, school plays and concerts, and lunch periods) “material and substantial disruption” is defined as student rioting, unlawful seizures of property, conduct inappropriate to the event, participation in a

school boycott, demonstration, sit-in, stand-in, walk-out, or other related forms of activity.

In order for expression to be considered disruptive, there must exist specific facts upon which the likelihood of disruption can be forecast, including past experience at MSA, current events influencing student activities and behavior, and instances of actual or threatened disruption relating to the written material in question.

- D. **“Minor”** means any person under the age of eighteen (18).
- E. **“Obscene to minors”** means:
1. The average person, applying contemporary community standards, would find that the material, taken as a whole, appeals to the prurient interest of minors of the age to whom distribution is requested;
 2. The material depicts or describes, in a manner that is patently offensive to prevailing standards in the adult community concerning how such conduct should be presented to minors of the age to whom distribution is requested, sexual conduct such as intimate sexual acts (normal or perverted), masturbation, excretory functions, or lewd exhibition of the genitals; and
 3. The material, taken as a whole, lacks serious literary, artistic, political, or scientific value for minors.
- F. **“School activities”** means any activity of students sponsored by MSA including, but not limited to, classroom work, library activities, physical education classes, official assemblies and other similar gatherings, school athletic contests, band concerts, school plays and other theatrical productions, and in-school lunch periods.
- G. **“School-sponsored media”** means material that is:
1. prepared, wholly or substantially written, published, broadcast, or otherwise disseminated by a student journalist enrolled at MSA;
 2. distributed or generally made available to students in the school; and
 3. prepared by a student journalist under the supervision of a student media adviser.
- School-sponsored media does not include material prepared solely for distribution or transmission in the classroom in which the material is produced, or a yearbook.
- H. **“Student journalist”** means a MSA student in grades 6 through 12 (including students up to 22 years of age) who gathers, compiles, writes, edits, photographs, records, or otherwise prepares information for dissemination in school-sponsored media.
- I. **“Student media adviser”** means a qualified teacher, as defined in Minnesota Statutes, section 122A.16, that MSA employs, appoints, or designates to supervise student journalists or provide instruction relating to school-sponsored media.
- J. ~~**“Libelous”** is a false and unprivileged statement about a specific individual that tends to harm the individual’s reputation or to lower that individual in the esteem of the community.~~

IV. GUIDELINES

- A. Except as provided in paragraph B below, a student journalist has the right to exercise freedom of speech and freedom of the press in school-sponsored media regardless of whether the school-sponsored media receives financial support from MSA, uses MSA equipment or facilities in its production, or is produced as a part of a class or course in which the student journalist is enrolled. Freedom of speech includes freedom to express political viewpoints. Consistent with paragraph B below, a student journalist has the right to determine the news, opinion, feature, and advertising content of school-sponsored media. MSA must not discipline a student journalist for exercising rights or freedoms under this paragraph or the First Amendment of the United States Constitution.
- B. Student expression in school-sponsored media, a yearbook, ~~an official school publication~~ or school-sponsored activity is prohibited when the material:
1. is obscene to minors;
 - ~~2. is libelous or slanderous;~~
 3. is defamatory
 4. is profane, harassing, threatening, or intimidating;
 5. constitutes an unwarranted invasion of privacy;
 6. violates federal or state law;
 7. causes a material and substantial disruption of school activities;
 8. is directed to inciting or producing imminent lawless action on school premises or the violation of lawful school policies or rules, including a policy adopted in accordance with Minnesota Statutes, section 121A.03 or 121A.031;
 9. advertises or promotes any product or service not permitted for minors by law;
 - ~~10. encourages students to commit illegal acts or violate school regulations or substantially disrupts the orderly operation of school or school activities;~~
 11. expresses or advocates disability specific, sexual, racial, or religious harassment or violence or prejudice (refer to MSA policies 110, 121, 402, 413, 413.1, 506, 514, 521, 522, 526, and 528) ;
 12. is distributed or displayed in violation of time, place, and manner regulations.
- C. MSA must not retaliate or take adverse employment action against a student media adviser for supporting a student journalist exercising rights or freedoms under paragraph A above or the First Amendment of the United States Constitution. MSA must not authorize any prior restraint of school-sponsored media except under criteria authorized in MN statute 121A.80, subdivision 3.
- D. Notwithstanding the rights or freedoms of this Article or the First Amendment of the United States Constitution, nothing in this Article inhibits a student media adviser from teaching professional standards of English and journalism to student journalists.
- E. ~~Expression in an official school publication or school-sponsored activity is subject to editorial control by MSA over the style and content so long as MSA's actions are reasonably related to legitimate pedagogical concerns.~~ These professional standards may include, but are not limited to, the following:
1. assuring that participants learn whatever lessons the activity is designed to teach;
 2. assuring that readers or listeners are not exposed to material that may be inappropriate for their level of maturity;

