

## **Policy Committee Meeting**

Monday, January 26, 2026 3:15 PM

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

1. **Call to Order**

2. **Meeting Minutes Review**

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

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

4.A. 456: Teleworking

4.B. 744: Fundraising

4.C. 828: Keys and Keycards

5. **Policies to Review Before Revision**

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

6.A. 902: Use of Facilities and Equipment

7. **Policies to Review for Reauthorization: None**

8. **Discussion of Statutes 125A.61 - 125A.72 to  
Review and Process**

9. **Adjourn**

# Minutes of Policy Committee Meeting

## Minnesota State Academies Board

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A Policy Committee Meeting of the Minnesota State Academies Board was held on Monday, December 1, 2025, beginning at 3:15pm via Zoom.

Present: Terry Wilding – Superintendent, Heather Smisek – HR Director, Hernan Moncada – Board Member, Katie Wangberg – Board Member, Brittany Thomforde – Director of Student Support Services

Absent: Justin Cyboron – Director of Curriculum and Educational Programs

1. Call to Order: 3:18pm

2. Meeting Minutes Review: None

3. Policies to Review from MSBA: None

4. Policies to Review for a Second Reading:

A. 614 – State Mandated Testing

- Posted and sent out for feedback, no comments.
- Ready to be sent to the Board for final review/approval.

5. Policies to Review Before Revision:

A. 514 – Bullying

- Terry - No changes so far. Any thoughts or anything you'd change? Any discussion on 514? If you notice, just a few minor things changed – building report taker changed to campus administrator. Highlighted in blue under VII. Training and Education, it's recommended that we rewrite it to make it more reader friendly, but we're not there quite yet. Any thoughts on what we can put there for training, let us know.
- Britt – for training I think with it being a policy it should be more general than specific.
- Terry – Let's keep working on this one and bring back in a month or two.

B. 903 – Visitors

- Terry – we've had some discussion on visitors on campus recently, and this is due for reviewal. We go back and forth on how much access we give. Being an open campus, how do we control that outside of the buildings? What happens when a visitor is going to certain classes? Should we have a separate policy for visitors to be in classrooms? Any comments/questions? How did this work at your other schools?

- Katie – visitors might come in to do a tour, etc. if they want to meet outside the classroom we can meet there, but if they want to see students, they've been told no.
- Terry – so if parents want to visit a classroom is that allowed?
- Katie – not so much in classroom.
- Hernan – someone must meet them at the door. If there's a class event or party, they can come in, check in at front door, but no alone time with kids. Field trips or being alone with kids, they need a background check which is about \$25 and takes about 24 hours.
- Terry – any other comments – Heather/Brit, with your kids' schools is there a policy?
- Heather – if I want to have lunch with my child, I have to check in at the front desk, show my license, wear an ID badge and then checkout when leaving.
- Same for Katie and Hernan.
- Terry – We have a procedure for guest speakers, so not so concerned about that. Last week we had a visitor, a parent who wanted to observe their child in the classroom. This becomes a concern of confidentiality, so we're still trying to figure that part out. There's a check-in process for coming to a play, etc.
- Terry – a parent can sit in the lobby until classes are over, but they can see the other kids walking through hallways, etc. Can we set limitations? Sometimes alumni want to visit, but not when students are here.
- Brit – it's been a very long time since I've had kids in school, but parents were not allowed to stay. A lot of schools are moving to that common area for parents. Observation wise the only time is if they're volunteering in a classroom.
- Katie – for preschool kids, I can't imagine them staying but how long is a child here? Three hours? Parents shouldn't be staying.
- Terry – this is all good feedback. Will bring this policy back after consulting with ILT and others.

## 6. Policies to Review Prior to a First Reading:

### A. 456 – Teleworking

- Terry – this works with the state policy. We used to have a very lengthy policy and could quite easily follow the state's, so that's what we did. We added a reference to the state policy – the difference is that most teleworking for the state is permanent, whereas for us most teleworking situations are not permanent in order to serve the students. Maybe for travel, weather, or a sick child. Only a very few employees would even qualify for permanent. Most positions don't have the ability to work from home anyway, so just some minor changes. Number 4 has been cut out, and we are following state policy with

MMB so we will make changes when they do. Hopefully that will make things easier. Any thoughts?

- Heather – one thing to consider adding to this – starting in January, employees must request telework through the new tile in self-service to approve and track it. This is a much easier form to use, and it will help ensure employees are within the 50%. It will notify supervisors for the approval process and tracks it.
- Terry – this is really nice - I will definitely add a piece about that. Anything else? This will become a lot shorter and will follow MMB. Teleworking is evolving and may keep changing with economy, politics, etc.
- Approved for first reading.

#### B. 744 – Fundraising

- Terry – we changed this a bit more after the financial audit last year, cleaning it up. We made it clear that all checks and cash must be deposited quickly – not weeks or months, but as quickly as possible. That was almost the only change.
- Katie – does that include donations?
- Terry – yes, any amount of money must go to the board. They'll take the name and amount and give it to the business office to fill out the donation form for approval.
- Approved for first reading.

#### C. 828 – Keys/Keycards

- Terry – keys are physical keys; keycards are what every staff member has and are used to get into doors. The master key system has been adjusted to eliminate some of this. Certain people who need master keys are approved by my office dependent on job requirements. The physical plant has a key master that makes keys and cores. They cannot make the change themselves; they have to go through the superintendent's office for approval. Another change with keycards – in the past they used to be collected at the end of year, but that started to become silly. We trust staff to keep their IDs over the summer. If it becomes an issue we will revisit.
- Katie – at my old school there was a checkout system at end of school year.
- Terry – like inventory, that would be a good idea too. Some specific people have temp keys (coaches, etc.) but most people have a permanent key. Masters have different levels to those. Certain clerical staff and administrators are allowed to open all doors on campus. The key system compared to 10 years ago has improved. We're more organized now and the system makes sense
- Approved for first reading.

7. Policies to Review for Reauthorization: None

8. Adjourn: 3:42

Policy #: <b>456</b>
Title: <b>TELEWORKING</b>
Date of Initial Approval: 8/15/2019
Revision/Re-authorization Dates: 11/30/2022
Reviewers: MSA Human Resources Director; MSA Superintendent

## I. PURPOSE

The purpose of this policy is to provide structure and clarity to the process for teleworking arrangements for certain employees of the Minnesota State Academies (MSA). At MSA, teleworking is provided in two forms – permanent (long-standing) teleworking or situational/as-needed teleworking. Permanent teleworking is established in mutually agreeable work schedules between the MSA administration and the employee that benefits both parties. Situational or as needed telework arrangements allow certain employees the flexibility to perform work at home or from an alternative location in times when situations prevent them from working from their usual office spaces. This arrangement may provide alternate benefits to MSA, including supporting the state’s requirements for continuity of operations; attracting skilled workers; minimizing the impact of inclement weather; and increasing productivity. As appropriate, MSA employees may have the option to telework at the discretion of MSA if their performance is satisfactory and if it meets MSA’s needs.

