

## Regular Board Meeting

Wednesday, October 22, 2025 6:00 PM

MSAD Wilkins Hall, 615 Olof Hanson Drive, Faribault, MN 55021

### 1. Call to Order

### 2. Pledge of Allegiance

### 3. Adoption of Agenda

### 4. Open Forum: MSAD Leadership Team

- Jason Cox, Director
- Lee Jones, Interim Assistant Director
- Mandy Beucler, Paraprofessional Supervisor

### 5. Public Comment:

### 6. Consent Agenda

6.A. MSA Board September 17 Meeting Minutes for Approval

6.B. October Board Retreat Minutes

6.C. Human Resources Report

6.D. Donations

### 7. Policies

7.A. Policies for Reauthorization

7.A.1. 102 Equal Educational Opportunity

7.A.2. 445 Respectful Workplace

7.A.3. 745 MSA Purchasing Card Use

7.B. New or Updated Policies for Approval - None

7.C. Policies for First Reading

7.C.1. 446 - Payroll and Leave & Overtime Requests

7.C.2. 450 - School Volunteers

7.C.3. 455 - Employee Code of Conduct

7.C.4. 906 - Community Notification of Predatory Offenders

### 8. Action Items

8.A. Consider Appointing New Site Council Members

- Stephanie Franek, MSAB Shared/Support Services Representative

### 9. Information Items:

9.A. Superintendent Evaluation Summary

9.B. Superintendent's Report

9.B.1. Legislative Audit Update

9.C. Director's Reports

9.C.1. Fiscal Services Director - Amber Miller

9.C.1.a. FY Year-to-Date Report

**10. Work Session**

10.A. 2025-2026 School Goals

10.B. Strategic Plan Process

**11. Board Committee Reports**

11.A. Site Council Reports

11.B. Policy Committee

**12. Announcements:**

12.A. MSBA Conference Lodging Needs

12.B. Upcoming Board Vacancy

12.C. Subsequent Meetings:

- November 19 at 1:00 pm, MSAB
- December 17 at 1:00 pm, MSAD
- January 15-16 - MSBA Conference in Minneapolis (no meeting)
- February 11 at 1:00 pm, MSAB
- March 11 at 1:00 pm, MSAD
- April 15 at 6:00 pm, MSAB
- May 13 at 6:00 pm, MSAD
- June 17 at 6:00 pm, MSAB

**13. Adjourn**



# Minutes of Regular Board Meeting

## Minnesota State Academies Board

---

A Regular Board Meeting of the Minnesota State Academies Board was held Wednesday, September 17, 2025, beginning at 6:00 PM in the MSAD Wilkins Hall, 615 Olof Hanson Drive, Faribault, MN 55021.

**Present:** Chair Annette Freiheit, Hernan Moncada, Oluwagbenga Ogungbe, Sara Pratt, Jamers Speier, Katie Wangberg.

**Ex-Officio Present:** Superintendent Terry Wilding, MSAD Site Council Vice Chair Representative Sonny Wasilowski.

### 1. Call to Order

Chair Freiheit called the meeting to order at 6:01 pm.

### 2. Pledge of Allegiance

### 3. Adoption of Agenda

Motion to approve the agenda as drafted. This motion, made by Hernan Moncada and seconded by Sara Pratt, passed.

### 4. Open Forum: 2025 Extended School Year (ESY) Updates

Brittany Thomforde, MSA Student Support Services Director, shared a summary of the 2025 ESY programming, noting it was a success at both campuses. Our dorms were maxed out, and we had a large number of non-MSA students participate in ESY (27 for MSAD and 35 for MSAB).

Highlights included a visiting Paralympian the MSAB campus, a vehicle fair, and a presentation by a Deaf professional employed by the DNR. Brittany noted that our “growing pains” are a positive sign of expansion. Chair Freiheit asked about staffing levels. Brittany explained that the campus directors, supervisors and dorm staff worked very hard to make everything go smoothly. Jamers shared that she met two non-MSA students last week who were still talking about ESY and already planning to return next year.

### 5. Public Comment:

None.

### 6. Consent Agenda

- A. MSA Board August Special Meeting Minutes for Approval
- B. MSA Board September 10 Special Meeting Minutes for Approval
- C. Human Resources Report
- D. Donations

Motion to approve the consent agenda. This motion, made by Sara Pratt and seconded by Hernan Moncada, passed.

## **7. Policies**

### **A. Policies for Reauthorization**

- 1. 522 Student Sex, Gender, Gender Identity Nondiscrimination**
- 2. 827 Naming of Buildings, etc.**

Superintendent Wilding noted that these policies have not changed and recommended them for approval. Jamers Speier motioned to reauthorize both policies and was seconded by Hernan Moncada. Motion passed.

### **B. New or Updated Policies for Approval**

- 1. 213 MSA Board Committees**
- 2. 452 Staff use of Electronic Communication and Technology**
- 3. 524 Student Use of Electronic Communication and Technology**
- 4. 525 Violence Prevention**
- 5. 616 School Accountability**
- 6. 213 MSA Board Committees**
- 7. 452 Staff use of Electronic Communication and Technology**
- 8. 524 Student Use of Electronic Communication and Technology**
- 9. 525 Violence Prevention**
- 10. 616 School Accountability**

Superintendent Wilding explained the updated MSA Board Committees policy included moving the superintendent evaluation to the Executive Committee. The Technology Communication policies were divided into two policies – one for staff and one for students, for greater clarity.

The Violence Prevention is a new policy, aligning MSA with practices common in other school districts.

School Accountability policy stems from last year's goal to strengthen accountability. It expands committee responsibilities to include curriculum and assessments, and continues the annual World's Best Workforce report.

Meetings will occur more frequently.

Sonny Wasilowski asked about stakeholder involvement in the policy review process. Superintendent Wilding explained that policies are brought to the Board for a first reading, then to the Policy Committee, and then returned to the Board for a second reading. Input is also gathered from the Site Council meetings when possible.

Motion to approve all policies. This motion, made by Sara Pratt and seconded by Hernan Moncada, passed.

### **C. Policies for First Reading: None**

## **8. Action Items**

### **A. Site Council Appointments**

- **MSAD: Maresa Starr, Student Representative**
- **MSAD: Molly Peters, Shared Services Representative**

Superintendent Wilding noted that these appointments complete all positions for the MSAD Site Council. MSAB is still seeking two representatives, with five of seven positions currently filled.

Motion to appoint Site Council representatives. This motion, made by Jamers Speier and seconded by Mrs. Katie Wangberg, passed.

### **B. Out of State Travel Requests**

Superintendent Wilding explained that these requests represent all anticipated MSAB trips for the year. Sonny recalled that the Board previously used a template for such requests; Superintendent Wilding confirmed the template is still used internally and that the summaries presented to the Board exclude student names for privacy reasons.

Sonny then questioned whether the MSAB athletics department had a bigger budget as compared to MSAD. Superintendent Wilding noted that MSAD's athletics budget differs from MSAB's, with expenses exceeding \$25,000. Flight costs are often lower than charter buses for larger student groups. The Athletic Director researches options for each trip. NCASB covers a larger region than GPSD, and MSAB also benefits from a gift fund supplementing the athletics budget.

Sonny inquired about the recent special meeting, and with the fact that there were no Board members physically present, whether a revote would need to take place. Superintendent Wilding explained that the Attorney General's Office issued an opinion on the requirement of at least one full Board member (excluding any ex-officio member) being physically present at each meeting. However, the special meeting's decisions still stand. MSA will be meeting with the MN Data Practices Office to determine future procedures.

Jamers Speier asked about future budgeting given rising costs, emphasizing the importance of maintaining opportunities for students. Superintendent Wilding noted that MSAB will host a goalball tournament during homecoming and explore making it an annual event to reduce travel expenses.

Motion to approve all out of state travel requests. This motion, made by Hernan Moncada and seconded by Mr. Gbenga Ogungbe, passed.

### **C. 2025 Board Retreat Agenda**

Chair Freiheit discussed the strategic plan work session during the retreat. The goal is to finalize the plan by June 2026, working backwards and ensuring all voices are heard.

Kim Barron will contact Board regarding lodging and dietary needs.

Sonny suggested eating meals with students in the cafeteria, and recommended that the Site Councils discuss the strategic plan. Jamers expressed that the Board would currently benefit most from dedicated time to connect and build relationships as a Board.

Sonny suggested including CEASD, the campus master plan, and efforts to address declining enrollment in the retreat agenda. Superintendent Wilding responded that two to four hours would not be sufficient for all of those topics,

but assured there will be ongoing opportunities for input. The immediate priority is to train the Site Councils on the IROD approach for use throughout the year. Motion to approve the agenda. This motion, made by Jamers Speier and seconded by Mrs. Katie Wangberg, passed.

## **9. Information Items:**

### **A. Superintendent's Report**

Superintendent Wilding reported that Mandy Beucler was hired as the Paraprofessional Supervisor for the MSAD campus. Interviews are underway for both the MSAB Paraprofessional Supervisor and MSAD Director, and most vacancies are expected to be filled by next month's Board meeting.

The Minnesota Senate Capital Investment Committee, along with media representatives, visited the MSAB campus to review this year's four bonding requests. The meeting was positive, with Senator Jasinski present and emphasizing the importance of MSA's schools. We are hopeful that the Governor will include all requests in his proposed budget.

The four bonding requests are:

- MSAD Student Center Redesign (\$500,000)
- MSAB Therapy Pool Redesign (\$450,000)
- Asset Preservation Funds (\$3 million)
- Talking Library Renovations (\$6 million)

Sonny asked how the priorities were determined. Superintendent Wilding explained that these are repeat requests from the previous year, developed in collaboration with Facilities Director Dan Haugen.

Sonny asked how MSA arrived at the decision of picking those priorities. Supt. Wilding explained those are repeats from last year, and explained that input comes from Dan Haugen, our facilities director.

### **1. Legislative Audit Update**

Superintendent Wilding reported that most audit findings have been resolved. Work continues on reducing time-entry errors and documenting any payroll corrections made by supervisors. Each change is now communicated to the employee and documented for payroll records. A recent update report was submitted to the Office of the Legislative Auditor (OLA); MSA will be notified if additional concerns arise. Amber Miller, Fiscal Services Director, added that as of September 1, corrections were submitted to Minnesota Management and Budget, who will then forward them to OLA. This is the last finding requiring resolution.

## **B. Director's Reports**

### **1. Fiscal Services Director**

#### **a. FY Year-to-Date Report**

Amber Miller shared the year-to-date fiscal report, noting no major changes. The 1.5% cost-of-living increase in year one and 1.75% in year two will

generate some savings. MSA is now able to roll over funds year to year. Supervisors have been asked to spend cautiously, and large-ticket items should wait until the second year when possible.

## **10. Board Committee Reports**

### **A. Executive Committee**

The Site Councils recently held their first joint meeting, and completed Open Meeting Law training. Next month, they will meet during the Board retreat. Their first regular meeting will be in November. Sonny noted that the May meeting minutes were not included. Kim Barron will follow up.

### **B. Policy Committee**

### **C. Site Council Reports**

## **11. Announcements:**

Chair Freiheit shared that Kim will email and post the strategic plan documents for review prior to the Board retreat.

### **A. Subsequent Meetings:**

- **October 2-3, 2025 Retreat, MSAB/MSAD**
- **October 22, 2025, 6:00 pm at MSAD**
- **November 19, 2025, 1:00 pm at MSAB**
- **December 17, 2025, 1:00 pm at MSAD**
- **January 15-16, 2026 MSBA Conference**
- **February 11, 2026, 1:00 pm at MSAB**
- **March 11, 2026, 1:00 pm at MSAD**
- **April 15, 2026, 6:00 pm at MSAB**
- **May 13, 2026, 6:00 pm at MSAD**
- **June 17, 2026, 6:00 pm at MSAB**

## **12. Adjourn**

Hernan Moncada motioned to adjourn the meeting. Seconded by Jamers Speier, the motion passed. Meeting adjourned at 7:04 pm.



## **Minutes of Board Retreat Day 1 Minnesota State Academies Board**

---

A Board Retreat Day 1 of the Minnesota State Academies Board was held Thursday, October 2, 2025, beginning at 8:00 AM in the MSAD Wilkins Hall, 615 Olof Hanson Drive, Faribault, MN 55021.

**Present:** Annette Freiheit, Sara Pratt, Katie Wangberg, Jamers Speier, Oluwagbenga Ogungbe, Hernan Moncada.

**Ex-Officio Present:** Superintendent Wilding, MSAB Site Council Representative Harold Weber, MSAD Site Council Representative Sonny Wasilowski.

### **1. 8:00 - 8:45 AM - Introductions and Icebreaker Activities with New MSA School Leaders**

The Board met and participated in icebreaker activities with the Instructional Leadership Team along with recent hires: Student Support Services Director Brittany Thomforde, Human Resources Director Heather Smisek, Curriculum and Educational Program Director Justin Cyboron, Student Life Director Nichelle Steffen, MSAB Director John Davis, MSAD Interim Assistant Director Lee Jones, MSAD Paraprofessional Supervisor Mandy Buecler.

### **2. 9:00 - 10:00 AM - MSAD Showcase**

The Board listened to a presentation by Ryan Smith-Hastings on MSAD's reading intervention program, then toured the art classroom with Kirsten Mullaly.

### **3. 10:15 - 11:15 - Use of AI in the Classroom**

The Board discussed the use of Artificial Intelligence (AI) in classrooms and by staff, and reviewed existing policies and guidelines from other schools in Minnesota.

### **4. 11:15 - 12:15 - Board Manual Review**

The Board underwent a refresher training on the Board manual.

### **5. 1:00 - 2:00 PM - Board IROD Review and Implementations with Dr. Dave Webb (Frank Turk Auditorium)**

Dr. Dave Webb of Homerun Leadership provided a refresher training on the IROD approach.

### **6. 2:00 - 4:00 PM - Joint Site Council/Board IROD Training with Dr. Dave Webb, Frank Turk Auditorium**

Members of the Site Council underwent IROD training along with the Board. MSAB Site Council participants: Harold Weber, Madeline Christianson, Zena Anderson, Jeff Peterson.

MSAD Site Council participants: Justine Gonzalez, Sonny Wasilowski, Jasmine Rademacher, Christine Adams, Maresa Starr, Molly Peters.

Ex-Officio Site Council/other members present: Justin Cyboron, John Davis, Lee Jones, Lance Sever-Hall, Brittany Thomforde, Nichelle Steffen, Mandy Beucler.

**7. 4:00 - 5:00 PM - Tour of Dorms in Need of Renovations**

Superintendent Wilding led the Board on a tour of Pollard Hall.