3. assuring that the views of the individual speaker are not erroneously attributed to the school;
 4. assuring that the school is not associated with any position other than neutrality on matters of political controversy;
 5. assuring that the sponsored student speech cannot reasonably be perceived to advocate conduct otherwise inconsistent with the shared values of a civilized social order;
 6. assuring that the school is not associated with expression that is, for example, ungrammatical, poorly written, inadequately researched, biased or prejudiced, vulgar or profane, or unsuitable for immature audiences.
- F. Time, Place, and Manner of Distribution
- Students shall be permitted to distribute written materials at school as follows:
1. **Time:** Distribution shall be limited to the hours before the school day begins, during lunch hour and after school is dismissed.
 2. **Place:** Written materials may be distributed in locations so as not to interfere with the normal flow of traffic within the school hallways, walkways, entry ways, and parking lots. Distribution shall not impede entrance to or exit from school premises in any way.
 3. **Manner:** No one shall induce or coerce a student or staff member to accept a student publication.

V. Posting

MSA must post this policy on the MSA website.

Legal References:

U. S. Const., amend. I

Hazelwood School District v. Kuhlmeier, 484 U.S. 260, 108 S.Ct. 562, 98 L.Ed.2d 592 (1988)

Bystrom v. Fridley High School, I.S.D. No. 14, 822 F. 2d 747 (8th Cir. 1987)

Morse v. Frederick, 551 U.S. 393, 127 S.Ct. 2618, 168 L.Ed.2d 290 (2007)

Minn. Stat. § 121A.03 (Model Policy)

Minn. Stat. § 121A.031 (School Student Bullying Policy)

Minn. Stat. § 121A.80 (Student Journalism; Student Expression)

Cross References:

MSBA/MASA Model Policy 505 (Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees)

MSBA/MASA Model Policy 506 (Student Discipline)

MSBA/MASA Model Policy 904 (Distribution of Materials on School District Property by Nonschool Persons)

Policy #: 202
Title: MSA BOARD OFFICERS AND MEETINGS
Date of Initial Approval: 04/25/2019
Revision/Re-authorization Dates: 09/29/2021
Reviewers: MSA Board Policy Committee

I. PURPOSE

The purpose of this policy is to provide structure and clarity to the composition and operations of the Governing Board for the Minnesota State Academies (MSA Board).

II. MEMBERSHIP

The MSA Board consists of 7 voting members and 2 non-voting ex-officio members (MS 125A.62). The voting members are appointed by the governor with the advice and consent of the Minnesota Senate, including the following representatives:

- 1) One present or former superintendent of an independent school district;
- 2) One present or former special education director;
- 3) The commissioner of education, or the commissioner's designee;
- 4) One member of the blind community;
- 5) One member of the deaf community;
- 6) Two members of the general public with business, administrative, or financial expertise;
- 7) One nonvoting, unpaid ex-officio member appointed by the site council for the State Academy for the Deaf (MSAD)
- 8) One nonvoting, unpaid ex-officio member appointed by the site council for the State Academy for the Blind (MSAB)
(Within the site council bylaws for each campus, it has been determined that the vice-chair of each campus' site council will be the ex-officio members of the board.)

III. OFFICERS

The officers of the MSA Board shall be the Chair, Vice-Chair, and Officer of Business Affairs, who shall be elected at the annual organizational meeting. The term of office for officers shall be one year, or until a successor is elected. No member shall serve more than two consecutive years as Chair of the MSA Board.