## II. SCOPE

This policy applies only to certain MSA employees identified by the MSA superintendent as eligible for permanent or situational teleworking. Employees who provide direct services to students (i.e., teachers, support service personnel, paraprofessionals, dorm staff) as well as those whose services cannot be provided by teleworking (i.e., physical plant staff; food services staff) are not eligible for permanent teleworking under this policy.

Under normal circumstances, very few MSA employees are eligible for permanent teleworking, following definitions set forth in MMB HR/LR Policy #1422 as almost all of MSA’s essential services require physical presence on MSA’s campuses to serve students, parents/family members, staff, and community members.

However, in some situations, situational teleworking arrangements can be made. Situations in which temporary teleworking arrangements might be made are as follows:

- 1) School Closures due to snow, extreme cold, or other weather conditions
- 2) Poor road conditions preventing normal commute to work
- 3) Unique needs due to scheduling or travel arrangements
- 4) Unique situations requiring specific accommodations that are only available in alternate locations
- 5) Incident requiring implementation of MSA’s Continuity of Operations Plan (COOP) or Crisis Implementation Plan

Identified employees requesting teleworking (either permanent or situational) will have their requests reviewed by their supervisor and passed along to the superintendent's office. Employees who are approved for teleworking will be notified by the Superintendent's office and required to complete a teleworking agreement, outlining the understanding between MSA and the employee regarding work expectations and conditions prior to any telework. The plan is not a contract and can be changed or canceled at any time at the discretion of MSA. After teleworking agreements are completed, the employee and their supervisor will agree on schedules, expectations, and work products completed during teleworking.

In accordance with MMB HR/LR Policy #1422, identified employees who are approved for teleworking have the option to telework up to 50% of their scheduled workdays each month at the discretion of MSA administration if their performance is at least satisfactory and if it meets MSA business needs.

This policy does not apply to employees who are mobile workers or remote workers.

### III. DEFINITIONS AND KEY TERMS

- A. **Core hours:** The designated period of each workday when generally all agency employees are expected to work.
- B. **Permanent/Principal work location:** The location to which a position is permanently assigned
- C. **Permanent Telework:** A work arrangement that allows an employee to perform work on a scheduled, regular, recurring basis at a telework location that is not the employee's permanent/principal work location. This arrangement must be pre-approved by the employee's supervisor and the superintendent's office.
- D. **Situational Telework:** A work arrangement that allows an employee to perform work on an as-needed basis at a telework location that is not the employee's permanent/principal work location. This arrangement must be pre-approved by the employee's supervisor.
- E. **Remote Worker:** An employee who, as a condition of their appointment, has their home or alternative location as the assigned work location, works permanently from that location, and does not have an agency permanent/principal work location.
- F. **Mobile Worker:** An employee who travels continuously for work or who performs work at multiple locations outside of an agency office, such as a field location or other site.
- G. **Telework schedule and acknowledgement form:** A document identifying the employee's expected telework schedule and which the employee acknowledges the requirements of the telework arrangement.
- H. **Telework location:** An approved worksite, different from the permanent/principal work location, in which an employee is authorized to conduct telework. In most cases, the telework location will be an employee's home.

- I. **Teleworker:** An employee who has an agreed-upon schedule during which they are expected to work at a telework location rather than their permanent/principal work location.

#### IV. GENERAL STANDARDS AND EXPECTATIONS

As a state agency, MSA is bound by MMB HR/LR Policy #1422, and all employees are expected to adhere to this policy when teleworking. Exceptions granted for situational teleworking must be accompanied by a signed plan with specifics regarding the frequency and reasons for identified situations. Supervisors and the superintendent must sign off on all teleworking requests before forwarding them to the HR office.

Employees are responsible for requesting and reporting telework hours, following directives sent out by the Human Resources office.

##### General Expectations

~~MSA employees with at least satisfactory performance may telework up to 50% of their scheduled workdays each month if MSA determines it meets MSA's needs. Employees that live more than 50 miles from their permanent/principal work location may telework more than 50% at the sole discretion of MSA. Telework is not an express or implied employee right or benefit, but a staffing and work arrangement at the sole discretion of the appointing authority. Telework is not grievable. Telework is not subject to appeal unless otherwise provided by an applicable collective bargaining agreement (CBA) or compensation plan. Not all work situations are appropriate for telework, nor is telework appropriate for all employees, and all telework arrangements must meet agency business needs. The use and approval of telework is at the sole discretion of the appointing authority, and the agency may change or cancel a telework arrangement. If the appointing authority denies a request for telework, or changes or cancels telework, the agency shall communicate the denial, change or cancellation to the extent required by the employee's CBA or compensation plan, and consistent with applicable agency and statewide policies.~~

##### A. Compliance with Federal/State Employment Laws

~~Telework arrangements must comply with state and federal employment laws that apply to all state employees. This includes the Fair Labor Standards Act (FLSA) which regulates the payment of overtime for FLSA non-exempt employees.~~

##### B. Job Duties and Responsibilities

~~A teleworker remains responsible for all the job duties, responsibilities, and obligations of their position while teleworking. The terms and conditions of employment, as specified in the applicable collective bargaining agreement/compensation plan, do not change based on telework status.~~

##### C. Compliance with Bargaining Agreements/Plans

~~Applicable provisions of the bargaining agreements or compensation plans must be followed when implementing teleworking arrangements. Salary,~~

~~retirement benefits, and state-sponsored insurance coverage remain unchanged.~~

## ~~V. EMPLOYEE EXPECTATIONS~~

### ~~A. Personal Activities~~

~~Telework hours are regular work hours and may not be used to perform personal activities. Just as with regular work hours, teleworkers are expected to follow agency vacation and sick leave policies and procedures to request time off from telework to engage in non-work activities. While the presence of dependents or others in the household should not be a bar to teleworking, employees should not engage in dependent care activities when performing job duties. While occasional, brief interruptions may occur, interruptions should be kept to a minimum to avoid work disruptions.~~