## **Minutes of Board Retreat Day 2 Minnesota State Academies Board**

---

A Board Retreat Day 2 of the Minnesota State Academies Board was held Friday, October 3, 2025, beginning at 9:00 AM in the Lysen Hall, MSAB Campus, 400 SE 6th Ave, Faribault, MN 55021.

**Present:** Annette Freiheit, Sara Pratt, Katie Wangberg (left at 10:30), Jamers Speier (left at 10:30), Hernan Moncada, Oluwagbenga Ogungbe.

**Ex-Officio Present:** Superintendent Terry Wilding, MSAB Site Council Representative Harold Weber, MSAD Site Council Representative Sonny Wasilowski.

### **1. 8:00 - 10:15 AM - Strategic Plan Discussion**

Dr. Dave Webb from HomeRun Leadership led a discussion on the strategic plan process with the Board and the MSA Instructional Leadership Team (Brittany Thomforde, John Davis, Justin Cyboron, Mandy Beucler, Nichelle Steffen and Lee Jones).

The ultimate goal is to have the final strategic plan finalized at the June 2026 meeting, and working backwards, gather input. Today, the plan is to focus on the framework for the upcoming strategic plan.

The group discussed what worked well, what didn't, and what ideas we could brainstorm to make our next strategic plan even better. They also agreed it would be ideal to have flexibility and the ability to pivot mid-cycle. We should also consider possible future changes that may require us to shift our plan.

### **2. 10:30 - 11:30 AM - MSAB Showcase**

The Board visited the Academy Plus and Work Experience programs in the Industrial building, along with the FACs classroom.

### **3. 12:15 - 12:45 PM - Review of Cognia Accreditation**

John Davis and Justin Cyboron explained the Cognia accreditation process. Site visits will be set up, possibly in April. At this stage, MSA is gathering data and uploading it into the Cognia system. This will overlap/align with the strategic plan process, and both processes can support each other. Board members may be asked to share input.

One suggestion was to have the CEASD accreditation final report posted on our website. Kim Barron will work with Lance Sever-Hall on this.

### **4. 12:45 - 2:00 PM - 2025-2026 School Goals and Action Steps**

Tabled to October Board meeting.

## **5. Adjourn**

The retreat adjourned at 1:00 p.m.



# HOMERUN LEADERSHIP VISION® APP

What part of our MSA Strategic Plan is working well?

Contains a vision and mission with guiding principles

consistent focus on students and families

Communication has improved significantly since 2018

I don't know

progress made over last several year

Increasing staff and parent involvement

Prioritizing the school health

efforts to improve internal communication are noted

Contained goals and objectives with follow up evaluation of them each year

Improved communication over the last few years

it was a five year plan

Outreach efforts to greater MN have increased along with dedicated positions to strategically support these efforts

the plan focused on students and community

The development of the plan included our stakeholder groups (parents, students, community, staff)

look at the 2023 update, so many positive things changed, updated, add

documented evidence of improvement over the 5 years of the plan

I see continuous improvement actions around curriculum and instruction happening

social media presence highlights great things happening - part of communication plan

Goal areas and objectives are action oriented

Resident district collaboration. Great relationships with districts!

Communication improved

Site council is still not fully implemented

What part of our MSA Strategic Plan is not working as well as it could be?

time to revamp it. Been working on same goals for while now. MSA gets a "refresh"

Actions did not contribute to increased enrollment

Not involving more people in decision making

Is 5 years too long? We pivoted on some goals due to changing needs

Actions are not consistent

We need to be looking at student assessment and student outcome data at the system level

Staff preservation

this isn't plan specific but misinformation/wrong information being toted by outside people who do not work here are making everything more difficult

MSA needs a strategic plan to reflect the challenges and strengths of our current status while anticipating needs of the future

Website needs to remain updated as a form of communication

Would 3 years be a better length of time?

Some areas took longer than planned

Communications needs its own strategic plan to follow

Lack of verification of results and subsequent actions.

Many new leadership— Need to reassess, re-energize and refocus this plan

need to incorporate the new strategic plan within board work and organization systems

lots of stating of what isn't working but not offering solutions.

Heavy reliance on admin. To complete action steps

Concerns about effective communication between the MSA leadership and site councils

Too much busywork

We need an MTSS system and need to follow action steps to achieve the recommendations outlined from the MTSS implementation team

Site council still need to improve leadership to be fully functional

number 2 is not accurate. Last year we added 30 students at MSAD.

Increase accountability in following through on our action plans

Improved communication style from middle management

too wordy, need graphics and numerical data results

wanting clarity on what the board wants/needs from the site councils

Practical goals should be set as byproducts of the strategic plans

Defining what progress is. Differing views of what success and progress is on the current plan.

no or very little branding of the strategic plan throughout the district (i.e. posters with mission/vision/guiding beliefs/goals or focus areas)

I like the idea of annual reviews and updates

New employee orientations and yearly goal-setting activities are not properly aligned with the strategic plans

I like the idea of a 3 year plan. It is hard for many people to think long term

board reports and agenda not aligned to strategic plan focus areas/goals to ensure they are in front of us at all times

What ideas can you brainstorm to make our MSA Strategic Plan even better?

Three year strategic plan with annual updates

 4.3 / 5

Use IROD approach in each issues.

 4.1 / 5

Separate goals from daily operations. Goals should be for growth areas

 4.0 / 5

Have annual school goals specifically aligned with strategic plan

 3.9 / 5

3 year plan with annual reviews each year

 3.9 / 5

keep it simple and focused

 3.7 / 5

set up a planning group that meets once-a-year to use IROD to check progress.	★ ★ ★ ★ ★	3.7 / 5
include our community/stakeholder voices in the process	★ ★ ★ ★ ★	3.7 / 5
3 year plan with more focused/fewer achievable goals.	★ ★ ★ ★ ★	3.7 / 5
use the data/information from the accreditation processes to introduce and inform our community of MSA's current status, strengths, and challenges	★ ★ ★ ★ ★	3.7 / 5
Make sure action steps are measurable or we have appropriate tools embedded in the process to measure success	★ ★ ★ ★ ★	3.6 / 5
Built-in accountability strategies	★ ★ ★ ★ ★	3.5 / 5
love the idea someone shared of having visuals. One page documents for example that are posted everywhere	★ ★ ★ ★ ★	3.4 / 5
have a structure of IROD for all departments/site councils/systems that feed into the SP to improve consistency	★ ★ ★ ★ ★	3.4 / 5
align team meeting and board meeting agendas with the focus areas and goals, include the district vision and mission on documents throughout the district	★ ★ ★ ★ ★	3.4 / 5
scheduled check-ins, review sessions	★ ★ ★ ★ ★	3.3 / 5
Branding throughout the district of the strategic plan to ensure all stakeholders are knowledgeable of the plan	★ ★ ★ ★ ★	3.3 / 5
Collect data and results on the current plan	★ ★ ★ ★ ★	3.3 / 5

Incorporate goals and mission statements from the strategic plan	★ ★ ★ ★ ★	3.3 / 5
create a more condensed visual to "brand" our strategic plan across all spaces	★ ★ ★ ★ ★	3.3 / 5
Shorter term goals (3 years with annual updates)	★ ★ ★ ★ ★	3.2 / 5
More statewide outreach, we are off to a great start with our new outreach team. Build on that	★ ★ ★ ★ ★	3.2 / 5
shorten it. Less words this time around	★ ★ ★ ★ ★	3.1 / 5
Real-time, results-oriented strategic plan.	★ ★ ★ ★ ★	3.1 / 5
Established times for work groups	★ ★ ★ ★ ★	3.0 / 5
Convert the strategic plan to STRATEGIC GOALS	★ ★ ★ ★ ★	2.9 / 5
A 3-year strategic plan is preferred	★ ★ ★ ★ ★	2.9 / 5
We can progress monitor the strategic plan and adjust with new information action as needed	★ ★ ★ ★ ★	2.7 / 5
Be sensitive to burnouts.	★ ★ ★ ★ ★	2.7 / 5
Verification is needed throughout.	★ ★ ★ ★ ★	2.6 / 5
have less objectives per goal so that more focus can be made on the important stuff.	★ ★ ★ ★ ★	2.6 / 5
Condense action items and create a plan for more frequent review and progress reporting	★ ★ ★ ★ ★	2.5 / 5
More staff assigned to committees	★ ★ ★ ★ ★	2.5 / 5
3 year plan with annual retreats to review and update goals	★ ★ ★ ★ ★	2.5 / 5

Less busywork.	★ ★ ★ ★ ★	2.4 / 5
more to the process, not the plan itself but a process for discussing when a stakeholder participating in the plan is no longer conducive to the process but a hinderance	★ ★ ★ ★ ★	2.3 / 5
Must result in action items for each upcoming board meeting from the strategic plan.	★ ★ ★ ★ ★	2.3 / 5
We need tools that outline what an effective instructional program should encompass	★ ★ ★ ★ ★	2.3 / 5
MSA is not exclusive to the "district"; it is a state agency with obligations to the entire state.	★ ★ ★ ★ ★	2.3 / 5
Breakdown the 5 years plan to one school year at a time.	★ ★ ★ ★ ★	2.1 / 5
Agree with 34, focus on areas of need	★ ★ ★ ★ ★	2.0 / 5
Just do it mentality.	★ ★ ★ ★ ★	1.7 / 5
The strategic plan was doomed due to a lack of board committees such as legislative, facilities, and more.	★ ★ ★ ★ ★	1.3 / 5

Can you support the recommendation to make our MSA Strategic Plan even better?

What is one small action step you can take towards meeting your recommendation?

The respondents did not provide any answers for this question.

The respondents did not provide any answers.

Can you support the action step to make your MSA Strategic Plan even better?



# Human Resources Report

*October 2025 Board Meeting*

## **Personnel Changes September 10, 2025 – October 7, 2025**

**Retiring Employees:** None

**Vacancies Filled:**

1. Emma Hua – RN Sr – 3rd Party Billing Specialist
2. Tammie Warner – SEPA
3. Jill Stenson – HR Admin Asst

**Resignations/Separations:**

1. Christina Arillo – HST
2. Cami Matrich - HST

**Leave of Absences (LOA/PPL):**

1. Erik Shevlin
2. Fiona Catflisch
3. Kelsey Kirpatrick
4. Jacob Deml

**Return from LOA:**

1. Lance Sever-Hall
2. Chloe Donahue

**Permanent Lay-Off:** None

**Re-Call from Lay-Off:** None

**Transfers:** None

**Work Out of Class:**

1. Lee Jones, MSAD Institution Educational Supervisor

**Probation to Permanent:**

1. Ryan Kranz-Sturm – SEPA
2. Mike Nelson – CSAS
3. Heather Maag - SEPA

**Non-Certifications:**

**Phased Retirement Option Appointments (PRO):** None

**ECA Positions 2025-2026 and Staff Assigned:**

**Items that do not require Board Approval:** None

## September 2025 Donations

<b>Date:</b>	9/10/2025
<b>From:</b>	<b>Walter John Boris</b>
<b>Type:</b>	Crates and Craft Supplies
<b>Amount:</b>	<b>\$62.00</b>
<b>For:</b>	<b>MSAD MS Living Skills</b>
<b>Deposited to:</b>	
<b>Thank You:</b>	<b>Kris Wagner/Nicole Argentina</b>

<b>Date:</b>	9/12/2025
<b>From:</b>	<b>Joan Traxler</b>
<b>Type:</b>	Monetary Donation
<b>Amount:</b>	<b>\$3000.00</b>
<b>For:</b>	<b>MSAB Traxler Extracurricular</b>
<b>Deposited to:</b>	<b>#1404</b>
<b>Thank You:</b>	<b>Heidi Cole/John Davis</b>

<b>Date:</b>	9/19/2025
<b>From:</b>	<b>Jordan Rundquist</b>
<b>Type:</b>	Board/Card Games
<b>Amount:</b>	<b>\$50.00</b>
<b>For:</b>	<b>MSA Dorm</b>
<b>Deposited to:</b>	
<b>Thank You:</b>	<b>Nichelle Steffan/Hope Miller</b>

<b>Date:</b>	9/22/2025
<b>From:</b>	<b>Bezo's Family Foundation</b>
<b>Type:</b>	Gift Card for Classroom Supplies
<b>Amount:</b>	<b>\$529.79</b>
<b>For:</b>	<b>MSAD Science Room</b>
<b>Deposited to:</b>	
<b>Thank You:</b>	<b>Jenene Johnson</b>

<b>Date:</b>	9/29/2025
<b>From:</b>	<b>Frandsen Bank &amp; Trust</b>
<b>Type:</b>	Monetary Donation
<b>Amount:</b>	<b>\$66,569.79</b>
<b>For:</b>	<b>Landis Forester Donation</b>
<b>Deposited to:</b>	<b>#1395</b>
<b>Thank You:</b>	

Policy #: <b>102</b>
Title: <b>EQUAL EDUCATIONAL OPPORTUNITY</b>
Date of Initial Approval: 03-31-2011
Revision/Re-authorization Dates: 04-19-2018; 02-24-2021; 12-06-2023
Reviewers: MSA Superintendent; MSA Human Resources Office; MSA Instructional Leadership Team

**I. PURPOSE**

The purpose of this policy is to ensure that equal educational opportunity is provided for all students at the Minnesota State Academies.

**II. GENERAL STATEMENT OF POLICY**

- A. It is the Minnesota State Academies policy to provide equal educational opportunity for all students. The Minnesota State Academies does not unlawfully discriminate on the basis of race, color, creed, religion, national origin, gender/gender identity, marital status, parental status, status with regard to public assistance, disability, sexual orientation, or age. The Minnesota State Academies also provides reasonable accommodations for disabled students.
- B. The Minnesota State Academies prohibits the harassment of any individual for any of the categories listed above. For information about the types of conduct that constitute violation of the Minnesota State Academies' policy on harassment and violence and the procedures for addressing such complaints, refer to the Minnesota State Academies' policy on harassment and violence (Policy #413).
- C. This policy applies to all areas of education including academics, coursework, co-curricular and extracurricular activities, or other rights or privileges of enrollment, following participation parameters for each event or activity.
- D. It is the responsibility of every Minnesota State Academies employee to comply with this policy conscientiously.
- E. Any student, parent or guardian having any questions regarding this policy should discuss it with the appropriate Minnesota State Academies administrator as provided by policy. In the absence of a specific designee, an inquiry or a complaint should be referred to the Director of each Academy or the Superintendent.