Duties of the Officers

1. Chair:

The Chair of the MSA Board shall preside at all board meetings and perform all other duties as prescribed by law or by the board. The chair also presides over the MSA Board Executive Committee meetings and appoints chairs/members of all other MSA Board committees. The chair is responsible for collaborating with the MSA superintendent to develop the agenda for each board meeting. The chair represents the MSA Board in all actions and performs all duties a chair usually performs.

Biweekly, the chair must approve the MSA superintendent's time sheet in the state's Self-Service Time Entry system. In the event that the chair is unavailable to do so, the task will fall to the MSA Director of Fiscal Services.

2. Vice-Chair:

The Vice-Chair of the MSA Board shall perform the duties of the chair in the event of the chair's temporary absence. The Vice-Chair also serves on the Executive Committee.

3. Officer of Business Affairs:

The Officer of Business Affairs of the MSA Board shall sign approved board meeting minutes and other official documents, as necessary. The Officer of Business Affairs also serves on the Executive Committee and chairs the MSA Board Finance Committee (*MS123B.14 Subd. 1*). The Officer of Business Affairs also performs the duties of the chair in the event of the chair and vice-chair's temporary absence.

The Officer of Business Affairs does not need to be a member of the MSA Board and can be appointed by the Chair if board members are unavailable to serve in this capacity. If the Office of Business Affairs is not a member of the board, the MSA Chair shall appoint a board member to chair the MSA Board Finance Committee.

Academies Administrator (Superintendent)

The superintendent is an ex-officio member of the MSA Board (*MS123B.14, Subd. 1*) and is hired at the discretion of the Board (*MSA Policy 304 – Academies Administrator (Superintendent) Appointment, Duties, and Evaluation*). The superintendent assists in the development of agendas and also serves on all board committees. The superintendent shall perform such duties as provided in the superintendent position description and as assigned by the chair, or by board action.

Vice Chairs of Site Councils

The vice chairs of each campus' site council serve as ex-officio members of the MSA Board and are responsible for communicating information, ideas, and proposals between the board and the site council that they represent. They are encouraged to gather input from the site council representatives on the posted agenda items and share that information during discussion of motions being considered.

IV. TRANSACTION OF BUSINESS

The MSA Board may transact official business only when in an official meeting publicly announced pursuant to Minnesota Open Meeting Law (*MS13D*). All meetings must be in Faribault (*MS 125A.62A, Subd.3*). An orderly board meeting allows members to participate in discussion and decisions regarding school district issues. Rules of order allow board members the opportunity to review school-related topics, discuss school business items, and bring matters to conclusion in a timely and consistent manner.

Rules of order for MSA Board meetings shall be as follows:

- A. Minnesota Statutes where specified;
- B. Minnesota State Academies Policies where specified;
- C. Specific rules of order as provided by the MSA Board, consistent with Minnesota statutes; and

- D. Robert's Rules of Order, Revised (latest edition) when not inconsistent with A. and B. above.

To ensure that board meetings are conducted in an orderly fashion, the board will follow rules of order which allow the board (*MSA Board Procedure #2000 – MSA Board Meeting Rules of Order*):

- To establish guidelines by which the business of the board can be conducted in a regular and internally consistent manner;
- To organize meetings so that all necessary matters can be brought to the board and decisions of the board can be made in an orderly and reasonable manner.
- To ensure that members of the board have necessary information to make decisions on substantive issues and to ensure adequate discussion of decisions to be made; and
- To ensure that meetings and actions of the board are conducted in a manner that informs the staff and the public; and to produce a clear record of actions taken and decisions made.

For questions and guidance regarding legal issues, the board may consult with legal counsel through the Attorney General's office.

V. ORDER OF REGULAR MSA BOARD MEETINGS

- A. Call to Order
- B. Pledge of Allegiance
- C. Adoption of Agenda
- D. **Open Forum**
- E. Public Comment
- F. Consent Agenda (consent agenda items are approved by one motion unless a board member requests separate action)
 - a. **Policies for reauthorization**
- G. Action Items
 - a. New Items
 - b. Unfinished Items (if any)
 - c. **New or Updated** policies for approval
- H. Informational Items (reports)
- I. **Board Committee** Reports
- J. Policies for a First Reading
- K. Announcements
- L. Adjournment

*The board may depart from the usual order of business with the consent of the majority of members present.