### ~~B. Telework Schedule~~

~~Prior to the start of an employee's telework arrangement, the supervisor and teleworker must discuss the telework schedule, including expected work hours, breaks, and Core Hours (if required by the agency or unit), and use of vacation and sick leave. The telework schedule must comply with the FLSA, agency policies and procedures, and the applicable CBA or compensation plan. Any changes to the telework schedule due to flex time, overtime, or other situations must follow the applicable plan or CBA. Exempt employees must notify their supervisor if they will not be available during the telework schedule due to flexing time. The supervisor must determine the number of days per week/payroll period that the employee will be permitted to telework, not to exceed 50% of their scheduled workdays each month, unless they live more than 50 miles from their permanent/principal work location and have been approved to telework in excess of 50% of their scheduled workdays, and develop a telework schedule with the employee.~~

### ~~C. Work Schedule/Meetings~~

~~Teleworkers are expected to attend meetings as scheduled. The supervisor and teleworker must discuss expectations for meetings and determine when the teleworker must attend in-person meetings if they fall on a telework day.~~

~~The work schedule, including normal workday hours, breaks, core hours, and use of vacation/sick leave will be discussed by the supervisor and the teleworker within the framework of the FLSA, MSA policy, and the applicable bargaining agreement or compensation plan. Any changes to the telework schedule due to flex time, overtime, or other situations must follow the applicable plan or bargaining agreement. Core hours are those hours during which the teleworker is expected to be available to communicate with the supervisor, co-workers, or the public by telephone, e-mail, videoconferencing, fax, etc. The supervisor will pre-approve any temporary teleworking schedules in advance. Any overtime hours for non-exempt employees must also be pre-approved.~~

~~If there are any assigned meetings related to the performance of the job/position during the period of time when the employee is teleworking, the~~

~~supervisor will determine how the teleworker should participate in the meeting (phone, videoconference, etc.)~~

~~Temporary teleworking locations for employees do not change the permanent/principal work location for teleworkers.~~

~~D. Travel Between Locations~~

~~a. Teleworkers are expected to begin and end all scheduled workdays from the same location. Travel between the permanent/principal location and telework location during the workday should be avoided unless required by business necessity and at the specific direction of an employee's supervisor. Normal commute time between a telework location and the permanent/principal work location is not work time. If occurring during (not before or after) the teleworker's normally scheduled work hours, and not interrupted by personal activities, travel time between the telework location and the permanent/principal work location is considered work time. For example, if a teleworker begins work at the telework location at 8 a.m., and then directly travels to the permanent/principal work location beginning at 10 a.m. for work-related purposes, travel time would be considered work time. Travel home from the permanent/principal work location is not work time, unless the teleworker continues to perform work activity from the telework location after directly returning from the permanent/principal work location. In addition, if the employee teleworks for part of the day, works at the permanent/principal work location for part of the day, but completes personal tasks in between, the travel time is not work time but is unpaid commute time. See DOL Opinion Letter December 31, 2020.~~

~~Mileage between the telework location and the permanent/principal work location is considered commuting mileage and is not subject to reimbursement. However, if the employee's travel time is considered work time (as described above), then mileage for the associated travel may be reimbursable if permitted by the applicable CBA or compensation plan.~~

~~b. If the teleworker is working at an alternative work site (such as a field location, and not the telework location or the permanent/principal work location), the mileage from the alternative work site to the permanent/principal work location is reimbursable in accordance with the applicable CBA or compensation plan. Any travel to the alternative work site, that is not interrupted by personal activities, is considered work time if it occurs during (not before or after) the teleworker's normal work hours.~~

~~E. Communications~~

~~During the hours of the telework schedule, teleworkers must be reachable by customers, co-workers, managers, supervisors, and agency leadership, by the means and methods as determined by the supervisor. Teleworkers must notify assigned office staff and/or their supervisors if they leave their telework location during work hours, just as they would if they worked in the permanent/principal work location. They must also notify the supervisor if they~~

~~are not performing work due to vacation or sick time and must follow the normal procedures for requesting time off.~~

~~F. Supplies and Expenses~~

~~Office supplies, such as pens, paper, notepads, etc. needed for the telework location will be obtained through the normal office supply request procedures. Expenses will be reimbursed only if pre-approved and to the extent reimbursement is provided by the applicable collective bargaining agreement or compensation plan, and consistent with applicable MSA and statewide policies. The agency assumes no responsibility for operating costs associated with the telework location beyond a computer if provided by the agency, including but not limited to maintenance or modification of the telework location, internet, telephone, furniture, utilities, and insurance. If there are any additional expenses, they must be pre-approved by the supervisor and teleworkers must follow MSA policies/procedures for reimbursement.~~

~~G. Responsibilities during Teleworking~~

~~The teleworker is responsible for establishing and maintaining a safe and adequate telework location when the telework location is in their home. Aside from items employees may be permitted by the agency to transport to the telework location from the permanent work location, teleworkers are responsible for all costs related to modifications of the telework location, including but not limited to providing any furniture, remodeling, electrical or any other space modifications. Teleworkers are responsible for ensuring that their offices are set up appropriately for virtual meetings (appropriate lighting, background, etc.). ADA reasonable accommodation requests related to the telework location will be reviewed on a case-by-case basis and are excluded from this policy. In-person business meetings may not be held in home telework locations; meetings may be conducted via video conference, phone conference, or other applicable technology.~~

~~H. Privacy and Security~~

~~Teleworkers must make arrangements with their supervisors regarding any necessary access to confidential or sensitive information while working at a telework location. Teleworkers are responsible for protecting the privacy and confidentiality of data and information at their telework location, which includes compliance with enterprise security policies. Teleworkers must ensure the security of data and information that is transported to and from their telework location.~~

~~I. Insurance~~

~~Any insurance for state-owned equipment is the responsibility of the agency. The agency is not responsible for insuring the telework location. Teleworkers are responsible for purchasing personal insurance for employee-owned equipment and for the telework location, if desired. The agency is not responsible for any loss or damage to any employee-owned equipment or to the telework location.~~

~~J. Return of Property~~

~~Any state-owned property used for teleworking purposes, documents, and other information must be returned upon termination of the telework arrangement.~~

~~K. Notice to Supervisor~~

~~Teleworkers are responsible for promptly notifying their supervisor of an equipment malfunction, failure of either state-owned or employee-owned equipment needed to do assigned work, or connectivity issues. If the malfunction prevents the teleworker from working, the teleworker must notify the supervisor immediately. Equipment malfunction and connectivity issues do not constitute emergencies under HR/LR Policy #1437 Emergency Closure of State Agency Facilities. The teleworker and supervisor should discuss flexible scheduling for these situations or other options available for completing work.~~