**Legal References:**

*Minn. Stat. § 121A.03, Subd. 2 (Sexual, Religious, and Racial Harassment and Violence Policy)*

*Minn. Stat. Ch. 363A (Minnesota Human Rights Act)*

*20 U.S.C. § 1681 et seq. (Title IX of the Education Amendments of 1972)*

*42 U.S.C. § 12101 et seq. (Americans with Disabilities Act)*

**Cross References:**

*MSBA/MASA Model Policy 402 (Disability Nondiscrimination)*

*MSBA/MASA Model Policy 413 (Harassment and Violence)*

*MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)*

*MSBA/MASA Model Policy 522 (Student Sex Nondiscrimination)*

Policy #: <b>445</b>
<b>Title: RESPECTFUL WORKPLACE</b>
Date of Initial Approval: 07-09-1996
Revision/Re-authorization Dates:05-31-2001; 11-21-2013; 08-23-2018; 08-21-2021
Reviewers: MSA Superintendent; MSA Human Resources Office

**I. PURPOSE**

The purpose of this policy is to build and maintain a workplace that is respectful and professional toward all employees, volunteers, contractors, and other persons visiting the workplace and public service environment at the Minnesota State Academies (MSA).

**II. GENERAL STATEMENT OF POLICY**

It is the Minnesota State Academies' policy to provide a positive environment in which all staff, members of the public and others doing business with the state are treated with professionalism and respect. Employees at MSA are expected to conduct themselves in a manner that promotes this environment. Respect for others is fundamental to working in an effective, efficient, and innovative manner. Therefore, it is the intent of MSA to ensure a respectful workplace and public service environment free of disrespectful or unprofessional communications/behavior and provide an effective and non-retaliatory problem-solving process that addresses concern regarding respectful or professional communications and/or behavior.

**III. SCOPE**

This policy applies to all employees of Minnesota State Academies. It also applies to non-status employees and non-employees such as volunteers and contractors.

**IV. DEFINITIONS**

- A. Professionalism: Displaying the good judgment and proper behavior that is reasonably expected in the workplace.
- B. Public Service Environment: A location that is not the workplace where public service is being provided.
- C. Respect: Behavior or communication that demonstrates positive consideration and treats individuals in a manner that a reasonable person would find appropriate.
- D. Third Parties: Volunteers, contractors, customers and other non-employees in the workplace or public service environment.

**V. EXCLUSIONS**

This policy solely addresses communications and behavior that do not involve protected class status. Communications and behavior that involve protected class status are addressed in the Minnesota Department of Management and Budget's HR/LR Policy #1329 – Sexual Harassment Prohibited; MSA Policy #413 - Harassment and Violence; and MSA Policy #413.1 – Sexual Harassment and Violence.

## **VI. RESPONSIBILITIES OF EMPLOYEES**

Employees (including volunteers and contractors) are expected to:

1. Conduct themselves in a manner that demonstrates professionalism and respect for others in the workplace and public service environment.
2. Become educated and behave respectfully in regard to cultural differences. Participate in cultural awareness training and apply culturally appropriate practices within their job assignments.
3. Use informal means to address issues directly with the individual(s) involved whenever possible.
4. Participate fully and in good faith in any informal resolution process or formal complaint and investigative process for which they may have relevant information.
5. Report incidents that may violate this policy in accordance with processes identified by the agency.

In addition to their responsibilities as employees as described above, agency heads, managers and supervisors are also expected to:

1. Inform their employees and third parties for whom they are responsible of the expectations outlined in this policy.
2. Achieve and maintain compliance with this policy.
3. Take timely and appropriate action when a complaint is made alleging violation of this policy.

Failure to comply with this policy and its procedures may result in disciplinary action, up to and including termination, or ending a contractor or volunteer relationship with the agency.

## **VII. RETALIATION PROHIBITED**

Retaliation is prohibited against any employee or third party who:

1. Initiates a complaint.
2. Reports an incident that may violate this policy.
3. Participates in an investigation related to a complaint; or
4. Is associated or perceived to be associated with a person who initiates a complaint or participates in the investigation of a complaint under this policy.

## **VIII. RESPECTFUL AND/OR PROFESSIONAL BEHAVIOR**

Context is important in understanding the difference between respectful and/or professional behavior and disrespectful and/or unprofessional behavior. Individuals may experience stress or discomfort in the workplace that is not related to disrespectful and/or unprofessional behavior. For example, disrespectful and/or unprofessional behavior does not include any of the following:

1. The normal exercise of supervisory or managerial responsibilities, including, but not limited to performance reviews, work direction, performance management, and disciplinary action provided they are conducted in a respectful, professional manner.
2. Disagreements, misunderstandings, miscommunication, or conflict situations where the behavior remains professional and respectful.

Disrespectful and/or unprofessional behavior may or may not be intentional. Unintentionally disrespectful and/or unprofessional behavior may still violate this policy. Examples of *disrespectful and/or unprofessional* behavior include but are not limited to:

1. Exhibiting aggressive behaviors including shouting, abusive language, threats of violence, the use of obscenities, and/or other non-verbal expressions of aggression.
2. Behavior that a reasonable person would find to be demeaning, humiliating, or bullying.
3. Deliberately destroying, damaging, or obstructing someone's work performance, work product, tools, or materials; and/or
4. Use of this policy and procedure to make knowingly false complaint(s).

#### **IX. PROCEDURES**

- A. As with all allegations of misconduct, informal resolution or formal investigatory processes related to this policy will be conducted in a timely, fair, and objective manner.
- B. Individuals are encouraged to informally resolve concerns whenever possible. In addition to the options provided in this procedure and those identified within the agency, the involved parties, and the agency, by mutual agreement, may at any point seek mediation through the Bureau of Mediation Services (BMS).

#### **X. INFORMAL RESOLUTION**

- A. If possible, the employee or third party who feels a violation has occurred should begin the resolution process by having a conversation with the other individual(s) involved.
- B. Employees and third parties are encouraged to speak with their supervisor, agency Human Resources office, union representative, or Employee Assistance Program (EAP) representative for assistance or guidance on how to resolve the situation.
- C. If a direct approach is not possible or does not resolve the concern, employees and third parties are encouraged to meet with their supervisor or manager to discuss next steps.
- D. If the concern is about the supervisor or manager, parties are encouraged to contact the Human Resources office or an EAP counselor to determine options for resolution.

**XI. FORMAL COMPLAINTS**

- A. Any employee or third party may choose to initiate a formal complaint under this policy. Complaints should be submitted to the Human Resources office. If the complaint concerns a member of the Human Resources office, the complainant may contact their supervisor/director or the Superintendent. If the complaint concerns the Superintendent, the complainant should submit their report to the MSA Board chair. Alternatively, they may contact the Assistant Commissioner of Enterprise Human Resources at MMB.
- B. Complaints must contain details of the situation and the identity of the person or persons against whom the complaint is being made. A person against whom a formal complaint is made may be informed of the complaint.
- C. As a matter of best practice, the supervisor/director or Human Resources office receiving a complaint made pursuant to this policy is encouraged to acknowledge receipt of any complaint in writing, to the complainant, with a statement that includes:
  - 1. The date that the complaint was made.
  - 2. A statement that the supervisor/director or Human Resources office retains the discretion to determine whether an investigation is warranted.
  - 3. A statement that if it is determined that an investigation is warranted, all investigations will be conducted in a timely, fair, and objective manner; and
  - 4. A statement that all data associated with a complaint, including any investigation and any outcome, are government data, and that the release or non-release of data is governed by the Minnesota Government Data Practices Act (MGDPA).

MMB Labor Relations and Enterprise Human Resources are available to consult and offer guidance on implementation of this policy and procedure. This process does not supersede any applicable grievance or dispute resolution process under a collective bargaining agreement or plan.

**XII. RESPONSIBILITIES**

- A. Supervisors and Directors of the Minnesota State Academies are responsible for achieving and maintaining compliance with this policy and related procedures.
- B. The Minnesota Department of Management and Budget is responsible for maintaining the statewide policy and procedure (HR/LR Policy #1432 – Respectful Workplace).

Policy #: <b>745</b>
<b>Title: PURCHASING CARD USE</b>
Date of Initial Approval: 01-22-2015
Revision/Re-authorization Dates: 06-29-2017
Reviewers: MSA Finance Director; MSA Superintendent

**I. PURPOSE**

The purpose of this policy is to ensure that the purchasing card is used appropriately by authorized state employees (hereinafter “cardholders”) so that specific categories of merchants, goods and services may be procured on behalf of the State of Minnesota/Minnesota State Academies in an efficient and cost-effective manner and consistent with the statewide and agency use policy. The use of the Purchasing card is an alternate means of payment and must not circumvent the use of state contracts, purchasing laws, rules, policies or procedures.

**II. GENERAL STATEMENT OF POLICY**

Agency heads may elect to have their agencies use the purchasing card by signing the Purchasing Card Agency Head Acknowledgement. Participating agencies must adopt a purchasing card policy, by choosing within each section to accept the section exactly as written, accept the section with minor changes stated, or replace the section with more substantial modifications. The policy must be submitted to the Department of Administration (Admin), Office of State Procurement. An agency’s policy shall align with this state policy and Minn. Stat. § 16C and other applicable laws and rules. The agency, when modifying the policy may further restrict the use of the purchasing card, but cannot authorize higher limits or broader purchasing categories without written permission from Office of State Procurement’s Director or Assistant Director. Criteria for agency modifications of the policy are found at **Purchasing Card Program Administration** section. Purchasing cardholders shall use this procurement tool solely for state of Minnesota business purposes.

Agencies must have a policy in place, submitted to the Office of State Procurement, and approved by the commissioner of Administration prior to using the purchasing card. The agency must have an agency modified version of the policy, submitted to the Office of State Procurement, and approved by the commissioner of Administration within one year of this policy date, or prior to Nov 1, 2014 at the latest.

Agencies must have purchasing cardholders sign the revised Authorized User Purchasing Card Acknowledgement of Use Agreement prior to the end of the third quarter of FY14, March 31, 2014.

The purchasing card shall not be used for fuel (as defined in the **Prohibited Purchases** section) except in the case of an emergency unless an exception has been granted pursuant to the process in **Purchasing Card Exception section**. (See **Fleet Card Use Policy** for policies pertaining to the use of the Fleet Card.)

### III. **POLICY SCOPE**

Purchasing Card Use Policy 1b applies to all state agencies subject to the procurement authority of the commissioner of Administration. Other entities may request to participate in the state purchasing card contract, but they must develop and manage their own policies, procedures, authorizations, controls, oversight, and/or auditing of their card programs.

### IV. **USE OF THE PURCHASING CARD**

#### A. Purchasing Card Assignment

Purchasing cards are assigned or issued to cardholders under the authority of an agency head and the commissioner of Admin. Cardholders are those state employees authorized to use a purchasing card. Purchasing cards may be issued only after the authorized user:

1. is recommended and approved by his/her supervisor.
2. signs a statement acknowledging the use restrictions and consequences for misuse of the card
3. receives documented training on card use policies and procedures from the Agency Purchasing Card Coordinator or delegate per agency policy.

The Authorized User Purchasing Card Acknowledgement of Use Agreement must be signed every three years, and the supervisor and cardholder must receive refresher training on purchasing card use. Signing every three years validates the continued need for the purchasing card and allows for refresher training.

#### B. Convenience

The purchasing card is a method of paying for allowable goods and services that, in most cases, allows the state to efficiently and cost-effectively conduct business.

#### C. Using the Purchasing Card

The purchasing card holder should present the card for payment or in the case of phone orders or internet orders, provide the card account number. Receipts must be saved for documentation.

D. Purchasing Card Transaction Limits

Purchasing cards are subject to two limits:

1. a maximum transaction dollar amount of \$5,000.
2. a maximum payment cycle dollar amount of \$10,000.

If a card is used attempting a transaction in excess of an established limit or approved exception, the transaction will be automatically declined. If a need above an established limit occurs during normal business hours, the purchasing card authorized user should call his/her agency's purchasing card coordinator. Splitting a purchase into more than one transaction to avoid exceeding an established purchasing limit is prohibited. If an agency needs an exception to these limits, see **Purchasing Card Use Exceptions** section.

E. Purchasing Card Purchases

1. Permissible Purchases:

- a. Travel-related services. Purchases of travel-related services must comply with the Office of State Procurement's policies on travel expenses; the Office of State Procurement's policies and procedures for documenting travel; and Minn. Stat. §15.435. (Minn. Stat. §15.435 states in part, "Whenever public funds are used to pay for airline travel by an elected official or public employee, any credits or other benefits issued by any airline must accrue to the benefit of the public body providing the funding.")
- b. Other business-related goods or services not otherwise prohibited by this policy.

2. Prohibited Purchases:

The purchasing card shall not be used for any prohibited or non-state business purpose. Examples include:

- a. Fuel [self-service fuel of the type and grade specified by the vehicle manufacturer, E85 (85% ethanol, 15% gasoline) for flex-fuel vehicles when available, and blended for the season diesel fuel in diesel powered vehicles]
- b. Cash, cash advances, or extensions of credit
- c. Explosives
- d. Weapons of any kind, including firearms and ammunition
- e. Telephone calls (either personal or business)
- f. Meals for individuals (including the cardholder)
- g. Alcohol
- h. Consulting or professional/technical services
- i. Construction services
- j. High risk services
- k. Equipment that is required to have a license affixed on it (vehicles, trailers, boats, snowmobiles, ATVs, etc.) due to special tax payment considerations

- l. Capital assets (Capital assets are covered by the Office of State Procurement's policy 0106-00, *Capital Asset Reporting*)
- m. Sensitive items more than \$500 in purchase price or as defined in the Agency Purchasing Card Policy or Office of State Procurement's approved exception

Sensitive items, as defined in *A User's Guide to State Property Management*, by Admin's Fleet and Surplus Division, are items that are generally intended for individual use, or that could easily be sold and are most often subject to pilferage or misuse. Examples include, but are not limited to, copiers, Braille equipment, printer, scanner, personal computers (both desktop and portable models), network servers, and other computer equipment. The examples of sensitive items may be expanded and/or made agency specific in the agency policy. Agencies still need to follow the policies outlined in *A User's Guide to State Property Management*, including the requirement to track these purchases in their sensitive item inventory.