VI. AGENDA OF MSA BOARD MEETINGS

- A. While all board members may provide input, it shall be the responsibility of the board chair and superintendent to develop, prepare, and arrange the order of items for the tentative board meeting agenda for each board meeting.
- B. Persons wishing to place an item on the agenda must make a request to the board chair or superintendent in a timely manner. The person making the request

is encouraged to state the person's name, purpose of the item, action desired, and pertinent background information. The chair and superintendent shall determine whether to place the matter on the tentative agenda. Site councils of each campus are also encouraged to request items to be placed on the agenda as necessary, following the same procedure.

- C. The tentative agenda and supporting documents shall be made accessible and sent (via mail, electronic means, or public posting) to the board members in advance of meetings, giving them at least three (3) days to review information and materials prior to the scheduled board meeting. The agenda becomes official upon approval by the full board at the beginning of each meeting. When the proposed agenda is posted for the members of the board, it will also be available to staff and the public via the MSA website.
- D. Items may only be added to the agenda by a motion adopted at the meeting. If an added item is acted upon, the minutes of the board meeting shall include a description of the matter.
- E. At least one copy of any printed materials, including electronic communications, relating to the agenda items of the meeting prepared or distributed by or at the direction of the board or its employees and: (i) distributed at the meeting to all members of the board; (ii) distributed before the meeting to all members; or (iii) available in the meeting room to all members shall be available in the meeting room for inspection by the public while the board considers their subject matter. A copy will also be made available to the public via the MSA website. This does not apply to materials classified by law as other than public or to materials relating to the agenda items of a closed meeting.

VII. CONSENT AGENDAS

- A. The superintendent, in consultation with the board chair, may place items on the consent agenda. By using a consent agenda, the board has consented to the consideration of certain items as a group under one motion. When a consent agenda is used, appropriate amounts of discussion time will be allowed to review any item upon request.
- B. Consent items are those which usually do not require discussion or explanation prior to board action, are noncontroversial and/or similar in content, or are items which have already been explained and/or discussed and do not require further discussion or explanation. Such agenda items might include routine tasks such as, but not limited to, approval of previous meeting minutes, approval of per-diem payments, routine resolutions, etc. Consent items may also include similar groups of decisions such as, but not limited to, approval of contracts, staff hiring, and/or schedules.
- C. Items may be removed from the consent agenda by a timely request by an individual board member for independent consideration. A request is timely if made prior to the vote on the consent agenda. The request does not require a second or a vote by the board. An item removed from the consent agenda will then be assigned by the chair to an appropriate place on the agenda.

- D. Consent agenda items are approved en masse by one vote by the board. The consent agenda items shall be recorded separately in the minutes.

VIII. BOARD MEETING MINUTES AND RECORDINGS

- A. The MSA Board must maintain records of board meetings so that they are available for inspection by members of the general public and to provide for publication of its meeting minutes in compliance with the law. All board meetings will be recorded to the extent possible. The recordings of the meetings will be kept on file, on an independent digital device, in the superintendent's office for 3 years (*MSA records retention schedule*). Members of the public may listen to or make copies of the recordings but may not remove the recordings from the superintendent's office.
- B. The superintendent's office shall keep and maintain permanent records of the board, including records of the minutes of board meetings and other required records of the board. All votes taken at meetings required to be open to the public pursuant to the Minnesota Open Meeting Law shall be recorded in minutes of each meeting. Public records maintained by MSA shall be available for inspection by members of the public during MSA's regular business hours. Minutes of meetings shall be available for inspection at the superintendent's office after they have been prepared. Minutes of a board meeting shall be approved or modified by the board at a subsequent meeting, which action shall be reflected in the official proceedings of that subsequent meeting.
- C. Recordings of Closed Meetings
- a. All closed meetings, except those closed as permitted by the attorney-client privilege, must be electronically recorded at the expense of MSA. Recordings of closed meetings shall be made separately from the recordings of an open meeting to the extent such meetings are recorded. If a meeting is closed to discuss more than one (1) matter, each matter shall be separately recorded.
 - b. Recordings of closed meetings shall be preserved by MSA for three years after the meeting (*MSA Records Retention Schedule*)
 - c. Recordings of closed meetings shall be classified by MSA as protected non-public data that is not accessible by the public or any subject of the data, with the following exceptions:
 - i. Recordings of meetings related to the purchase or sale of property shall be classified as public data and made available to the public after all real or personal property discussed at the meeting has been purchased or sold or MSA has abandoned the purchase or sale.
 - ii. Recordings of any other closed meetings shall be classified and/or released as required by court order.
 - d. Recordings of closed meetings shall be maintained separately from recordings of open meetings, to the extent recordings of open meetings are maintained by the school district, with the exception of recordings that have been classified as public data as set forth in *subparagraph c* above.