~~L. Performance~~

~~Teleworkers' duties and responsibilities are not altered by telework. Teleworkers are responsible for meeting performance expectations and standards and maintaining satisfactory work performance.~~

~~M. Inclement Weather~~

~~A teleworker who is scheduled to work at their telework location on a day with inclement weather is expected to work as normally scheduled.~~

~~N. Closure of Agency Facility~~

~~If an agency facility is closed due to a natural or human-made emergency, any employee scheduled or able to telework is expected to work as normally scheduled. Emergency paid leave is not available when agencies must close due to emergencies unless authorized by the MMB Commissioner.~~

~~O. Taxes~~

~~Federal and state tax implications of teleworking and use of the home as a telework location is the responsibility of the teleworker.~~

~~**VI. SUPERVISOR EXPECTATIONS**~~

~~A. Communication Plan~~

~~The supervisor must work with the teleworker to develop an effective communication plan that sets expectations for responding to emails and phone calls during the telework day and for maintaining regular communication with the teleworker.~~

~~B. Performance Expectations~~

~~Teleworking employees are expected to maintain at least satisfactory performance. At a supervisor's sole discretion, a supervisor may permit a teleworking employee who fails to maintain satisfactory performance to continue to telework under a performance improvement plan, with reassessment upon completion.~~

~~C. Emergency Plan~~

~~The supervisor and teleworker must develop emergency and back up plans with necessary phone numbers and a messaging plan in case of an emergency (e.g., equipment failure).~~

~~D. Meetings~~

~~The supervisor should endeavor to communicate planned in-person meeting schedules in advance within any schedule change notice provisions of the CBA or compensation plans, to permit teleworkers to adjust their work schedules and work location accordingly.~~

~~E. Reporting to HR~~

~~Supervisors must provide the Telework Schedule and Acknowledgement form to the MSA HR office and to payroll (e.g., to address tax implications of working in a different state).~~

~~F. Teleworking Plan~~

~~Supervisors must work with employees to develop a teleworking plan that includes the following:~~

- ~~1. Communication strategies — ensuring that the teleworker can effectively manage their workload and does not have a negative impact on the department and/or co-workers. Also ensuring that the teleworker and the supervisor have regular communication.~~
- ~~2. Performance Expectations — defining performance expectations and deliverables, including periodic review of the plan.~~
- ~~3. Telework location, work hours, and schedule — defining how documentation will be shared with the supervisor.~~
- ~~4. Equipment, Supplies, Data Privacy/Sharing, and Accessibility — defining how those will be covered during temporary teleworking situations.~~
- ~~5. Emergency Plan — developing emergency and back-up strategies with necessary phone numbers and a messaging plan in case of equipment failure or other emergencies~~
- ~~6. Meetings — planning for participation in scheduled meetings, as necessary.~~

~~This plan must be discussed and implemented during the beginning of each school year, in advance of any situation that may require temporary teleworking. The telework arrangement is not open-ended. The plan must be renewed at least annually and can be changed or canceled by MSA at any time. A telework agreement will be canceled if the teleworker has performance issues, a change in job duties/responsibilities, or when the needs of MSA are not being met.~~

~~G. Training~~

~~Supervisors should provide training to teleworkers to ensure a successful telework experience. Examples of topics that could be included are:~~

- ~~1. Telework policy and procedure~~
- ~~2. Data security and privacy/Technology use and guidelines~~
- ~~3. Communication protocols~~
- ~~4. Goals and Standards~~

- ~~5. Safety~~
- ~~6. Time tracking~~

## ~~VII. EQUIPMENT AND MATERIALS~~

- ~~A. **Agency-Provided Equipment:** MSA may provide, at their sole discretion, computer hardware equipment, and software deemed necessary for the teleworker to perform assigned work at a telework location. A teleworker's use of state-owned technology is subject to state policies and procedures, including the Appropriate Use of Electronic Communication and Information Technology Policy, and other IT use policies.~~
- ~~B. **Record of Equipment:** MSA must maintain a record of state-owned hardware, software, and other equipment located at the telework location.~~
- ~~C. **Employee-Owned Equipment:** MSA may authorize teleworkers to use employee-owned computer hardware equipment and software that is necessary to perform assigned work at the telework location. A teleworker's use of employee-owned technology for work purposes is subject to state policies and procedures, including the Appropriate Use of Electronic Communication and Information Technology Policy, and other IT use policies.~~
- ~~D. **Maintenance and Repair of State-Owned Equipment:** MSA is responsible for maintaining and repairing state-owned equipment based on normal use, and the installation and testing of software and software upgrades for state-owned electronic equipment. Employees are responsible for bringing state-owned equipment to MSA unless installation, testing, maintenance and repair can be conducted remotely. Nothing in this policy waives MSA's ability as may be permitted by law to pursue costs for lost or stolen state-owned property or for damages beyond normal wear and tear.~~
- ~~E. **Repair of Employee-Owned Equipment:** MSA will not provide maintenance or repair of employee-owned equipment, hardware or software used for telework.~~
- ~~F. **Business Use Restrictions:** All equipment, hardware, and software that MSA furnishes to the teleworker remain the property of the state and are subject to the same business use restrictions as if the property was located on state premises. To address hardware and software security for state-owned equipment, all software used for teleworking must be approved by MSA. State-owned software cannot be installed on employee-owned hardware unless authorized by MSA. Employee-owned software cannot be installed on state-owned hardware. Teleworkers must continue to comply with enterprise technology policies.~~
- ~~G. **Permanent/Principal Location Workspace:** MSA will provide the teleworker with a workspace when the teleworker works at the permanent/principal location. This workspace may be a touch-down workstation and not an assigned cubicle or office space.~~

## ~~VIII. DATA AND SECURITY~~

- ~~A. Data Practices Act  
Provisions of the Minnesota Government Data Practices Act (MGDPA) and MSA data privacy policies must be followed when performing work at the telework~~

~~office. The teleworker and supervisor must discuss the type and form of data which will be taken to and from the telework office and must agree on the security and transfer process necessary to meet the needs of MSA, to protect the security of the data, and to comply with the MGDPA.~~

~~**B. Data Requests and Retention**~~

~~Data created and maintained during a teleworker arrangement generated for the purpose of conducting state business, is subject to the MGDPA and MSA (and the state)'s records management statute, regardless of whether the telework is performed on state-owned or employee-owned equipment. This means the teleworker is responsible for following proper retention and disposal procedures, such data remains the property of the state, and such data must be returned upon the request of MSA upon termination of the telework arrangement if applicable, or upon the teleworker's separation from employment.~~