- 3. Rewards, Loyalty Programs, and Other Incentives:
  - 1. Agency Use Allowed: The use of rewards, loyalty cards, and other incentives from merchants is allowed if the agency has a mechanism in place to review and monitor to ensure that the rewards are accruing to the benefit of the agency and have not been used by an employee for personal benefit. If desired, the establishment of the rewards, loyalty, or incentive program must be authorized in the agency policy.
  - 2. Employee Benefits Prohibited: When using the state purchasing card, the acceptance of items or any other benefit, including, but not limited to, customer loyalty points, rewards, free items, or gift cards for the benefit of the employee and not for the benefit of the state agency is prohibited. (See Minn. Stat. 43A.38 subd. 2 and 15.43 subd 1.) A violation of this requirement may lead to consequences including, but not limited to, discipline or discharge.
  - 3. Purchasing cautions for agency rewards, loyalty programs, and other incentives:
    - a. The merchants used with the purchasing card should be based on the best price and efficiency and not influenced by a rewards/loyalty program.
    - b. Merchants should be selected considering best value, which includes, but is not limited to price, quality, location and efficiency.
    - c. An agency should not create an "exclusive" type relationship with a particular vendor.
- 4. Use of Financial Service, Pay Pal:  
The use of a financial service such as Pay Pal is discouraged, and

should only be used in cases where it is the only means to make a valid, authorized state business purchase. Every effort should be made to make purchases by other means before resorting to using a financial service.

Purchasing card transactions with a financial service must be for the exact amount of the purchase price from the vendor. Transactions with a financial service are for just one purchase at a time, and only at the time you make the purchase.

The cardholder must obtain a receipt from both the financial service and from the merchant providing the product. The merchant receipt must show the item description, the quantity and the price of the product purchased. Both receipts must be kept together and with the purchasing card log. Receipts must be handled per the agency policy.

Financial services such as Pay Pal must not be used in the following circumstances:

- a. If the vendor accepts the state purchasing card (currently a Visa card)
- b. If the vendor will accept a state purchase order
- c. If the Visa transaction has been declined due to a blocked MCC code
- d. If the purchase is prohibited by this policy in the **Prohibited Purchases** section
- e. If the purchase is over \$2,500 (even if the cardholder has a higher transaction limit)
- f. If the purchase is for professional/technical services or other services prohibited by this policy in the **Prohibited purchases, Services** section.

F. Emergency Use.

“Emergency” means a threat to public health, welfare, or safety that threatens the functioning of government, the protection of property, or the health or safety of people. See Minn. Stat. § 16C.10, subd. 2(a) and the Authority for Local Purchase Manual section 1.6.1.

**Declaring an Emergency.** The Office of State Procurement’s *Acquisitions Request for Emergency Authorization* form should be used to request emergency procurement authorization. The Office of State Procurement’s Director or Assistant Director may declare an emergency. If time permits, contact the Office of State Procurement at 651.201.2402/2400 to report the emergency and process the form using signature blocks A & B. When time does not allow contacting the Office of State Procurement, an agency head or his or her authorized delegate may declare an emergency by processing the form using signature blocks A & C. In declared emergencies, any individual

may purchase if required to respond to the emergency.

Documenting an Emergency. When an agency head or delegate declares an emergency without advance authorization from the Office of State Procurement, the declaration must be documented by completing the *Acquisitions Request for Emergency Authorization* form or in writing and submitted to the Office of State Procurement as soon as practicable. The declaration shall include the nature, date, location, and scope of the emergency and any limits to actions that should be taken to rectify the situation.

Regardless of whether the Office of State Procurement or an agency head declares the emergency, the agency must submit a written report to the Office of State Procurement's Director or Assistant Director upon completion of its emergency procurement activities, unless the purchases are under \$5,000. The report shall fully document the actions taken, why the competitive bid process could not be utilized, how the scope of work was minimized to what was immediately necessary, and the final costs of the goods and services procured under the emergency authority. A copy of this final report must be kept in the purchasing file.

When the emergency is declared by the agency head or delegate, the authorized card user shall contact his/her agency purchasing card coordinator. Emergency use of the purchasing card must be reported to the agency's purchasing card coordinator no later than the next business day following the emergency. The agency purchasing card coordinator shall then call the Office of State Procurement's Assistant Director at 651.201.2402 and report the event.

G. Services.

The state purchasing card can be used for the purchase of simple services. The card should not be used for the purchase of a service if the service is performed on state property or when insurance should be required to protect the state from potential liability. The card cannot be used to purchase construction services, professional/technical services, or for high risk services. Examples of simple services include but are not limited to film processing, news clipping service, and car washes.

H. State Sales Tax.

The Minnesota State Academies are tax exempt.

**V. USER RECORD KEEPING AND COMPLIANCE**

A. Receipts Required.

All purchase card users must obtain receipts for card transactions.

Receipts must be:

1. Segregated by billing cycle as required by the agency's policy.

2. Maintained pursuant to the agency's records retention schedule for these records.
3. Readily available during the payment process to assist in verifying correct payment.
4. Original itemized receipts. If the authorized user cannot obtain a receipt from the merchant at the time of sale because of mechanical or technical difficulties, the authorized user must complete, sign and have notarized an *Affidavit in Lieu of Receipts*, which is available from agency financial services offices. The affidavit should only be for exceptional circumstances. For internet purchases, the print out of the order confirmation showing the details, or the email order confirmation, or the shipping document if it shows what was purchased, the quantity and the price paid suffice for the itemized receipt.

B. Contrary Use.

If a card is used in violation of this policy, the authorized card user shall report the matter to the agency purchasing card coordinator no later than the next business day. Violations of this policy could result in consequences up to and including discipline or discharge. In the case of a prohibited purchase, the authorized user may be required to immediately reimburse the agency for the prohibited purchase. There may be situations where such reimbursement may not be warranted, in which case the agency will assess and resolve such matters on a case-by-case basis.

C. Fraud.

Pursuant to Minn. Stat. § 609.456 subd. 2, all suspected fraud with the state's purchasing card must be reported in writing to the Office of the Legislative Auditor (OLA). This requirement includes those instances when the state-owned purchasing card account number has been compromised and/or unauthorized use of the account is discovered either by the servicing contract vendor or a state employee.

## VI. PURCHASING CARD USE EXCEPTIONS

As noted above in the **Policy** section, agencies may choose to adopt or change the agency policy, and submit it to the Office of State Procurement for approval. When the agency modifies the policy, it may further restrict the use of the purchasing card, but cannot authorize higher limits or broader purchasing categories without written permission from Admin by submitting a Request for Purchasing Card Policy Exception form to the Office of State Procurement. Any approved exception must be filed with the purchasing card file. If it is a onetime exception it should also be filed with the payment documents when the approved purchase was paid. Examples of such exceptions include: imposing higher card limits than found in the **Use of Purchasing Card, Transaction limits** section, or authorizing purchases beyond those listed under **Use of Purchasing Card** section.

## VII. PURCHASING CARD PROGRAM ADMINISTRATION

### A. Agency Participation -- Policy and Pilot Required.

To participate in the purchasing card program, participating agency heads shall sign a Purchasing Card Agency Head Acknowledgement. Agencies shall: 1) adopt a policy by choosing within each section to accept the section exactly as written, accept the section with minor changes stated, or replace the section with more substantial modifications; and may request adoption of a Purchasing Card Policy Exception, and 2) successfully complete a pilot project outlined. All cardholders shall sign the Acknowledgement of Use Agreement.

An agency's policy shall:

1. specify the consequences of purchasing card misuse.
2. require training for cardholders and their supervisors about the responsibilities and requirements of the purchasing card, the agency's policy and purchasing laws, rules, policies, and procedures.
3. require a signed statement from cardholders agreeing to abide by the provisions of the *Statewide Policy on Expenditures by State Employees and Authorized Users* and the Agency's Purchasing Card Policy and understanding the consequences of misuse.
4. submit a signed copy of the agency policy to MMD for review and approval by the Commissioner of Administration. Upon approval, the policy will be signed and returned to the agency.
5. specify review procedures, including whether the agency will examine all invoices or a statistically significant representative sample.
6. identify approved exceptions, including procedures and measures for ensuring control and monitoring, such as the review of transactions by the supervisor.

### B. Agency Purchasing Card Coordinators.

Participating agencies must designate their purchasing card coordinators. Agencies must report the names of their purchasing card coordinators, along with contact information (address, phone, fax, e-mail) to the Office of State Procurement's State Purchasing Card Administrator. The agency purchasing card coordinator is responsible for overall administration of the program consistent with the statewide plan and the agency's approved plan. An agency may delegate the purchasing card coordinator duties to multiple persons based on the agency's structure and business practices, but the delegation must be outlined and authorized in the agency's policy.

### C. Agency Purchasing Card Coordinator duties.

The duties of the purchasing card coordinator include:

1. creating account(s) and account access so that card requests and changes may be managed and monitored.
2. administering card policy and training authorized card users so that cards are properly used.

3. monitoring card usage. Monitoring the review of card statements and monthly invoices.
4. enrolling in and using Access Online, the contract vendor's online tool to monitor and manage the purchasing card program.
5. using Access Online to ensure requested accounts or changes to accounts were made accurately.
6. supervising and ensuring that the review process of invoices is done per the agency review plan so that purchasing card bills are paid appropriately, in a timely manner, and the agency receives available rebate incentives. This review of invoices may include:
7. use of regular paper logs
8. use of Data Analytics tool
9. use of Statewide Integrated Financial Tools (SWIFT) to review the approvals
10. ensuring that adequate funds are encumbered for anticipated purchasing card purchases so the agency's use of the purchasing card complies with the *Minnesota Management and Budget and Department of Administration Policy and Procedure 702-09, Credit Agreements*.
11. reminding supervisors that they are to do a thorough review of every purchasing card transaction every month per the guidance in the Agency Purchasing Card Policy.
12. monitoring cardholders to ensure their need for a purchasing card is validated every three years and providing updated cardholder training.
13. ensuring that cardholders sign a new Authorized User Purchasing Card Acknowledgement of Use Agreement every three years.
14. keeping copies of cardholder's dispute requests and monitoring and following-up on dispute resolution.
15. informing cardholders of current contracts, provisions, and policies relating to purchasing card purchases.
16. maintaining a file of Authorized User Purchasing Card Acknowledgement of Use Agreements for all of the agency cardholders, which must have a signature dated within the last three years.

D. Requirement to Review Invoices and Records Retention.

Each agency is responsible for designating a person or persons for reviewing monthly purchasing card contract vendor invoices and purchase receipts in accordance with the agency policy's review plan. This requirement is in addition to the review and approval of the authorized user's supervisor.

1. Receipts must be submitted to the agency's designated purchasing card coordinator or those persons designated by the agency for reconciliation with the purchasing card invoice.
2. Receipts and other documentation must be retained pursuant to the agency's records retention schedule for these records.
3. Any approved exception that supports a onetime purchase must be

- filed with the payment documents when it is paid.
4. Each agency must have a review process in place for the review of transactions to prevent theft, abuse, and fraud relating to the overall use of the card. This process is required and must be described in the agency purchasing card policy.
  5. It is the responsibility of each agency to review purchasing card charges and monthly invoices to eliminate unnecessary and inappropriate charges.
  6. Each agency must use Access Online, the contract vendor's online web portal tool to assist in reviewing transactions and the purchasing card program within their agency.

E. Document Converting.

For record storage, agencies can convert the purchasing card documents including the receipts to other media including, but not limited to, scanning to an electronic file, magnetic tape, or hard drive.

Requirements for converted documents:

1. Original receipts for card transactions must be marked as original to confirm they were the originals prior to conversion.
2. If scanned, the resulting stored copy must be in locked format in the software used.
3. The purchasing card logs and the supporting receipts must be converted together, and kept together for easy reference, segregated by payment cycle.
4. There must be a backup of the converted documents to prevent loss or destruction.
5. The documents must be easily retrieved with short notice and provided for reference, inspection, and/or audit.

F. Invoice Review.

A review of permissible purchasing card charges, whether done by the supervisor, the certified Authority for Local Purchase buyer, the agency purchasing card coordinator, or other designated person(s) shall ensure that:

1. Cardholders are properly using the purchasing card for permissible purchases.
2. Charges for federal excise taxes have been removed, if appropriate.
3. State and local sales taxes have been paid, when applicable.
4. Potentially fraudulent transactions resulting from lost, stolen or returned purchasing cards are identified.
5. Any travel-related expenses are not submitted as reimbursable employee business expenses.
6. Itemized receipts are included and they agree with the transaction as shown on the invoice.

G. Unauthorized Purchase.

If an agency suspects an unauthorized purchase, the agency should investigate the transaction promptly to determine whether it is an incorrect amount or whether it is an unauthorized purchase. If it is determined that it is an incorrect amount, then the agency must attempt to resolve it with the merchant or the contract vendor. If it cannot be resolved, it must be disputed. If it is determined to be an unauthorized purchase, the agency should take the actions prescribed in the state and agency policies.

H. Discrepancies.

A discrepancy is an issue noted on the invoice that doesn't match the cardholder's receipts. These issues can very often be settled by contacting the billing merchant of the transaction in question. If the situation cannot be resolved with the merchant, the issue can then be disputed.

I. Disputed Charges.

Disputed charges can result from incorrect dollar amounts, duplicate charges, purchases that were never made, unprocessed credits, or fraud. Agency designated personnel must review the billing statement for accuracy. The purchasing cardholder should first contact the billing merchant to resolve the dispute. If unable to resolve, the cardholder should report the dispute to the agency purchasing card coordinator in writing for further action.

J. Disputed Charge Documentation.

The purchasing cardholder or agency purchasing card coordinators must document disputed items in writing. The agency must maintain copies of any written documentation, including documentation describing the resolution of the dispute, with the monthly billing statement.

K. Dispute Notification.

Upon notification of a dispute via telephone to the customer service number (back of card), the contract vendor will investigate the dispute and propose a resolution. If the invoice is reasonable, even with the disputed item(s), the agency should pay the full amount on the invoice to ensure the maximum possible rebate. Utilize the review process and the dispute process to rectify the situation. See the Contract Release, C-684(5), for details on how to submit a dispute.

L. Purchasing Card Incentives.

The purchasing card program includes a provision for incentives from the contract vendor. Purchasing card incentives must be managed in the SWIFT system when they are received and be credited to the agency account. See the Contract Release, C-684(5), for details on all purchasing card incentives.

## VIII. MINNESOTA MANAGEMENT AND BUDGET REQUIREMENTS

### A. 1099 Reporting Requirements.

The MMB will monitor the purchasing card program for the necessary 1099 reporting information from the contract vendor, including:

1. reviewing reports for all charges for services.
2. verifying whether a merchant has an appropriate W-9 in the state's systems.
3. obtaining a W-9 from the merchant when the merchant is not in SWIFT, the state's automated financial and purchasing system.
4. completing 1099 reporting to Internal Revenue Service.

### B. Online Account Management and Reporting.

Agency purchasing card coordinators may manage their purchasing card accounts and cards on the contract vendor's website and can create standard and ad hoc reports online.