Recordings of closed meetings classified as non-public data also shall be maintained in a secure location, separate from recordings classified as public data.

- i. Recordings of closed meetings shall be maintained in a manner to easily identify the data classification of the recording. The recordings shall be identified with at least the following information:
 1. The date of the closed meeting;
 2. The basis upon which the meeting was closed (i.e.: purchase or sale of real property, educational data, etc.); and
 3. The classification of the data.
- ii. Recordings of closed meetings related to the purchase or sale of property shall be maintained and monitored in a manner that reclassifies the recording as public upon the occurrence of an event reclassifying that data as set forth in *subparagraph c* above.

D. Publication of Official Board Meeting Minutes

The MSA board shall ensure that the minutes of each meeting to be published on the MSA website within ten (10) days after they have been approved by the board.

- a. The minutes must include the substance of all official actions taken by the board at any regular or special meeting, and at minimum, must include the subject matter of a motion, the persons making and seconding the motion, a listing of how each member present voted on the motion, the character of resolutions offered including a brief description of their subject matter and whether adopted or defeated.
- b. The minutes to be published must cover all essential elements of the meeting, following the outline of the posted agenda for that meeting. The minutes shall be written in a clear and coherent manner and shall, to the extent possible, avoid the use of technical or legal terms not generally familiar to the public. The posted minutes shall clearly indicate that accessible versions are available at the superintendent's office and that an electronic copy of the minutes, without attachments, is available for no cost. Paper copies will be made available to individuals at their expense.
- c. The official minutes of board meetings, signed by the Officer of Business Affairs, will be kept on file in the superintendent's office.

IX. OPEN MEETINGS AND CLOSED MEETINGS

- A. The MSA board embraces the philosophy of openness in the conduct of its business, in the belief that openness produces better programs, more efficiency in administration of programs, and an organization more responsive to public interest and less susceptible to private interest. The MSA board shall conduct its business under a presumption of openness. At the same time, the board recognizes and respects the privacy rights of individuals as provided by law. The board also recognizes that there are certain exceptions to the Minnesota Open Meeting Law as recognized in statute where it has been determined that, in

limited circumstances, the public interest is best served by closing a meeting of the MSA board.