~~**IX. LIABILITY**~~

~~MSA does not assume responsibility for third party injury or property damage that may occur at the teleworker's home or alternate work site. Any business meetings held at the telework office must be approved in advance by the superintendent and are at the discretion of MSA.~~

**Legal References:**

*Minn. Stat. § 16E.05, Subd. 3 (Government Information Access, Capitol Investment)*

*Minn. Stat. § 43A.38 (Code of Ethics for Employees in the Executive Branch)*

*Minn. Stat. § 13 et seq (Minnesota Government Data Practices Act)*

**Cross References:**

*MSA Policy #524 – Appropriate Use of Electronic Communication and Technology*

*MSA Records Retention Schedule*

*MMB HR/LR #1422 - Telework*

**Appendix:**

*456-A: Teleworking Agreement Form*

Policy #: <b>744</b>
Title: <b>FUNDRAISING</b>
Date of Initial Approval: 05-08-2008
Revision/Re-authorization Dates: 03-07-2013; 05-16-2013; 01-23-2014; 11-17-2016; 02-24-2021
Reviewers: MSA Instructional Leadership Team

**I. PURPOSE**

The purpose of this policy is to establish a process for guiding fundraising efforts by staff, students, parents, alumni, and friends at the Minnesota State Academies (MSA) to avoid overlapping in activities and excessive use of local contributors.

~~**II. NEED**~~

~~Previous fundraising efforts have at times seemed sporadic and haphazard regarding the handling of funds and scheduling. This policy helps avoid such pitfalls in the future.~~

**III. APPROVAL PROCESS**

All fundraising activities that impact MSAB/MSAD, or are located on the MSAB/MSAD campuses, including those by alumni, parents, or other organizations/groups that are not employed by MSA, must be approved through the campus director's office. Fundraising requests must be submitted at least 2 weeks in advance of the event for approval. If the fundraising activity will happen on both campuses, both campus directors must approve the activity.

**IV. FUNDRAISING DEPOSITS AND ACCOUNTS**

- A. Monies for all student or school-sponsored fundraising activities must be kept in an activity account through the MSA Business Office. Sponsors/Coaches and other activity leaders must keep clear and detailed records for each fundraising activity to ensure that all funds are accounted for and deposited accurately. Only cash or checks will be accepted. For fundraising activities/events except for long-term fundraising activities (see section IV-C below), all cash/checks must be deposited in the MSA business office **within 24 hours or during the next business day after the event or activity. At this time, MSA does not have the ability to manage online payments.**
- B. All adult fundraising activities by groups not employed or controlled by MSA, (i.e., MSAD Alumni Association, Parent-Student-Teacher Association, Hilltopper Athletic Booster Club, and MSAB/MSAD Foundations), will be kept in accounts maintained outside of MSA.
- C. For fundraising activities that span a longer period of time (i.e., weekly sales of items/orders such as coffee sales, popcorn sales, and similar items; t-shirt or clothing orders), sponsors/coaches must make deposits of **all checks within 2 working days** of any receipts of funds and ensure regular deposit/documentation of cash sales/donations (weekly, bi-weekly, etc.) with the fiscal services office. Cash boxes are available in selected offices for safekeeping of funds before being deposited in the fiscal services office.

**V. CRITERIA FOR APPROVED ACTIVITIES**

- A.** Extracurricular Activity (ECA) Sponsors, Coaches, and other activity leaders are responsible for teaching and supporting student groups in submission of request forms to the campus director for approval. ~~Sponsors are expected to guide students in completion of the forms.~~ Sponsors must consider the methods and costs of storing and delivering products to the consumers before submitting fundraising requests.
- B.** Sales by staff or students for private profit or to support non-MSA groups will not be permitted on campus for sales to students (i.e., Avon, soccer team candy fundraising, and so forth). Staff members are allowed to sell to other staff members.
- C.** Fundraising activities must follow the guidelines outlined in MSA Policy #533 (Wellness - Nutrition, and Physical Activity). To support student's health and school nutrition-education efforts, fundraising activities that involve food items bought and consumed primarily by students will use only foods that meet nutrition and portion size standards for foods and beverages sold individually. Non-food fundraising activities are strongly encouraged. Even if the food items are sold primarily to staff members, it is strongly encouraged to avoid those types of food-related on-campus fundraising activities.
- D.** It is strongly encouraged that fundraising activities be designed to include more than just MSA staff and students. (i.e., sales to family members and neighbors in students' home communities; inviting community members to on-campus events, etc.)
- E.** Sales will not be permitted for items which explicitly or implicitly advertise alcohol, tobacco products, or any other illegal substance; and/or use words or pictures which refer to sexual activity, profanity, violence, or other undesirable actions.
- F.** Fundraising activities will not be approved if they include sales of pull tabs or lottery tickets. Drawings for prizes of money or gifts are allowed if the ticket is clearly identified as a donation to MSAD or MSAB and meets legal gambling requirements. If a raffle activity is approved, the following applies:
- 1) If the value of the prize is less than \$750.00, the group must apply for an "Exclusion to Licensing" permit which is free of charge from the Gaming Commission.
  - 2) If the value of the prize is greater than \$750.00, the group must apply for an "Exemption to Licensing" permit at a cost of \$25.00 from the Gaming Commission.
  - 3) If the activity is based on chance, a permit must be obtained. If the activity is based on skill, no permit is necessary.
- G.** No sales will be allowed for religious cards or artifacts. The Attorney General has clarified the term "Christmas" as an entity in and of itself, observed as a part of American culture and, therefore, does not necessarily denote religious practice.

- H. Profits from sales must be clearly stated to be used for student or school benefit. The nature of Boy Scouts of America and Girl Scouts of America assumes these organizations and their fundraisers are for the benefit of the students who participate, and, therefore, is exempt from restrictions provided in 5B.
- I. Fundraising activities will be approved unless another school group has already requested permission for a similar activity to take place at a similar time or if it does not meet these guidelines. Campus directors will limit the number of fundraising activities at one time and/or within one school year. Campus directors may also require modifications to fundraising activity requests prior to approval.

Policy #: <b>828</b>
Title: <b>KEYS AND KEYCARDS</b>
Date of Initial Approval: 12/2/1997
Revision/Re-authorization Dates: 08/23/2001; 06/17/2010; 01/23/2014; 08/15/2019
Reviewers: MSA Superintendent; MSA Human Resources Office; MSA Instructional Leadership Team; MSA Director of Physical Plant Operations

**I. PURPOSE**

The purpose of this policy is to ensure the safety of students, maintain security of state property, and establish appropriate staff access to work areas.