### C. Processing Payment in SWIFT.

Purchasing card payments will be processed in SWIFT. Transactions will be loaded into SWIFT from the contract vendor, and must be processed by the assigned reconciler and purchasing card approver in SWIFT, and the voucher generated from this process for payment approval. Approving transactions individually has the ability to potentially speed up the creation of a payment voucher to the contract vendor, thereby maximizing the available incentive for fast payment from the contract vendor.

#### **Legal & MMB References:**

*Contract Release No. C-684(5) (This is the contract release for the purchasing card.)*

*Minn. Stat. 43A.38 Code of Ethics for Executive Branch Employees*

*Department of Minnesota Management and Budget and Department of Administration Policy and Procedure 702-09, Credit Agreements*

*Authority for Local Purchase Manual (Purchasing Manual Bulletin No. 00.07, Authority for Local Purchase) may be found on the Department of Administration, Office of State Procurement's website at <http://www.mmd.admin.state.mn.us/alp.htm>.*

*Operating Policy and Procedure, Employee Business/Travel Expenses, PAY0021*

*[http://www.sema4.state.mn.us/html/doc/eng/webhelp/Employee\\_Business\\_Travel\\_Expenses\\_-\\_Operating\\_Policy\\_and\\_Procedure1.htm](http://www.sema4.state.mn.us/html/doc/eng/webhelp/Employee_Business_Travel_Expenses_-_Operating_Policy_and_Procedure1.htm)*

*Minnesota Department of Revenue website: <http://www.taxes.state.mn.us/taxes/sales/index.shtml>*

Policy #: <b>446</b>
Title: <b>PAYROLL AND LEAVE/OVERTIME REQUESTS</b>
Date of Initial Approval: 04-19-2016
Revision/Re-authorization Dates: 04-25-2019; 10-27-2021
Reviewers: MSA Superintendent; MSA Fiscal Services Office; MSA Human Resources Office

**I. PURPOSE**

The purpose of this policy is to ensure that payroll entries for Minnesota State Academies (MSA) employees are completed accurately, utilizing established codes and procedures.

**II. GENERAL STATEMENT OF POLICY**

- A. All MSA employees will complete their time and leave information using the State of Minnesota Employee Self Service System. Employees must make certain that time, leave earn codes, and comments are entered accurately based on hours worked, leave taken, other appropriate pay and leave accrued, and completed by the required deadline.
- B. Supervisors will review their employees' time records for accuracy, appropriate payroll coding, comments, and take corrective actions as needed. This includes approving, validating and loading their payroll departments by the deadline established by the MSA fiscal services office.
- C. Each supervisor will maintain an appropriate timekeeping record system (example: Leave/Overtime requests, emails, or calendar attendance record) to monitor work hours, leave usage, and overtime approved or assigned.
- D. Employee requests for leave and overtime must be submitted and documented by supervisors. Supervisors will maintain leave request documentation for at least one month following leave usage.
- E. MSA payroll staff will process payroll in accordance with the procedures and schedules established by the Minnesota Management and Budget (MMB), make all necessary adjustments, and participate in quarterly payroll reviews.

**III. DEFINITIONS**

- A. **Employee Self Service** - MMB website containing employee time reporting, leave and pay stub information that is used by employees to enter time information and by supervisors to approve and validate employee time and leave entered.
- B. **Exempt Employee** - Position classifications designated by the Federal Fair Labor Standards Act (FLSA) to be professional and not subject to the overtime provisions of this law.
- C. **Non-exempt Employee** - Classifications that are eligible for overtime based on the FLSA definition.
- D. **Overtime** - Hours worked in excess of a non-exempt employee's normal work schedule that were preapproved or ordered and compensated in accordance with overtime provisions of the appropriate bargaining unit agreement. Special rules apply for exempt employee overtime.
- E. **Payroll Department** - Separate identification numbers for each area of supervision, assigned by agency Human Resources and Fiscal Services, with employees' records included.

F. **Time Records** - Payroll timesheets or Self-Service Time Entry.

*\*See MSA Policy 410 – Family and Medical Leave for additional information/definitions regarding FMLA leave.*

**IV. EMPLOYEE RESPONSIBILITIES**

- A. Employees will submit requests for leave to their direct supervisor in advance of the need for the leave, using the MSA Leave Request Form. If leave is not foreseeable, employees must notify their supervisor as soon as possible, following established communication protocols for their respective departments. Failure to do so may result in disciplinary action.
- B. Employees who request paid leave must have a sufficient balance available on the date the paid leave is taken.
- C. Employees must submit requests for overtime to their direct supervisor and receive approval prior to performing the work. Only in unusual circumstances will overtime be approved after the fact. Employees must follow established communication protocols for their respective departments to request overtime. If overtime is assigned by supervisors (i.e. schedule changes, late meetings, additional hours of work), no requests are necessary.
- D. Employees will use the Employee Self Service System to prepare their time entry for each pay period, following established timelines. Employees who fail to adhere to required timelines and accuracy of their time entry may be subject to disciplinary action as appropriate.
- E. Time entry must be accurate for actual hours worked, leave taken, comments, and other pertinent information, using proper codes.
- F. Employees must complete time entry in advance of any planned absence spanning the end of a pay period.
- G. Employees must provide their supervisor with all pertinent back-up documents such as military orders, jury duty summons, or doctor's orders.
- H. Employees will make corrections to their time entry as needed. **In the event supervisors have to make corrections for the employee, the supervisor will add a comment explaining the changes and notify the employee and the payroll coordinator in writing.**

**V. SUPERVISOR (APPROVERS) RESPONSIBILITIES**

- A. Supervisors will respond to requests for leave or overtime within 48 hours of the request. They will determine appropriate documentation systems to maintain records of employee leave and overtime hours.
- B. Supervisors designated as primary approvers will review time records for their assigned payroll department. Time entry must be reviewed for accuracy by comparison with the Self Service Time Entry system, approved overtime requests, sub calendars and other appropriate documents or reports.
- C. Supervisors will correct time entries as necessary by either notifying the employees to make the appropriate adjustments or making the adjustments themselves in the absence of the employee and following up with the employee. This should only be

done as a last resort. Reasons for the changes must be noted as “comments” in time entry **and communicated with the employee in writing.**

- D. After reviewing the time entry and resolving validation errors, supervisors must revalidate, approve and load departments by the timelines established by Fiscal Services.
- E. When a planned absence prevents a supervisor from reviewing and approving employee time entry, a backup approver must be arranged to complete the process. By direction of MMB, the use of backup approvers should be limited.
- F. Back-up approvers will notify the primary approver and employee of any changes made during their review, including a comment in the time entry stating the reason for the change. Back-up approvers will also include a comment explaining why they, rather than the primary approver, are approving the time records.
- G. Employees will not approve their own time entry.

## **VI. PAYROLL STAFF RESPONSIBILITIES**

- A. Payroll staff will review all assigned payroll departments.
- B. Payroll staff will resolve time entry concerns with employees and supervisors and make appropriate adjustments. Retain pertinent documentation according to the records retention schedule.
- C. Payroll staff will complete current and prior period adjustments as needed.
- D. Payroll staff will notify employees and supervisors of any corrective actions needed or completed.
- E. Payroll staff will notify supervisors/Director of Fiscal Services of any problems related to the agency payroll process.
- ~~F. Payroll staff will review and print the Self Service Time Entry Audit Report HP 2460 and send to supervisors for their signature as well as their employees for any changes that are made.~~
- ~~G. Payroll staff will print the following reports for the Director of Fiscal Services to review, correct, if needed, and approve:
  - ~~a. Payroll Posting Audit Trail (HP2280)~~
  - ~~b. Payroll Register Report (HP2062)~~
  - ~~c. Business Expense Report (HP6745)~~
  - ~~d. Invalid Chart Strings Report (HP6670)~~
  - ~~e. FLSA Overtime Report (HP5005)~~
  - ~~f. Business Expense Transfers Report (HP2380)~~~~

## **VII. FINANCE PAYROLL AUDITS**

- A. Bi-weekly, designated MSA fiscal services staff will audit employee self-service time entry and the supervisory approval process.
- B. The audit will include the following:
  - a. Adequacy of supervisor’s approval process.
  - b. Appropriateness of earn codes for the pay circumstance.
  - c. Accuracy of employee time reporting.
  - d. Adequacy of documentation regarding adjustments.

- e. Appropriate use of back-up approvers.
- C. Supervisors will actively participate in reviews of their payroll departments.
- D. **The payroll coordinator** will notify supervisors of problems found, corrective actions needed, and/or concerns.

Policy #: <b>450</b>
Title: <b>SCHOOL VOLUNTEERS</b>
Date of Initial Approval: 11-16-2017
Revision/Re-authorization Dates: 02-24-2021
Reviewers: MSA Instructional Leadership Team

**I. PURPOSE**

The purpose of this policy is to develop a school volunteer program to encourage the use of volunteers in the school to enhance school-based activities and academic learning. This program is also designed to increase communication and positive relationships between parents, school employees, and the MSA community.

The Minnesota State Academies (MSA) considers volunteers as a resource that requires advance planning and preparation for effective use. To further enhance our commitment to equity and support for diversity, as much as possible, MSA directors/supervisors and staff members will recruit volunteers from a variety of minority groups to provide our students with positive role models, reflecting the diversity of our student body.

**II. GENERAL STATEMENT OF POLICY**

This policy applies to all volunteers at MSA and includes both parent and community volunteers.

**III. DEFINITIONS**

A. **“Volunteers”** are persons who render services for or on behalf of the school on the campus or at a school-sponsored/school-related activity on or off school property who do not receive compensation in excess of reimbursement for expenses.

B. **“Level 1 Volunteers”** are people who volunteer occasionally and in highly public settings with ~~little or no direct contact with students and who are under constant supervision by MSA employees.~~

- Examples of volunteers in this category might include people working at a fundraising or athletic event, selling concessions at events, supporting supervision of field trips, **assisting with childcare during events**, and/or making an occasional classroom visit/presentation.
- Level 1 volunteers are not required to complete a volunteer application, undergo background checks, or sign a confidentiality agreement. **Level 1 volunteers should never be left alone with students.**

C. **“Level 2 Volunteers”** are people who volunteer regularly with student contact under **constant** supervision of MSA personnel.

- Examples of volunteers in this category include volunteers who provide after school programming or supporting student organization activities on a regular, recurring basis. Student volunteers from local high school

programs who support classroom activities are included in this category.

- Level 2 volunteers must complete a volunteer application and a confidentiality agreement acknowledging FERPA (student confidentiality) requirements.

~~D. “Level 3 Volunteers” are volunteers who have unsupervised contact with students on or off campus. Level 3 volunteers must (1) complete a volunteer application and a confidentiality agreement acknowledging FERPA (student confidentiality) requirements, and (2) undergo a criminal background fingerprint check. Volunteers in this category include one-on-one tutoring, overnight field trip chaperones, or a single day field trip with little or no direct supervision by a MSA employee.~~

E. “Student Interns” are people who are currently enrolled in a post-secondary program for which an authorized internship has been established within an internship agreement with MSA. Student Interns must successfully be accepted into a placement at MSA, completing the following steps: (1) complete an interview with the supervising employee and the **Campus** director **of the department where the internship will occur**; (2) complete a confidentiality agreement acknowledging FERPA (student confidentiality) requirements; (3) undergo a criminal background fingerprint check **and/or provide documentation from their university program**. ~~The Campus Director must approve all student interns in advance.~~ This category applies to students who wish to do observations or practicums at our campuses.

#### IV. EXPECTATIONS AND LIMITATIONS

- A. All volunteers must be approved in advance by the Campus or Student Life Director. MSA reserves the right to discontinue or disallow the services of any volunteer at any time at the discretion of the administration.
- B. Volunteers must report to the school building office upon arrival to sign in and must report to the office prior to departure to sign out. A sign-in and sign-out log will be maintained in each school office. Each volunteer will be provided with a volunteer identification card which must be displayed for the duration of the visit.

Student Interns may receive card key access and a permanent identification card for the duration of their internship. They will not be required to do daily check-ins or check-outs.

- C. ~~Level 3 volunteers and~~ Student Intern **applicants** who have criminal records indicating involvement in abuse/neglect or any other criminal convictions, whether disclosed or undisclosed, may be provided an opportunity to meet with the ~~Campus Director and/or the~~ Human Resources Director to respond to the results of the background check. No person who is required to register as a sex offender will be approved to volunteer or intern at MSA. After examination of the information available, the **Campus Human Resources**

- Director will make a case-by-case determination as to whether to allow the individual to volunteer or intern at MSA.
- D. ~~Level 3 volunteers and~~ Student Interns must also complete orientation activities ~~with the Campus Director or a designee~~ prior to starting any volunteer activities.
  - E. Volunteers are not allowed to transport students or drive any state vehicles. They may act as chaperones in state/contracted vehicles if accompanied by MSA employees.
  - F. Volunteers cannot bring other family members to the volunteer activity. They are also expected to abide by school rules and general expectations for staff members (i.e. dress code, phone use, appropriate conduct).

**Appendices:**

*450-A: Volunteer Application*

*450-B: Confidentiality Agreement*

*450-C: Criminal Background Check*

Policy #: <b>906</b>
Title: <b>COMMUNITY NOTIFICATION OF PREDATORY OFFENDERS</b>
Date of Initial Approval:06-02-2021
Revision/Re-authorization Dates:
Reviewers: MSA Instructional Leadership Team

**I. PURPOSE**

The purpose of this policy is to assist Minnesota State Academies (MSA) administrators and employees in responding to a notification by a law enforcement agency that a convicted predatory offender is moving into the community so that they may better protect individuals in the school's care while they are on or near MSA premises or under the control of MSA.

**II. GENERAL STATEMENT OF POLICY**

The policy of MSA is to provide information to staff regarding known predatory offenders that are moving into the community so that they may monitor school premises for the safety of the school, its students, and employees. Employees will be notified as appropriate and have access to Offender Fact Sheets.

1. MSA will provide safety information and resources for distribution to students regarding protecting themselves from abuse, abduction, or exploitation. MSA administrators may ask local law enforcement officials for assistance in providing instruction to employees and students.
2. [Minnesota Statutes, section 244.052, as amended, allows law enforcement agencies to disclose information about certain predatory offenders when they are released into the community. The information disclosed and to whom it is disclosed will depend upon their assessment of the level of risk posed by the predatory offender.](#)

**III. DEFINITIONS**

1. **“Criminal history conviction data”** is public data on a convicted criminal which is compiled by the State Bureau of Criminal Apprehension (BCA).
2. **“Law enforcement agency”** means the law enforcement agency having primary jurisdiction over the location where the offender expects to reside upon release.
3. **“Notification of Disclosure by Law Enforcement Agency”**
  - a. **Risk Level I** – The local law enforcement agency may disclose certain information to other law enforcement agencies and to any victims of or witnesses to the offense committed by the offender. There will be no disclosure to school districts.
  - b. **Risk Level II** – In addition to those notified in Level I, a law enforcement agency may notify agencies and groups the offender is likely to encounter that the offender is about to move into the community and provide to those agencies and groups an Offender Fact Sheet on the offender. School districts, private schools, day care

centers, and other institutions serving those likely to be victimized by the predatory offender are included in a Level II notification.