- B. Except as otherwise expressly provided by statute, all meetings of the MSA board shall be open to the public. Meetings shall be closed only when expressly authorized by law. (Minn. Stat. Ch. 13D - Open Meeting Law) For the purposes of this policy, "Meeting" means a gathering of at least a quorum or more members of the MSA board, or quorum of a committee or subcommittee of board members, at which members discuss, decide, or receive information as a group on issues relating to the official business of the MSA board. The term does not include a chance or social gathering or the use of social media by members of a public body so long as the social media use is limited to exchanges with all members of the general public. For purposes of the Open Meeting Law, social media does not include e-mail.
- C. Although MSA is a school district in relation to state requirements for licensing, standards, and special education, etc., MSA is also a state educational institution (Minn. Stat. sec. 125A.61), thus our board is a state board rather than a school district board and subject to the requirements of a state board. The MSA board members are appointed by the governor and meetings must be held in Faribault. Members may participate in meetings via phone (or other electronic means). Members are expected to regularly attend scheduled board meetings or inform the chair or superintendent in advance of their absence. In the event that a board member has three consecutive unexcused absences, the chair may take appropriate action in accordance with Minn. Stat. sec. 15.0575.
- D. Regular Meetings:
 - a. A schedule of the regular meetings of the MSA board shall be kept on file at the superintendent's office. If the board decides to hold a regular meeting at a time or place different from the time or place stated in its schedule, it shall give the same notice of the meeting as for a special meeting.
 - b. The board shall, at its June organizational meeting, adopt a regular meeting schedule for the next school year. The schedule shall include all regular board meetings, standing committee meetings, and the date, time, and location of those meetings. The schedule will be posted on the MSA website and on the official posting site in Tate Hall, across the hallway from the MSA superintendent's office.
- E. Organizational Meeting:
 - a. During the last regular meeting of the year (usually in June, pending the appointment of members to ensure a full board), the MSA board will hold an organizational meeting to complete the following tasks:
 - b. Introduce new members – administer the Oath of Office; make plans for Board Orientation and Training, if not already completed.
 - c. Review the Board Code of Conduct/Code of Ethics.
 - d. Elect Board Officers (MSA Board Procedure #2001).
 - e. Establish meeting schedule for the next school year.
 - f. Begin consideration of appointments to standing committees.

- g. Approve the annual budget for the next Fiscal Year.
- h. Approve any adjustments to the MSA organizational chart.
- i. Approve any adjustments to the MSA Parent-Student Handbook.
- j. Approve memberships and appointments for MSA operations (i.e.; MSHSL membership; MDE official with Authority, etc.)
- k. Review and Reauthorize policies with annual review dates.
- l. Finalize the superintendent's evaluation with a summary of information shared during closed evaluation meeting.
- m. Review Strategic Plan Annual Reports and any other reports required in MSA policies.

The board may vote to postpone actions listed above to a subsequent meeting if needed except for the annual budget which must be completed by June 30th of each year.

F. Special Meetings:

- a. For a special meeting, the MSA board shall post written notice of the date, time, place, and purpose of the meeting on the official posting site in Tate Hall, and the MSA website. The board's actions at the special meeting are limited to those topics included in the notice.
- b. The notice shall also be shared with each person who has filed a written request for notice of special meetings.
- c. This notice shall be posted and shared at least three days before the date of the meeting. The board shall publish the notice at least three days before the meeting on the MSA website.
- d. A person filing a request for notice of special meetings may limit the request to particular subjects, in which case the board is required to send notice to that person only concerning those particular subjects. The request expires at the end of each school year (after the June organizational meeting) and must be renewed if the individual wishes to continue receiving notices for the subsequent school year.

G. Emergency Meetings:

- a. An emergency meeting is a special meeting called because of circumstances that, in the judgment of the board, require immediate consideration.
- b. If matters not directly related to the emergency are discussed or acted upon, the minutes of the meeting shall include a specific description of those matters.
- c. The board shall make good faith efforts to provide notice of the emergency meeting to stakeholders and post a notice on the MSA website.
- d. Notice of the emergency meeting shall be given by telephone or any other method used to notify the members of the board.
- e. The notice shall include the subject of the meeting. Posted or published notice of an emergency meeting is not required.
- f. The notice requirements for an emergency meeting as set forth in this policy shall supersede any other statutory notice requirement for a special meeting that is an emergency meeting.

H. Recessed or Continued Meetings:

If a meeting is a recessed or continued session of a previous meeting, and the time and place of the meeting was established during the previous meeting and recorded in the minutes of that meeting, then no further published or mailed notice is necessary.