**II. GENERAL STATEMENT OF POLICY**

- A. The Minnesota State Academies (MSA) recognizes the importance of access for employees to conduct their work duties, as well as age-appropriate access for students to areas where they can receive instruction and participate in educational/extracurricular activities.
- B. MSA recognizes the need for security of MSA property and assets.
- C. MSA recognizes the importance of providing a safe and secure environment for students.
- D. MSA requires a systematic method of allocating keys and key cards to maintain security as well as providing appropriate access to work areas for staff and students.

**III. KEY AND KEYCARD ISSUANCE**

- A. Supervisors must approve all requests for keys/keycards from employees. The request must include a list of buildings and rooms/areas identified for access and the level of keycard access for the employee. The request must be authorized by the superintendent's office before issuance of keys/keycards. Any changes to key issuance and/or keycard access must follow the same procedure.
- B. High School and Middle School students will receive keycard access based on access levels established by ~~the Directors of both campuses and~~ the Superintendent. Students are not allowed to have keys to any buildings or rooms unless specifically authorized by the Director/[Student Life](#) Director.
- C. ~~Grand~~ Master Keys for each campus will be limited to individuals designated by the superintendent. ~~Supervisors must indicate a legitimate business need for issuance of a master key in their request to the superintendent's office. Master keys may range from opening specific areas of a building to the entire campus or both campuses as needed.~~
  - ~~1. MSA Superintendent;~~
  - ~~2. MSAB/MSAD Directors/Assistant Directors;~~
  - ~~3. Director of Student Support Services;~~
  - ~~4. Director of Physical Plant Operations;~~
  - ~~5. Director of Health Services;~~
  - ~~6. MSAB/MSAD Dorm Directors;~~
  - ~~7. Other Department Heads and selected employees as assigned by the superintendent;~~
  - ~~8. The on-call bag will have a grand master key and keycard for employees serving as on-call supervisors as assigned by the superintendent;~~
  - ~~9. Selected offices as determined by the superintendent shall have a grand master key available for check-out on an as-needed basis.~~

- D. The superintendent's office is responsible for inventory, distribution, and tracking of all keys.
- E. The physical plant department is responsible for ensuring that all locks and keys are in working order, including repair and replacement as necessary, following directives from the superintendent's office. The physical plant is also responsible for **making keys and moving keycores**, following directives from the superintendent's office.
- F. The human resources office is responsible for keycards, including set-up/distribution; suspension; changes to access levels; and replacement as necessary, according to directives/guidance and approvals from the superintendent's office.

#### IV. EMPLOYEE RESPONSIBILITIES

- A. Employees are responsible for keys and keycards issued to them at all times. Under no circumstances should an employee allow students or non-MSA individuals access to keys or keycards without direct supervision.
- B. Employees must report lost, stolen or broken keys and/or keycards immediately to their supervisor. Fees will be charged for replacements. Key replacement fees may be returned to the employee if the key is found and returned to the superintendent's office prior to the replacement of the lock. Repeated loss of keys/keycards may result in disciplinary action.
- C. Employees must not transfer their keys/keycards to other employees when changing offices, work spaces, etc. They must return their keys to the superintendent's office and have the keys re-issued to the next employee, following proper protocols, including signed paperwork from their supervisors.
- D. All keys/keycards issued to employees must be returned to their supervisor at the time of strike, layoff, extended leave, or termination.

#### V. SUPERVISOR RESPONSIBILITIES

- A. Supervisors must immediately report lost, stolen, or damaged keys to the superintendent's office and lost, stolen, or damaged keycards to the human resources office.
- ~~B. Supervisors and/or their designees must collect keys/keycards at the end of the school year from employees who do not work through the summer or document the reason the keys/keycards are not returned. If keys/keycards are re-issued for summer school or other work performed during the summer months, supervisors must maintain documentation of each re-issue and receipt of keys/keycards.~~
- ~~C. Supervisors must keep keys/keycards from employees in a locked/secure location. Documentation of key/keycard receipts/re-issue dates must be maintained and available for inspection as necessary.~~
- D. Supervisors must collect keys/keycards from staff prior to strike, layoff, extended leave or termination.
- E. Keys/keycards must be turned in with departing employees' final time sheet and exit forms.

- F. For students who are issued keys to their dorm rooms/apartments, the [student life](#) director is responsible for establishing a check-out/check-in system with key deposits for student keys, including applicable rules and procedures for their use.

#### VI. DIRECTOR OF PHYSICAL PLANT OPERATIONS RESPONSIBILITIES

- A. ~~Issuance of keys in accordance with appropriate authorization from the superintendent.~~
- B. The Director of Physical Plant Operations and/or their designee is responsible for maintaining records of all doors, locks, and keys, including replacement costs for re-keying and/or replacement of keys.
- C. The Director of Physical Plant Operations and/or their designee is responsible for ensuring that all locks are established according to appropriate procedures and in working order, including compatibility with the [Master Keys](#) for each campus.
- D. The Director of Physical Plant Operations and/or their designee is responsible for maintaining specific locks that are designated as “off-master” and removed from the list of locks opened by the Grand Master key for each campus. Each lock on this list must be approved by the superintendent. Keys for each lock on this list must be maintained in a secure location within the superintendent’s office (or another secure location) and available for check-out as needed/approved. Keys for “off-master locks” will not be issued to any individual employee without the approval of the superintendent.

#### VII. HUMAN RESOURCES OFFICE RESPONSIBILITIES

- A. The human resources office is responsible for issuing, tracking, and documentation of keycards in accordance with appropriate authorization from the MSA superintendent
- B. The human resources office is responsible for maintaining records of all doors and locks that can be opened by a keycard, replacement costs for lost/broken keycards, and maintaining a supply of keycards for visitors and other needs.
- C. The human resources office is responsible for ensuring that all keycards are issued and set up according to appropriate procedures.