- c. **Risk Level III** – In most cases, the local law enforcement will hold a community meeting and distribute an Offender Fact Sheet with information concerning and a photograph of the soon-to-be-released Level III Offender.
4. **“Offender Fact Sheet”** is a data sheet compiled by the Department of Corrections or local law enforcement agency. The Offender Fact Sheet contains both public and private data including a photograph and physical description of the predatory offender, as well as the general location of the offender’s residence.
  - a. A local law enforcement agency may provide Offender Fact Sheets for Level II predatory offenders directly to the school district.
  - b. Level III Offender Fact Sheets will be distributed at a community meeting conducted by the local law enforcement agency.
5. **“Risk Level Assessment”** is the level of danger to the community as established by the Minnesota Department of Corrections following a review by a committee of experts. The level of risk assigned to a soon-to-be-released offender determines the scope of notification.
6. **“Risk Levels”**
  - a. **Risk Level I** is assigned to a predatory offender whose risk assessment score indicates a low risk of re-offense.
  - b. **Risk Level II** is assigned to a predatory offender whose risk assessment score indicates a moderate risk of re-offense.
  - c. **Risk Level III** is assigned to a predatory offender whose risk assessment score indicates a high risk of re-offense.

#### IV. **GUIDELINES-PROCEDURES**

1. **Level II Notification:** In keeping with the statutorily designated purpose that Offender Fact Sheets are to be used by staff members to secure the school and protect individuals in MSA’s care while they are on or near the MSA premises or under the control of MSA, MSA will take the following steps:
  - a. The superintendent’s office shall ~~request~~ notify the law enforcement agencies within Rice County that all appropriate Level II and Level III notifications are to be provided ~~from law enforcement agencies within Rice County to MSA as promptly as possible~~ to the MSA superintendent’s office.
  - b. Upon notification of the release of a Level II predatory offender, the superintendent’s office shall forward the Offender Fact Sheet to all department supervisors and their administrative assistants. ~~to be posted in an area accessible to employees, but not to the public, unless a determination has been made that public posting would help~~

~~secure the school or protect students. Supervisors must communicate with staff when a new fact sheet is posted.~~

- c. Administrative Assistants will update the Offender Fact Sheets and communicate with persons within the buildings who supervise students or who would be in a position to observe if the Level II offender was in or around the school. This includes, but is not limited to, administrators, teachers, coaches, paraprofessionals, custodians, clerical and office workers, food service workers, volunteers, and transportation providers.
- d. MSA ~~may~~ shall request criminal history conviction data on the Level II predatory offender from its local law enforcement agency. On a case-by-case basis, the superintendent may determine whether to send a letter to parents with general information regarding release of the Level II offender and a copy of the criminal history conviction data that MSA obtained from its local law enforcement agency. The offender fact sheet contains data classified as private or not public under Minnesota law and may only be distributed to parents, students, or others outside MSA if it determines the release is for the purpose of securing the schools and protecting individuals under MSA's care while they are on or near school premises.
- e. ~~The supervisors~~ administrative assistants shall post the Offender Fact Sheet in an area accessible to staff and employees but not the general public unless a determination has been made that public posting will help secure the school or protect students.
- f. MSA shall not distribute or provide access to Level II Offender Fact Sheets to parents, students, or others outside MSA unless a determination has been made that dissemination of the data will help secure the school or protect students.

***[NOTE: The Minnesota Department of Administration issued an opinion confirming that the Predatory Offender Fact Sheet contains private data or not public data. However, it is the department's opinion that a school district may release any information contained in the notification to anyone, including staff, students, parents, and guardians, if it determines that the release of data will help secure the school or protect students.]***

2. Level III Notification:

- a. The superintendent shall notify the law enforcement agencies within Rice County that all Level III notifications of community meetings are to be provided to MSA.
- b. When a Level III predatory offender is released into a community, generally the local law enforcement agencies will notify school districts of the time and location of the community meeting at which the Level III Offender Fact Sheet will be distributed to the community.
- c. When MSA receives this information, the superintendent or a designee will attend the community notification meeting. The superintendent will

also determine on a case-by-case basis whether MSA will notify parents and students of the time, date, and location of the community meeting.

- d. When MSA receives information that a Level III predatory offender is moving into the community, in addition to following the procedures specified above, MSA shall follow the procedures outlined for a Level II notification.
- e. If the predatory offender is participating in programs offered by MSA that require or might allow the person to interact with children other than the person's children, the superintendent shall notify parents of children enrolled at MSA of the contents of the Offender Fact Sheet.

~~**[Note: The Department of Administration issued an opinion confirming that the Predatory Offender Fact Sheet contains private data or not public data. However, it is the department's opinion that a school district may release any information contained in the notification to anyone, including staff, students, parents, and guardians, if it determines that the release of data will help secure the school or protect students.]**~~

**Legal References:**

Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)

Minn. Stat. § 244.052 (*Predatory Offenders; Notice*)

20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)

~~42 U.S.C. § 16901 34 U.S.C. 20901 et seq. (Jacob Wetterling, Megan Nicole Kanka, and Pam Lychner Sex Offender Registration and Notification Program Crimes Against Children and Sexually Violent Offender Registration Program)~~

Dept. of Admin. Advisory Op. No. 98-004

**Cross References:**

MSA Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)

MSA Policy 415 (Mandated Reporting of Maltreatment of Vulnerable Adults)

MSA Policy 515 (Protection and Privacy of Pupil Records)

MSA Policy 903 (Visitors to MSA Buildings and Sites)

**Minnesota State Academies  
Superintendent Performance Evaluation for SY 2024-2025**

**SCHOOL BOARD'S SUMMARY OF ITS CONCLUSIONS**

**Goal 1.: Rating: Developing**

Summary Statement:

Mr. Wilding has completed extensive work on new and updating board policies and procedures related to school accountability, curriculum review/approvals, and instruction/assessment. Mr. Wilding does his due diligence in researching new laws and requirements that must be addressed in board policies. He actively includes other staff in obtaining their feedback in the policy review process.

- Review of existing policies and procedures is ongoing and will continue to work on expanding the decision center with processes, criteria and guidelines.
- Due to the departure of the Director of Curriculum and Educational Programs, curriculum and accountability work was slower than anticipated. This will be a top priority for the coming year.
- Completion of course catalogs for both campuses was not addressed and will be addressed by the school accountability committee in 2025-2026.

The Board recommends that Mr. Wilding continues to work on restructuring the school accountability committee with the new Curriculum and Educational Program Director and other leadership teams within MSA. Also, continue working on completing and publishing course catalogs for both campuses.

**Goal 2.: Rating: Effective**

Summary Statement:

Mr. Wilding has continued to address general school operations and tightening up procedures to ensure efficiency, transparency, documentation, and stability.

- Review of existing and needed procedures was completed. Department Heads/Instructional Leadership Team supervisors were included in this process. Work will continue to address procedures that need to be updated and will expand procedures relevant to new policies and/or legislation.
- A MSA Decision Center was established through a shared folder for supervisors. It enabled supervisors and leaders to review current documents and processes and list the needed updates and/or development of new documents. Work will continue into 2025-2026.
- Meetings with departments across both campuses were held to gather information. Annual surveys and individual conversations were also conducted. The organization chart was updated with back-up administrators to support decision making when the primary administrator is unavailable.

**MSA empowers every student to achieve, care, and thrive in an ever-changing world.**

- Review of positions and supervisors will continue to enhance efficiency and support for staff.

The Board recommends Mr. Wilding develop a short-term work plan to cover the gap between strategic plans and a plan for completion of a strategic plan by June, 2026.

Evaluation Period: August 2024 to June 2025

Superintendent's Signature: \_\_\_\_\_ Date:

School Board Chair's Signature: \_\_\_\_\_ Date:



# MINNESOTA STATE ACADEMIES FOR THE DEAF AND THE BLIND

615 Olof Hanson Drive, Faribault MN 55021 (507) 384-6600 [www.msa.state.mn.us](http://www.msa.state.mn.us)

---

## Report for the Minnesota State Academies Board – October 2025

Greetings from the Superintendent's Office! We enjoyed the opportunity to interact with you at the recent board retreat, and our staff/students were appreciative of the opportunity to share our programs with you all...

- 1) We have hired a new Paraprofessional Supervisor (Mandy Beucler) and a new Director (Jason Cox) for the Deaf school. With Lee Jones in place as interim assistant director, we are now examining workloads and responsibilities for all 3 administrative positions. More information will be shared as we move forward with this new structure. On a related note, we are hoping to wrap up interviews and hire a new Paraprofessional Supervisor for MSAB soon. We will keep you informed when that happens.
- 2) We've been having a successful school year so far. Our students are participating in different academic and extracurricular activities, including the following highlights...
  - a. White Cane Day at MSAB on October 14<sup>th</sup>.
  - b. GPSD Volleyball tournament hosted at New Mexico (our athletes represented MSAD very well and Mya Palmer was selected to the all-star team)
  - c. Upcoming Goalball Tournament at MSAB next weekend
  - d. Regular slate of volleyball, football, goalball, academic bowl competitions.
  - e. Field trips (both during the day and in the evenings)
  - f. Unity Day activities at MSAB
- 3) We hosted a successful tour with the Senate Capital Investment committee, showing them our MSAB library and presenting our proposed bonding projects. A lot of good questions were asked and we are hopeful for the next legislative session. We are hoping that the house capital investment committee will also visit us in the near future so we can share our information with them as well.
- 4) Chair Freiheit, Kim Barron, and I had the opportunity to meet with the Data Practices office to get more information about the open meeting laws in Minnesota to ensure that we are following the rules regarding our meetings (board, committees, and site councils). We will work on updating our practices/procedures to ensure that we are in compliance with current laws. It is possible that this will lead to some legislative action to update our statutes to allow for additional flexibility.
- 5) I had the opportunity to attend the MASA annual conference in Duluth and attended several sessions related to Artificial Intelligence and Strategic Planning. I look forward to sharing this information with our administrators and staff during future meetings/professional development. John Davis also represented MSA at the COSB and APH annual conferences in Louisville this week and will share information with the board next month. Soon, we will also be sending representatives to the MASE annual conference (both as participants and hosting an informational booth there)

Thank you for your continued support.

*MSA empowers every student to achieve, care, and thrive in an ever-changing world.*

Terry Wilding  
Superintendent  
Minnesota State Academies

## The Power of CommUNITY



# MINNESOTA STATE ACADEMIES FOR THE DEAF AND THE BLIND

615 Olof Hanson Drive, Faribault MN 55021 (507) 384-6600 www.msa.state.mn.us

---

## Financial Audit Status Report As of 10/15/2025

---

### Finding 1:

The Minnesota State Academies' site councils did not meet in accordance with their bylaws.

### Recommendations:

- The Minnesota State Academies' site councils should meet in accordance with their bylaws.
- The Minnesota State Academies' governing board should ensure that the site councils meet in accordance with their bylaws.

### Status Report:

Completed – with continuous monitoring.

Site council rosters have been updated according to June 2025 bylaw revisions and vacancies are being filled. (one vacant position on the MSAB site council as of this date)

**Persons Responsible for Implementation:** Terry Wilding, Superintendent, MSAB/MSAD Directors, and MSA Governing Board

**Date completed:** September 2024

---

### Finding 2:

The Minnesota State Academies did not monitor the financial and legal activities of its affiliated foundations, as required by the contracts.

### Recommendations:

- The Minnesota State Academies should monitor the financial and legal activities of its affiliated foundations, as required by the contracts.
- The Minnesota State Academies should strengthen its internal controls to ensure it monitors the financial and legal activities of its affiliated foundations.

### Status Report:

Completed – with continuous monitoring.

**Persons Responsible for Implementation:** Amber Miller, Fiscal Services Director

**Date Projected for Completion:** Spring of 2025.

---

### Finding 3:

The Minnesota State Academies did not process payroll in accordance with state policy.

### Recommendations:

- The Minnesota State Academies should process payroll in accordance with state policy.
- The Minnesota State Academies should strengthen its internal controls to ensure it processes payroll in accordance with state policy.

### Status Report:

An updated procedure has been developed to track changes to time entry by supervisors. (Procedure #7010). Training and monitoring will happen during the next few months to evaluate the effectiveness of this procedure.

**Persons Responsible for Implementation:** Amber Miller, Fiscal Services Director, Payroll Coordinator, All Supervisors at MSA

**Date Projected for Completion:** Procedure completed – September 2025; Continued monitoring and re-evaluation in November of 2025

---

**Finding 4:**

The Minnesota State Academies did not always purchase goods or services in accordance with state policy.

**Recommendations:**

- The Minnesota State Academies should purchase goods or services in accordance with state policy.
- The Minnesota State Academies should strengthen its internal controls to ensure it complies with state policy.

**Status Report:**

Completed – with continuous monitoring.

**Persons Responsible for Implementation:** Amber Miller, Fiscal Services Director, Patty Rux, Accounting Officer

**Date completed:** July 2024

---

**Finding 5:**

The Minnesota State Academies superintendent approved his own travel.

**Recommendations:**

- The Minnesota State Academies should require someone other than the superintendent to approve his travel.

**Status Report:**

Completed – with continuous monitoring.

**Persons Responsible for Implementation:** MSA Governing Board; MSA Board Chair

**Date Completed:** August 2024 for out-of-state travel; November 2024 for in-state travel.

---

**Finding 6:**

The Minnesota State Academies did not always comply with state policy when paying for the superintendent's travel expenses.

**Recommendations:**

- The Minnesota State Academies should pay travel expenditures only in accordance with state policy.
- The Minnesota State Academies should collect, from the superintendent, the state money used for personal travel.
- The Minnesota State Academies should strengthen its internal controls to ensure it pays for travel in accordance with state policy.

**Status Report:**

Completed - with continuous monitoring.

**Persons Responsible for Implementation:** Amber Miller, Fiscal Services Director; MSA Governing Board; MSA Board Chair

**Date Completed:** January 2025

---

**Finding 7:**

The Minnesota State Academies did not document that it managed its Imprest cash accounts in accordance with its policy.