I. Closed Meetings:

The notice requirements of the Minnesota Open Meeting Law apply to closed meetings. MSA Board meetings may be closed for the following reasons:

a. Preliminary Consideration of Charges

The board shall close one or more meetings for preliminary consideration of any allegations or charges against the superintendent. If the board members conclude that discipline of any nature may be warranted as a result of those specific charges or allegations, further meetings or hearings relating to those specific charges or allegations held after that conclusion is reached must be open. A meeting must also be open at the request of the individual who is the subject of the meeting.

b. Performance Evaluations

The board may close a meeting to evaluate the performance of the superintendent. At its next open meeting, the board shall summarize its conclusions regarding the evaluation. A meeting may be open at the request of the individual who is the subject of the meeting.

c. Attorney-Client Meeting

A meeting may be closed if permitted by the attorney-client privilege. Attorney-client privilege applies when litigation is imminent or threatened, or when the board needs advice above the level of general legal advice, i.e., regarding specific acts and their legal consequences. (Note: The board's legal counsel of record is the Minnesota Attorney General's Office) A meeting may be closed to seek legal advice concerning litigation strategy, but the mere threat that litigation might be a consequence of deciding a matter one way or another does not, by itself, justify closing the meeting. The motion to close the meeting must specifically describe the matter to be discussed at the closed meeting, subject to relevant privacy and confidentiality considerations under state and federal law. The law does not require that such a meeting be recorded.

d. Dismissal Hearing

A hearing on dismissal of a student pursuant to the Pupil Fair Dismissal Act shall be closed unless the pupil, parent or guardian requests an open hearing. To the extent a student dismissal hearing is held before the board and is closed, the closed meeting must be recorded.

e. Meetings to Discuss Certain Not Public Data

Any portion of a meeting must be closed if the following types of data are discussed:

- i. data that would identify alleged victims or reporters of criminal sexual conduct, domestic abuse, or maltreatment of minors or vulnerable adults;
- ii. active investigative data collected or created by a law enforcement agency;
- iii. educational data, health data, medical data, welfare data, or mental health data that are not public data; or
- iv. an individual's personal medical records.

f. **Security Matters**

The board may close a meeting to receive security briefings and reports, to discuss issues related to security systems, to discuss emergency response procedures, and to discuss security deficiencies in or recommendations regarding public services, infrastructure, and facilities, if disclosure of the information discussed would pose a danger to public safety or compromise security procedures or responses.

Financial issues related to security matters must be discussed and all related financial decisions must be made at an open meeting.

Before closing a meeting, the board must refer to the facilities, systems, procedures, services, or infrastructures to be considered during the closed meeting.

- g. **Procedures for Closing a Meeting:** The board shall provide notice of a closed meeting just as for an open meeting. A board meeting may be closed only after a majority vote at a public meeting. Before closing a meeting, the board shall state on the record the specific authority permitting the meeting to be closed and shall describe the subject to be discussed.

J. Other Meetings

All other board meetings (i.e., board committee meetings) shall be open as required by law, except as provided above.

K. Actual Notice:

If a person receives actual notice of a meeting of the board at least 24 hours before the meeting, all notice requirements are satisfied with respect to that person, regardless of the method of receipt of notice.

X. PUBLIC PARTICIPATION IN MSA BOARD MEETINGS

- A. The MSA board recognizes the value of participation by the public in deliberations and decisions on MSA matters. At the same time, the board recognizes the importance of conducting orderly and efficient proceedings, with opportunity for the expression of all participants' respective views. The board encourages discussion by citizens of subjects related to the management of the academies at board meetings. The board may adopt reasonable time, place, and manner restrictions on public expression in order to facilitate free discussion by all interested parties, at the same time as protecting the legal rights to privacy and due process of employees and students.

B. The board will strive to give all citizens of the school district an opportunity to be heard and to have complaints considered and evaluated, within the limits of the law and this policy and subject to reasonable time, place, and manner restrictions. Among the rights available to the public is the right to access public data as provided by *MS 13.43, Subd.2 (Public Data)*.

C. Public Participation:

Members of the public who wish to have a subject discussed at a board meeting are encouraged to **do so by following steps and limitations outlined in MSA Procedure #2000 (Public Comments at Board Meetings)**.

The board chair will recognize one speaker at a time and will rule out of order other speakers who are not recognized. Only those speakers recognized by the chair will be allowed to speak. Comments by others who are not recognized by the board chair are out of order. Individuals who interfere with or interrupt speakers, the board, or the proceedings may be directed to leave.