#### VIII. SUPERINTENDENT’S OFFICE RESPONSIBILITIES

- A. The superintendent’s office is responsible for [issuance](#), tracking, and documentation of keys. Records of all doors/locks and keys issued to employees shall be maintained. Keys will be kept in a secure location ~~within the physical plant building~~ and distributed as approved.
- B. The superintendent’s office is responsible for approving any lock changes and communicating updates with the physical plant department. New/replacement keys will be added to the inventory after locks are changed/updated.
- C. The superintendent’s office is responsible for updating and collecting all key/keycard requests and communicating approvals to the physical plant department/human resources department, including updates to the list of access levels with specified permissions (doors, hours, employee privileges, etc.) and adding/deleting levels as authorized by the superintendent.
- D. [The superintendent’s office is responsible for maintaining a list of access levels with specified permissions \(doors, hours, employee privileges, etc.\) and adding, modifying, and/or deleting levels as necessary.](#)

Policy #: <b>902</b>
Title: <b>USE OF MINNESOTA STATE ACADEMIES FACILITIES AND EQUIPMENT</b>
Date of Initial Approval: 06-19-2008
Revision/Re-authorization Dates: 11-17-2016; 11-30-2022
Reviewers: MSA Superintendent and Board Policy Committee

**I. PURPOSE**

The purpose of this policy is to provide guidelines for community use of Minnesota State Academies (MSA) campus facilities and equipment.

**II. GENERAL STATEMENT OF POLICY**

The MSA board and the administration of MSA encourages use of MSA facilities and equipment for community purposes if, in its judgment, that use will not interfere with use for MSA purposes. Allowing community use of MSA facilities promotes awareness and support for our student body and is an integral part of our efforts to include parents, alumni, and community members in our programs.

**III. GENERAL COMMUNITY USE OF SCHOOL FACILITIES**

- A. Pending availability of facilities and staffing (**student/staff programs and activities take precedence over external use of facilities**), the MSA board authorizes the use of MSA facilities for educational, cultural, civic, religious, recreational, governmental, and general political activities which are sponsored by responsible, recognized organizations, agencies, institutions, or individuals, provided that the activity does not interfere with the programs and best interests of MSA. MSA reserves the right to deny the use of school facilities if the activities are detrimental to the mission of MSA or require excessive time and effort from staff at MSA.
- B. Requests for use of MSA facilities by community groups or individuals shall be made through the Superintendent's office. The Superintendent is authorized to approve and monitor conditions for community use of buildings and grounds under the direction of this policy.
- C. When MSA programs (MSAB/MSAD) are a designated member of an organization and/or hosting an activity/meeting, no rental contracts are necessary. For the purposes of this policy, hosting includes allowing multi-agency or multi-school committees that include MSA programs to have meetings on our campuses, using our campus facilities. Hosting student conferences, tournaments, staff training, and so forth, also fall under this category. This does not include MSA staff members who participate as individual members in an organization, but do not officially represent MSA programs.

Parents who are on campus for IEP meetings, evaluations, and/or other school-related meetings may stay in the parent rooms in the dormitories at no charge **but must pay a deposit for their keys/key card**. No rental contracts are necessary for their stay in the parent rooms. Parents who want to stay on

campus for extracurricular activities, athletics, or other social functions must obtain approval from the superintendent's office prior to use and may be charged for their stay in the parent rooms.

- D. If use of campus facilities is approved, a Facilities Use Agreement shall be prepared through the Superintendent's Office, utilizing an established rental fee schedule. (See Appendix 902-A) Such fees will include the cost of custodial, technical, and supervisory service as necessary. Representatives of all groups requesting use of campus facilities must send a request at least 2 weeks in advance with specific dates and times for use and agree to expectations outlined in the facilities use agreement. The rental fee schedule will be reviewed annually by the Superintendent's office and altered as technology and equipment needs change.

Groups utilizing campus facilities must provide documentation of current liability insurance of at least \$1,000,000 prior to use of the facility. This provision does not apply to groups who are covered under MSA general liability insurance. The requestor is liable for personal injury and/or property damage. Users must also sign a waiver to indemnify and save and hold the State of Minnesota and the Minnesota State Academies and its agents and employees harmless from any and all claims or causes of action arising from the user's use of the Academies' facilities, except to the extent arising from the negligence or willful misconduct of the State of Minnesota and/or the Minnesota State Academies.

- E. The Superintendent is authorized to set aside or reduce any scheduled or normal rental fees when a mutually beneficial relationship is established between the Minnesota State Academies and a proposed user of school facilities. This does not include the costs of custodial, technical, or supervisory services. Users who qualify for reduced or waived fees include the following:
1. If the proposed user is a non-profit organization (other than a blind or deaf advocacy organization), school, charitable or civic group, or league. Examples: Local football league; Kiwanis Club; Faribault School District activities.
  2. If the proposed user is a Minnesota state or state charter of a nationally recognized blind or deaf community organization with an education-related function. Examples: Minnesota Association of Deaf Citizens; National Federation of the Blind.
  3. If the proposed user is for MSAB or MSAD alumni association gatherings or meetings (excluding dormitory use fees).
  4. If the proposed user is for MSAB or MSAD Parent-Teacher association gatherings or meetings (including booster club gatherings/meetings).
  5. If the proposed activity will include and benefit staff members or students at MSA, including consideration of in-kind contributions such as waiver of league/participation fees in replacement of rental fees.

Example: Local athletic league involving a team from MSAB/MSAD;  
Local spring play production or musical concert involving students from  
MSAB/MSAD.

6. Parents and family members who need to travel great distances to attend meetings and/or other events in Faribault.
  7. The superintendent may consider other unique circumstances in decisions regarding reduction or waiver of fees on a case-by-case basis.
- F. When emergencies or unusual circumstances arise that necessitate rescheduling the use of MSA facilities, every effort will be made to find acceptable alternative meeting spaces.

#### **IV. USE OF MINNESOTA STATE ACADEMIES EQUIPMENT**

The Superintendent is authorized to approve and monitor conditions for use of equipment in MSA facilities that are available for community use. (See Appendix 902-A) Provision of the equipment is dependent on availability. The guidelines stated in section III-E above apply to the use of equipment. The use of equipment is allowed only for activities/events on campus. They cannot be rented for off-campus use.

#### **V. USE OF MINNESOTA STATE ACADEMIES STAFF SERVICES**

The superintendent is authorized to approve use of staff services to support community activities as necessary. Costs of the services will be equivalent to the actual costs to the Academies and will be included in the cost for use of MSA facilities. (Overtime hours, shift differential, and so forth). Interpreters for meetings involving parents hosted by the Parent-Teacher-Staff Association, the Hilltopper Athletic Booster Club, and similar parent organizations/activities will be provided by MSA at no cost to support full participation of our parents in the MSA community. Staff time expended to set-up and clean-up after the activities will also be calculated and included in the facilities use agreement.

#### **VI. RULES FOR USE OF FACILITIES AND EQUIPMENT**

The MSA board expects members of the community who use facilities and equipment to do so with respect for MSA property and an understanding of proper use. Individuals and groups shall be responsible for damage to facilities and equipment.