**Recommendations:**

- The Minnesota State Academies should document that it manages its Imprest cash accounts in accordance with its policy.
- The Minnesota State Academies should strengthen its internal controls to ensure it manages its Imprest cash accounts in accordance with its policy.

**Status Report:**

Completed – with continuous monitoring.

**Persons Responsible for Implementation:** Fiscal Services department - Amber Miller, Patty Rux, and Sara Vollbrecht

**Date Completed:** September 2024

---

**Finding 8:**

The Minnesota State Academies did not manage its assets in accordance with state policy and did not keep an accurate record of its physical inventory.

**Recommendations:**

- The Minnesota State Academies should manage its assets in accordance with state policy and keep an accurate record of its physical inventory.
- The Minnesota State Academies should develop internal policies and procedures to ensure it manages its assets in accordance with state policy.

**Status Report:**

Completed – with continuous monitoring.

**Persons Responsible for Implementation:** Fiscal Services staff, Central Supply staff, IT staff

**Date Projected for Completion:** September 2025

---

**Finding 9:**

The Minnesota State Academies did not document the timely deposit of its receipts.

**Recommendation:**

- The Minnesota State Academies should strengthen its internal controls to ensure it documents the timely deposit of its receipts in accordance with state statutes.

**Status Report:**

Completed – with continuous monitoring.

**Persons Responsible for Implementation:** Fiscal Services department - Amber Miller, Patty Rux, and Sara Vollbrecht

**Date completed:** September 2024

---

**Finding 10:**

The Minnesota State Academies overreported its expenditures to the Minnesota Department of Education. As a result, the Minnesota Department of Education overpaid the Minnesota State Academies.

**Recommendations:**

- The Minnesota State Academies should accurately report expenditures to the Minnesota Department of Education.
- The Minnesota State Academies should return to the Minnesota Department of Education the reimbursements received as a result of the overreported expenditures.
- The Minnesota State Academies should strengthen its internal controls to ensure it accurately reports expenditures to the Minnesota Department of Education.

**Status Report:**

Completed – with continuous monitoring.

**Persons Responsible for Implementation:** Amber Miller, Fiscal Services Director; Brittany Thomforde, Director of Student Support Services.

**Date Completed:** December 2024

---

**Finding 11:**

The Minnesota State Academies did not always properly document its reconciliations between its submitted medical claims and the reimbursements from the Department of Human Services.

**Recommendations:**

- The Minnesota State Academies should properly document its reconciliation of third-party billing claims submitted with the reimbursements it receives.
- The Minnesota State Academies should strengthen its internal controls to ensure it receives accurate third-party billing reimbursements.

**Status Report:**

Completed – with continuous monitoring.

**Persons Responsible for Implementation:** Kimberly Viskocil, Director of Health Services; Karlene Bleninger, Third-Party Billing Coordinator

**Date Completed:** October 2024

---

**Finding 12:**

The Minnesota State Academies did not always obtain approval from Minnesota Management and Budget prior to accepting donations, as required by state statutes.

**Recommendations:**

- The Minnesota State Academies should obtain approval from Minnesota Management and Budget prior to accepting all donations, as required by state statutes.
- The Minnesota State Academies should strengthen its internal controls to ensure it accepts donations in accordance with state statutes.

**Status Report:**

Completed – with continuous monitoring.

**Persons Responsible for Implementation:** Fiscal Services department - Amber Miller, Patty Rux, and Sara Vollbrecht

**Date Completed:** May 2024

**Minnesota State Academies  
Financial Report-FY26  
July 1, 2025-September 30, 2025**

**25% of Fiscal Year Expended**

**Payroll Allocation 75%  
Non Payroll Allocation 25%**

<b>General Fund-1000 Fund</b>	<b>FY 2025 Expended</b>	<b>Current FY26 Budget</b>	<b>FY26 YTD Expended</b>	<b>Available Budget FY26</b>	<b>Percent Expended-FY26</b>
Payroll-MSAD	\$5,270,109.96	\$5,642,996.00	\$619,961.17	\$5,023,034.83	10.99%
Non Payroll-MSAD	\$355,500.48	\$348,784.00	\$37,226.46	\$311,557.54	10.67%
Payroll-MSAB	\$3,307,320.57	\$3,658,724.00	\$350,650.03	\$3,308,073.97	9.58%
Non Payroll-MSAB	\$227,170.75	\$246,684.00	\$18,222.64	\$228,461.36	7.39%
Payroll-Shared Svs	\$4,773,221.17	\$5,355,171.18	\$989,366.80	\$4,365,804.38	18.47%
Non Payroll-Shared Svs	\$2,931,910.40	\$2,659,943.05	\$390,550.60	\$2,269,392.45	14.68%
R&R-Non Payroll	\$250,000.00	\$250,000.00	\$106,928.66	\$143,071.34	42.77%
Payroll-Mental Health Day Treatment Prog (NEW)	\$4,786.88	\$144,167.48	\$9,691.05	\$134,476.43	6.72%
Non Payroll-Mental Health Day Treatment Prog (NEW)	\$83,450.73	\$342,619.27	\$13,404.99	\$329,214.28	3.91%
Unemployment Insurance (New in FY24)	\$163,006.68	\$321,000.00	\$89,791.67	\$231,208.33	27.97%
<b>Total 1000 Fund</b>	<b>\$17,366,477.62</b>	<b>\$18,970,088.98</b>	<b>\$2,625,794.07</b>	<b>\$16,344,294.91</b>	<b>13.84%</b>

**1000 Fund Expended FY25 as of September 30, 2024  
\$3,869,812.59**

**Payroll Allocation 62%  
Non Payroll Allocation 38%**

<b>Restricted Misc Special Revenue Fund-2000 Fund</b>	<b>FY 2025 Expended</b>	<b>Current FY26 Budget</b>	<b>FY26 YTD Expended</b>	<b>Available Budget FY26</b>	<b>Percent Expended-FY26</b>
Payroll-MSAD	\$4,348.27	\$0.00	\$0.00	\$0.00	0.00%
Non Payroll-MSAD	\$20,087.60	\$48,274.72	\$4,606.63	\$43,668.09	9.54%
Payroll-MSAB	\$11,444.36	\$164,326.23	\$0.00	\$164,326.23	0.00%
Non Payroll-MSAB	\$5,884.72	\$543,477.22	\$2,013.81	\$541,463.41	0.37%
Payroll-Shared Svs	\$190,426.47	\$200,409.27	\$38,163.88	\$162,245.39	19.04%
Non Payroll-Shared Svs	\$81,498.26	\$2,008,559.12	\$17,223.91	\$1,991,335.21	0.86%
<b>Total 2000 Fund</b>	<b>\$313,689.68</b>	<b>\$2,965,046.56</b>	<b>\$62,008.23</b>	<b>\$2,903,038.33</b>	<b>2.09%</b>

**2000 Fund Expended FY25 as of September 30, 2024  
\$86,934.28**

Minnesota State Academies  
Financial Report-FY26  
July 1, 2025-September 30, 2025

25% of Fiscal Year Expended

Payroll Allocation 99%  
Non Payroll Allocation 1%

Other Misc Special Revenue Fund-2001 Fund	FY 2025 Expended	Current FY26 Budget	FY26 YTD Expended	Available Budget FY26	Percent Expended-FY26
Payroll-MSAD	\$1,714,533.04	\$1,986,690.88	\$382,774.65	\$1,603,916.23	19.27%
Non Payroll-MSAD	\$1,056.17	\$558,720.07	\$523.31	\$558,196.76	0.09%
Payroll-MSAB	\$2,163,482.66	\$2,250,423.71	\$430,681.47	\$1,819,742.24	19.14%
Non Payroll-MSAB	\$1,948.72	\$729,679.20	\$1,713.44	\$727,965.76	0.23%
Payroll-Shared Svs	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Non Payroll-Shared Svs	\$91,982.49	\$1,141,170.40	\$0.00	\$1,141,170.40	0.00%
<b>Total 2001 Fund</b>	<b>\$3,973,003.08</b>	<b>\$6,666,684.26</b>	<b>\$815,692.87</b>	<b>\$5,850,991.39</b>	<b>12.24%</b>

2001 Fund Expended FY25 as of September 30, 2024  
\$1,155,006.93

Non Payroll Allocation 100%

Endowment Fund-2400 Fund	FY 2025 Expended	Current FY26 Budget	FY26 YTD Expended	Available Budget FY26	Percent Expended-FY26
Non Payroll-MSAD	\$9.64	\$7,113.44	\$0.00	\$7,113.44	0.00%
<b>Total 2400 Fund</b>	<b>\$9.64</b>	<b>\$7,113.44</b>	<b>\$0.00</b>	<b>\$7,113.44</b>	<b>0.00%</b>

2400 Fund Expended FY25 as of September 30, 2024  
\$0.00

Non Payroll Allocation 100%

Gift Fund-2403 Fund	FY 2025 Expended	Current FY26 Budget	FY26 YTD Expended	Available Budget FY26	Percent Expended-FY26
Non Payroll-MSAD	\$26,699.39	\$182,017.40	\$2,135.00	\$179,882.40	1.17%
Non Payroll-MSAB	\$47,403.58	\$547,114.17	\$5,899.05	\$541,215.12	1.08%
<b>Total 2403 Fund</b>	<b>\$74,102.97</b>	<b>\$729,131.57</b>	<b>\$8,034.05</b>	<b>\$721,097.52</b>	<b>1.10%</b>

2403 Fund Expended FY25 as of September 30, 2024  
\$18,778.85

**Minnesota State Academies  
Financial Report-FY26  
July 1, 2025-September 30, 2025**

**25% of Fiscal Year Expended**

**Payroll Allocation 68%**  
**Non Payroll Allocation 32%**

Federal Fund-3000 Fund	FY 2025 Expended	Current FY26 Budget	FY26 YTD Expended	Available Budget FY26	Percent Expended-FY26
Payroll-MSAD	\$127,394.84	\$108,084.81	\$0.00	\$108,084.81	0.00%
Non Payroll-MSAD	\$25,130.39	\$35,122.38	\$3,888.12	\$31,234.26	11.07%
Payroll-MSAB	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Non Payroll-MSAB	\$17,956.17	\$19,000.00	\$1,444.09	\$17,555.91	7.60%
Payroll-Shared Svs	\$80,944.63	\$78,312.91	\$11,345.84	\$66,967.07	14.49%
Non Payroll-Shared Svs	\$70,646.49	\$77,061.88	\$0.00	\$77,061.88	0.00%
<b>Total 3000 Fund</b>	<b>\$322,072.52</b>	<b>\$317,581.98</b>	<b>\$16,678.05</b>	<b>\$300,903.93</b>	<b>5.25%</b>

**3000 Fund Expended FY25 as of September 30, 2024  
\$64,227.96**

**Non Payroll Allocation 100%**

Misc Agency Fund-6000 Fund	FY 2025 Expended	Current FY26 Budget	FY26 YTD Expended	Available Budget FY26	Percent Expended-FY26
Non Payroll-MSAD	\$109,704.89	\$151,283.71	\$10,666.50	\$140,617.21	7.05%
Non Payroll-MSAB	\$19,246.85	\$28,091.69	\$1,729.55	\$26,362.14	6.16%
<b>Total 6000 Fund</b>	<b>\$128,951.74</b>	<b>\$179,375.40</b>	<b>\$12,396.05</b>	<b>\$166,979.35</b>	<b>6.91%</b>

**6000 Fund Expended FY25 as of September 30, 2024  
\$14,874.34**

<b>Total All Funds</b>	<b>\$22,178,307.25</b>	<b>\$29,835,022.19</b>	<b>\$3,540,603.32</b>	<b>\$26,294,418.87</b>	<b>11.87%</b>
------------------------	------------------------	------------------------	-----------------------	------------------------	---------------

Minnesota State Academies  
 Financial Report-FY26  
 July 1, 2025-September 30, 2025

25% of Fiscal Year Expended

Payroll Allocation  
 Non Payroll Allocation

65%  
 35%

Revenue and Expenditure Summary	Fiscal Year 25 School Year 2024-25	Fiscal Year 26 School Year 2025-2026			
	Expended	Allocation	Expended	Available	Cash on Hand
General Fund (1000)	\$17,366,477.62	\$18,970,088.98	\$2,625,794.07	\$16,344,294.91	\$16,344,294.91
Special Restricted (2000)	\$313,689.68	\$2,965,046.56	\$62,008.23	\$2,903,038.33	\$2,903,038.33
Other Mscl (2001)	\$3,973,003.08	\$6,666,684.26	\$815,692.87	\$5,850,991.39	\$3,419,488.00
Endowment (2400)	\$9.64	\$7,113.44	\$0.00	\$7,113.44	\$7,113.44
Gift (2403)	\$74,102.97	\$729,131.57	\$8,034.05	\$721,097.52	\$721,097.52
Federal (3000)	\$322,072.52	\$317,581.98	\$16,678.05	\$300,903.93	\$139,179.00
Agency Fund (6000)	\$128,951.74	\$179,375.40	\$12,396.05	\$166,979.35	\$166,979.35
<b>Totals</b>	\$22,178,307.25	\$29,835,022.19	\$3,540,603.32	\$26,294,418.87	\$23,701,190.55

2001 Fund Available Cash does not match Cash on Hand due to the fact that payments are made periodically throughout the year from Minnesota Department of Education.

3000 Fund Available Cash does not match Cash on Hand due to the fact that Drawdown for the grants are not made until the end of the year.



# HOMERUN LEADERSHIP VISION® APP

What part of our MSA Strategic Plan is working well?

Contains a vision and mission with guiding principles

consistent focus on students and families

Communication has improved significantly since 2018

I don't know

progress made over last several year

Increasing staff and parent involvement

Prioritizing the school health

efforts to improve internal communication are noted

Contained goals and objectives with follow up evaluation of them each year

Improved communication over the last few years

it was a five year plan

Outreach efforts to greater MN have increased along with dedicated positions to strategically support these efforts

the plan focused on students and community

The development of the plan included our stakeholder groups (parents, students, community, staff)

look at the 2023 update, so many positive things changed, updated, add

documented evidence of improvement over the 5 years of the plan

I see continuous improvement actions around curriculum and instruction happening

social media presence highlights great things happening - part of communication plan

Goal areas and objectives are action oriented

Resident district collaboration. Great relationships with districts!