The board retains the discretion to limit discussion of any agenda item to a reasonable period of time as determined by the board. If a group or organization wishes to address the board on a topic, the board reserves the right to require designation of one or more representatives or spokespersons to speak on behalf of the group or organization. **Depending on the number of individuals in attendance seeking to be heard, the board reserves the right to impose such other limitations and restrictions as necessary to provide an orderly, efficient, and fair opportunity for those present to be heard.**

D. Complaints:

Routine complaints about a teacher or other employee should first be directed to that teacher or employee or to the employee's immediate supervisor. If the complaint is against an employee relating to child abuse, discrimination, racial, religious, or sexual harassment, or other activities involving an intimidating atmosphere, the complaint should be directed to the employee's supervisor or MSA's Human Resources Office. In the absence of a designated person, the matter should be referred to the MSA superintendent. Unresolved complaints or problems concerning the academies should be directed to the superintendent's office.

Only non-personnel complaints which are unresolved at the superintendent's level may be brought before the board. In those cases, individuals may request board support by notifying the board chair in writing.

E. Open Forum:

The board shall normally provide a specified period of time when topics may be presented and discussed. Members of the public may request to participate in those open forums, subject to the limitations of this policy. The board reserves the right to allocate a specific period of time for this purpose and limit time for speakers accordingly. Examples of Open Forum topics that might be discussed include updates on construction projects; reports from events or conventions that MSA has hosted; updates on progress from new initiatives or programs; current

information about instructional methodology, etc. People who participate in open forums to present proposals or informational items are encouraged to include written reports for the board members.

- F. The board may decide to hold certain types of meetings where the public will not be invited to address the board. Examples of this type of meeting are work sessions and board retreats. The public will still be entitled to notice of these meetings and will be allowed to attend these meetings, but the public will not be allotted time during the meeting to address the board.
- G. Unless determined by the board to be necessary or in an emergency, the board will not take action at the same meeting on an item raised for the first time by the public.

XI. PENALTIES FOR VIOLATIONS OF DATA PRIVACY

- A. MSA is liable for damages, costs, and attorneys' fees, and, in the event of a willful violation, punitive damages for violation of state data privacy laws. (*MS 13.08, Subd. 1*)
- B. A person who willfully violates data privacy or whose conduct constitutes the knowing unauthorized acquisition of non-public data is guilty of a misdemeanor. (*MS 13.09*)
- C. In the case of an employee and/or board member, willful violation of the Minnesota data practices law, Chapter 13, and any rules adopted thereunder, including any action subject to a criminal penalty, constitutes just cause for suspension without pay or dismissal. (*MS 13.09*)

Legal References:

Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. Ch. 13D (Open Meeting Law)
Minn. Stat. § 13.43 (Personnel Data)
Minn. Stat. § 123B.09, Subds. 6, 7, and 10 (School Board Matters)
Minn. Stat. § 123B.09, Subds. 6 and 7 (School Board Powers)
Minn. Stat. § 123B.09, Subd. 10 (Publishing Proceedings)
Minn. Stat. § 123B.12 (Finance)
Minn. Stat. § 123B.14 (Officers)
Minn. Stat. § 123B.14, Subd. 7 (Record of Meetings)
Minn. Stat. § 123B.143 (Superintendent)

Cross References:

MSBA/MASA Model Policy 202 (School Board Officers)
MSBA/MASA Model Policy 203 (Operation of the School Board – Governing Rules)
MSBA/MASA Model Policy 203.2 (Order of the Regular School Board Meeting)
MSBA/MASA Model Policy 203.5 (School Board Meeting Agenda)
MSBA/MASA Model Policy 203.6 (Consent Agendas)
MSBA/MASA Model Policy 204 (School Board Meeting Minutes)
MSBA/MASA Model Policy 205 (Open Meetings and Closed Meetings)
MSBA/MASA Model Policy 206 (Public Participation in School Board Meetings/Complaints about Persons at School Board Meetings and Data Privacy Considerations)
MSBA/MASA Model Policy 406 (Public and Private Personnel Data)
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)
MSA Policy 304 (Academies Administrator (Superintendent) Appointment, Duties, and Evaluation)
MSA Procedure 2000 (Public Comments at Board Meetings)