Communication improved

Site council is still not fully implemented

What part of our MSA Strategic Plan is not working as well as it could be?

time to revamp it. Been working on same goals for while now. MSA gets a "refresh"

Actions did not contribute to increased enrollment

Not involving more people in decision making

Is 5 years too long? We pivoted on some goals due to changing needs

Actions are not consistent

We need to be looking at student assessment and student outcome data at the system level

Staff preservation

this isn't plan specific but misinformation/wrong information being toted by outside people who do not work here are making everything more difficult

MSA needs a strategic plan to reflect the challenges and strengths of our current status while anticipating needs of the future

Website needs to remain updated as a form of communication

Would 3 years be a better length of time?

Some areas took longer than planned

Communications needs its own strategic plan to follow

Lack of verification of results and subsequent actions.

Many new leadership— Need to reassess, re-energize and refocus this plan

need to incorporate the new strategic plan within board work and organization systems

lots of stating of what isn't working but not offering solutions.

Heavy reliance on admin. To complete action steps

Concerns about effective communication between the MSA leadership and site councils

Too much busywork

We need an MTSS system and need to follow action steps to achieve the recommendations outlined from the MTSS implementation team

Site council still need to improve leadership to be fully functional

number 2 is not accurate. Last year we added 30 students at MSAD.

Increase accountability in following through on our action plans

Improved communication style from middle management

too wordy, need graphics and numerical data results

wanting clarity on what the board wants/needs from the site councils

Practical goals should be set as byproducts of the strategic plans

Defining what progress is. Differing views of what success and progress is on the current plan.

no or very little branding of the strategic plan throughout the district (i.e. posters with mission/vision/guiding beliefs/goals or focus areas)

I like the idea of annual reviews and updates

New employee orientations and yearly goal-setting activities are not properly aligned with the strategic plans

I like the idea of a 3 year plan. It is hard for many people to think long term

board reports and agenda not aligned to strategic plan focus areas/goals to ensure they are in front of us at all times

What ideas can you brainstorm to make our MSA Strategic Plan even better?

Three year strategic plan with annual updates

 4.3 / 5

Use IROD approach in each issues.

 4.1 / 5

Separate goals from daily operations. Goals should be for growth areas

 4.0 / 5

Have annual school goals specifically aligned with strategic plan

 3.9 / 5

3 year plan with annual reviews each year

 3.9 / 5

keep it simple and focused

 3.7 / 5

set up a planning group that meets once-a-year to use IROD to check progress.	★ ★ ★ ★ ★	3.7 / 5
include our community/stakeholder voices in the process	★ ★ ★ ★ ★	3.7 / 5
3 year plan with more focused/fewer achievable goals.	★ ★ ★ ★ ★	3.7 / 5
use the data/information from the accreditation processes to introduce and inform our community of MSA's current status, strengths, and challenges	★ ★ ★ ★ ★	3.7 / 5
Make sure action steps are measurable or we have appropriate tools embedded in the process to measure success	★ ★ ★ ★ ★	3.6 / 5
Built-in accountability strategies	★ ★ ★ ★ ★	3.5 / 5
love the idea someone shared of having visuals. One page documents for example that are posted everywhere	★ ★ ★ ★ ★	3.4 / 5
have a structure of IROD for all departments/site councils/systems that feed into the SP to improve consistency	★ ★ ★ ★ ★	3.4 / 5
align team meeting and board meeting agendas with the focus areas and goals, include the district vision and mission on documents throughout the district	★ ★ ★ ★ ★	3.4 / 5
scheduled check-ins, review sessions	★ ★ ★ ★ ★	3.3 / 5
Branding throughout the district of the strategic plan to ensure all stakeholders are knowledgeable of the plan	★ ★ ★ ★ ★	3.3 / 5
Collect data and results on the current plan	★ ★ ★ ★ ★	3.3 / 5

Incorporate goals and mission statements from the strategic plan	★ ★ ★ ★ ★	3.3 / 5
create a more condensed visual to "brand" our strategic plan across all spaces	★ ★ ★ ★ ★	3.3 / 5
Shorter term goals (3 years with annual updates)	★ ★ ★ ★ ★	3.2 / 5
More statewide outreach, we are off to a great start with our new outreach team. Build on that	★ ★ ★ ★ ★	3.2 / 5
shorten it. Less words this time around	★ ★ ★ ★ ★	3.1 / 5
Real-time, results-oriented strategic plan.	★ ★ ★ ★ ★	3.1 / 5
Established times for work groups	★ ★ ★ ★ ★	3.0 / 5
Convert the strategic plan to STRATEGIC GOALS	★ ★ ★ ★ ★	2.9 / 5
A 3-year strategic plan is preferred	★ ★ ★ ★ ★	2.9 / 5
We can progress monitor the strategic plan and adjust with new information action as needed	★ ★ ★ ★ ★	2.7 / 5
Be sensitive to burnouts.	★ ★ ★ ★ ★	2.7 / 5
Verification is needed throughout.	★ ★ ★ ★ ★	2.6 / 5
have less objectives per goal so that more focus can be made on the important stuff.	★ ★ ★ ★ ★	2.6 / 5
Condense action items and create a plan for more frequent review and progress reporting	★ ★ ★ ★ ★	2.5 / 5
More staff assigned to committees	★ ★ ★ ★ ★	2.5 / 5
3 year plan with annual retreats to review and update goals	★ ★ ★ ★ ★	2.5 / 5

Less busywork.	★ ★ ★ ★ ★	2.4 / 5
more to the process, not the plan itself but a process for discussing when a stakeholder participating in the plan is no longer conducive to the process but a hinderance	★ ★ ★ ★ ★	2.3 / 5
Must result in action items for each upcoming board meeting from the strategic plan.	★ ★ ★ ★ ★	2.3 / 5
We need tools that outline what an effective instructional program should encompass	★ ★ ★ ★ ★	2.3 / 5
MSA is not exclusive to the "district"; it is a state agency with obligations to the entire state.	★ ★ ★ ★ ★	2.3 / 5
Breakdown the 5 years plan to one school year at a time.	★ ★ ★ ★ ★	2.1 / 5
Agree with 34, focus on areas of need	★ ★ ★ ★ ★	2.0 / 5
Just do it mentality.	★ ★ ★ ★ ★	1.7 / 5
The strategic plan was doomed due to a lack of board committees such as legislative, facilities, and more.	★ ★ ★ ★ ★	1.3 / 5

Can you support the recommendation to make our MSA Strategic Plan even better?

What is one small action step you can take towards meeting your recommendation?

**The respondents did not provide any answers for this question.**

**The respondents did not provide any answers.**

Can you support the action step to make your MSA Strategic Plan even better?





## MSAD SITE COUNCIL – Draft Minutes

Location: Online - Zoom Meeting

Date: May 7th, 2025

### Member Attendance

- Marianne Loftus (Parent) - absent
- (Parent) - vacant
- Austin Johnson (Student) - absent
- Justine Gonzalez (Teacher) - present
- Christine Adams (Student Life) - present
- Tabitha Anderson (Paraprofessional) - present
- Matt Kevan (Shared/Support Services) - present
- Sonny Wasilowski (Alumni/Deaf Community) - present
- (Deaf Blind Community) - vacant

### Ex Officio Members

- (MADC) - vacant
- (Minnesota Department of Education) - Not available/Serving on the Board
- Terry Wilding (Superintendent) - present
- (MSA Director of Curriculum and Educational Programs) - vacant
- Brittany Thomforde (MSA Director of Student Support Services) - absent
- Ryan Johnson (Director) - present
- Jody Olson (Director) - present
- Nichelle Steffen (MSA Student Life Director) - present
- Lance Hall (MSA Director of Community Engagement) - present
- Ryan Smith-Hastings (MSAD Athletic Director-optional) - absent

**1. Welcome and Roll Call** - Site Council Chair, Justine Gonzalez, called the meeting to order at 2:12 p.m.

- **New Member** - Sonny Wasilowski was welcomed as the new Site Council Alumni/Deaf Community representative.

**2. Approval of Previous Meeting Minutes** - The minutes from the April Site Council meeting were approved.

**3. Old Business** - There was no old business to discuss.

### 4. New Business

- **Election of 2025-2026 Chair and Vice Chair**
  - Justine Gonzalez will remain as the Site Council Chair. All members agreed.
  - Sonny Wasilowski was nominated to be the Site Council Vice Chair. All members agreed. Sonny will begin attending Board meetings this month as the Site Council representative on the Board.

- **Parent-Student Handbook Feedback** - The goal is to make the handbook more user friendly by reducing the number of pages, including more links for direct reference, and possibly putting athletic/activities into a separate ECA handbook. More ideas are being sought.
  - A suggestion was made to reduce student restrictions/limitations and make rules more equitable, giving students more freedom so that they are prepared for the real world. Freedoms mentioned were allowing students to go off campus for lunch, allowing students to drive back and forth, allowing students to bike to town, allowing boys and girls to mingle, allowing waivers, etc. We need to find a balance between student accountability, safety, and freedom.
  - It was also suggested that our handbook should be compared to other residential schools' handbooks and align ours with theirs. We need to get away from systems imbedded in tradition.
  - A committee is working on making handbook changes which will be shared with the Policy Committee and then discussed at the Board meeting. A proposal was made that one Site Council member should attend each of the Board committee meetings in an attempt to keep everyone more informed.
  - Members were encouraged to gather handbook feedback from their respective groups.
- **Pickleball Courts and Playground Update**
  - Work is being done on the lift in FTA, the freezer project, and the dorm renovations. The playground accessibility work has not yet begun as we are waiting to see if the bonding bill passes. We are looking at ways to connect the playground with buildings so that asset preservation funds can be used.
  - The playground work should be a priority. Quick, inexpensive fixes, such as ordering special swings and anti-slip treads for stairs can be ordered in the meantime.
  - Many people are requesting pickleball courts on our campus. A sketch of the redesign of the tennis courts has been submitted, using half for tennis and half for pickleball, hopscotch and 4 square. If we do not get the money, we will have to get cheaper quotes, look for grants or do some fundraising.
  - The location of the gaga ball pit was discussed. Members were asked to check with the groups they represent to gather feedback.
- **Site Council Quorum Requirement Discussion** - Membership is currently nine. If we reduce it to seven, quorum would be four and more achievable. Two parent representative positions are currently required but difficult to fill. Should we consider one parent representative? The Deaf Blind Community representative position is also hard to fill. Should we remove it and make the position a Deaf/Deaf Blind/Alumni representative position?
  - With fewer members, we lose our variety of perspectives/feedback. Keeping the larger group makes meetings more meaningful and gets more people involved.
  - If reducing the quorum allows us to hold meetings, we should do so.
  - We need to be productive, but smaller numbers mean more work for a few people.
  - With too small of a group comes a lack of empowerment.
  - Create "Member at Large" titles so that anyone can apply.
  - People might be more motivated to join if meetings were more enjoyable/productive.
  - Members need to be willing to do the work, not just attend the meetings.
  - Members need to inform/gather feedback from the groups they represent.
  - Possibly revisit the 2:00-4:00 p.m. time slot with another survey.

- Keep meetings to one hour with a cap on discussions.
- Follow-up meetings can be held if needed with a specific topic.
- Possibly keep the second Wednesday of the month open as a follow-up meeting time.

**5. Standing Reports** - Members discussed the need for these reports. It was decided that directors' reports should be submitted in writing and reviewed by members in advance of meetings. If there are questions about these reports, they can be addressed during the Site Council meetings.

- **Policy and Procedure Review** – There is nothing to review at this time.
- **Superintendent's Report** – No report at this time.
- **Director Reports - (Ryan J, Lance H)**
  - There are many big end-of-the-school-year events coming up this month.
  - There are 30 non-MSAD students referred to us for ESY.
  - The Board gave a letter of support to the River Bend Nature Center for passing their Outdoor Bill of Rights which will ensure that Faribault's natural spaces are accessible and inclusive to all.
  - A community calendar is being developed to highlight events for Deaf/Hard-of-Hearing/Deaf Blind/Blind students and families in the state of Minnesota.
- **Other Reports** – None at this time.

**6. Announcements** – See you in the fall.

**7. Adjournment** – Justine closed the meeting at 3:37 p.m.



MSAB and MSAD JOINT SITE COUNCIL – Draft Minutes  
Location: Frank Turk Auditorium, MSAD campus  
Date: October 2, 2025

**MSAB Member Attendance**

- Harold Weber – Teacher (Chair)
- Zena Anderson – Student Life
- Madeline Christianson - Student
- Jeff Peterson – Alumni/Blind/DeafBlind Community

**MSAD Member Attendance**

- Justine Gonzalez – Teacher (Chair)
- Sonny Wasilowski – Alumni/Deaf/DeafBlind Community (Vice Chair)
- Jasmine Rademacher – Paraprofessional
- Christine Adams – Student Life
- Maresa Starr – Student
- Molly Peters – Shared/Support Services

**Ex Officio Member Attendance**

- Terry Wilding - Superintendent
- Justin Cyboron - MSA Director of Curriculum and Educational Programs
- Brittany Thomforde - MSA Director of Student Support Services
- Lee Jones – MSAD Interim Assistant Director
- Mandy Beucler – MSAD Paraprofessional Supervisor
- Nichelle Steffen - MSA Student Life Director
- Lance Sever-Hall - MSA Director of Community Engagement

**1. IROD Training**

Dr. Dave Webb of Homerun Leadership provided training on the IROD approach, to be applied to Site Council operations.

**2. Adjournment**

The training concluded at 4:00 p.m.



## Minutes of Policy Committee Meeting Minnesota State Academies Board

---

A Policy Committee Meeting of the Minnesota State Academies Board was held on Monday, October 6, 2025, beginning at 3:15 pm in the Tate Hall Conference Room or through the Zoom platform.

**Present:** Terry Wilding - Superintendent; Katie Wangberg – Board Member; Heather Smisek – HR Director; Brittany Thomforde – Director of Student Support Services; and Justin Cyboron – Director of Curriculum and Educational Programs.

**Absences:** Hernan Moncada – Board member

1. Call to Order
2. Meeting Minutes Review – No changes
3. Policies to Review from MSBA: None
4. Policies to Review for a Second Reading: None
5. Policies to Review Before Revision: None
6. Policies to Review Prior to a First Reading:
  - A. Policy 446 – Payroll and Leave&Overtime Requests  
No changes – ready for first reading
  - B. Policy 450 – School Volunteers  
No changes – ready for first reading
  - C. Policy 455 – Employee Code of Conduct  
No changes – ready for first reading
  - D. Policy 906  
No changes - ready for first reading
7. Policies to Review for Reauthorization:
  - A. Policy 102 – Equal Educational Opportunity
  - B. Policy 445 – Respectful Workplace
  - C. Policy 745 – MSA Purchasing Card Use

The committee agreed that all policies are ready for reauthorization
8. Adjourn at 3:35 pm.