**Legal References:**

*Minn. Stat. § 123B.51 (Schoolhouses and Sites; Access for Noncurricular Purposes)*

**Cross References:**

*MSBA/MASA Model Policy 801 (Equal Access to School Facilities)*

*MSBA/MASA Model Policy 901 (Community Education)*

**Appendices:**

*Appendix 902 A – Facilities Use and Equipment Rental Fees*

**125A.61 LOCATION AND STATUS.**

Subdivision 1. **State schools at Faribault.** The Minnesota State Academy for the Deaf and the Minnesota State Academy for the Blind are residential schools in Faribault. They are public schools under sections 122A.15 and 122A.16 and state educational institutions.

Subd. 2. **Resource center.** The state academies are a resource center for school districts.

**History:** 1976 c 271 s 66; 1985 c 240 s 2; 1987 c 398 art 3 s 27; 1989 c 220 s 2; 1998 c 397 art 11 s 3; 2009 c 96 art 2 s 55

**125A.62 DUTIES OF THE BOARD OF THE MINNESOTA STATE ACADEMIES.**

Subdivision 1. **Governance.** The board of the Minnesota State Academies shall govern the State Academy for the Deaf and the State Academy for the Blind. The board must promote academic standards based on high expectation and an assessment system to measure academic performance toward the achievement of those standards. The board must focus on the academies' needs as a whole and not prefer one school over the other. The board of the Minnesota State Academies shall consist of nine persons. The members of the board shall be appointed by the governor with the advice and consent of the senate. One member must be from the seven-county metropolitan area, one member must be from greater Minnesota, and one member may be appointed at-large. The board must be composed of:

- (1) one present or former superintendent of an independent school district;
- (2) one present or former special education director;
- (3) the commissioner of education or the commissioner's designee;
- (4) one member of the blind community;
- (5) one member of the deaf community;
- (6) two members of the general public with business, administrative, or financial expertise;
- (7) one nonvoting, unpaid ex officio member appointed by the site council for the State Academy for the Deaf; and
- (8) one nonvoting, unpaid ex officio member appointed by the site council for the State Academy for the Blind.

Subd. 2. **Terms; compensation; and other.** The membership terms, compensation, removal of members, and filling of vacancies shall be as provided for in section 15.0575. Notwithstanding section 15.0575, a member may serve not more than two consecutive four-year terms.

Subd. 3. **Meetings.** All meetings of the board shall be as provided in chapter 13D and must be held in Faribault.

Subd. 4. **Most beneficial, least restrictive.** The board must do what is necessary to provide the most beneficial and least restrictive program of education for each pupil at the academies who is disabled by visual disability or deafness.

Subd. 5. **Planning, evaluation, and reporting.** To the extent required in school districts, the board must establish a process for the academies to include parent and community input in the planning, evaluation, and reporting of curriculum and pupil achievement.

Subd. 6. **Site councils.** The board must establish, and appoint members to, a site council at each academy. The site councils shall exercise power and authority granted by the board. The board must appoint to each site council the exclusive representative's employee designee from each exclusive representative at the academies. The site councils may make a recommendation to the governor regarding board appointments no more than 30 days after receiving the list of applicants from the governor.

Subd. 7. **Trustee of academies' property.** The board is the trustee of the academies' property. Securities and money, including income from the property, must be deposited in the state treasury according to section 16A.275. The deposits are subject to the order of the board.

Subd. 8. **Grants and gifts.** The board, through the chief administrators of the academies, may apply for all competitive grants administered by agencies of the state and other government or nongovernment sources. Application may not be made for grants over which the board has discretion. Any funds received under this subdivision are appropriated and dedicated for the purpose for which they are granted. The board must annually by February 1 report to the education policy and finance committees of the legislature the amount of money it received under this subdivision and the purpose for which it was granted.

**History:** 1975 c 271 s 6; 1976 c 222 s 27; 1976 c 271 s 67; 1977 c 447 art 3 s 10,11; 1977 c 449 s 13; 1978 c 764 s 95,96; 1979 c 334 art 3 s 17; 1982 c 424 s 130; 1982 c 560 s 46; 1985 c 240 s 3; 1987 c 384 art 1 s 55; art 2 s 1; 1987 c 398 art 3 s 28,29; 1989 c 220 s 2; 1991 c 265 art 11 s 11; 1Sp1995 c 3 art 11 s 5-8; 1Sp1997 c 4 art 10 s 1; 1998 c 398 art 5 s 14-21; 1999 c 241 art 2 s 20; 2003 c 130 s 12; 2005 c 56 s 1; 2006 c 263 art 7 s 4; 2009 c 96 art 7 s 1

**125A.63 RESOURCES; DEAF OR HARD-OF-HEARING AND BLIND OR VISUALLY IMPAIRED.**

Subdivision 1. [Repealed, 1Sp2015 c 3 art 5 s 31]

Subd. 2. **Programs.** (a) The department must offer summer institutes or other training programs throughout the state for deaf or hard-of-hearing, blind or visually impaired, and multiply disabled pupils. The department must also offer workshops for teachers, and leadership development for teachers.

(b) Training and workshop programs offered under paragraph (a) must help promote and develop education programs offered by school districts or other organizations. The programs must assist school districts or other organizations to develop innovative programs.

Subd. 3. **Programs by nonprofits.** The department may contract to have nonprofit organizations provide programs under subdivision 2.

Subd. 4. **Advisory committees.** (a) The commissioner shall establish advisory committees for the deaf and hard-of-hearing and for the blind and visually impaired. The advisory committees shall develop recommendations and submit an annual report to the commissioner on the form and in the manner prescribed by the commissioner.

(b) The advisory committees for the deaf and hard-of-hearing and for the blind and visually impaired shall meet periodically at least four times per year. The committees must each review, approve, and submit a biennial report to the commissioner, the education policy and finance committees of the legislature, and the Commission of the Deaf, DeafBlind and Hard of Hearing. The reports must, at least:

(1) identify and report the aggregate, data-based education outcomes for children with the primary disability classification of deaf and hard-of-hearing or of blind and visually impaired, consistent with the commissioner's child count reporting practices, the commissioner's state and local outcome data reporting system by district and region, and the school performance report cards under section 120B.36, subdivision 1; and

(2) describe the implementation of a data-based plan for improving the education outcomes of deaf and hard-of-hearing or blind and visually impaired children that is premised on evidence-based best practices, and provide a cost estimate for ongoing implementation of the plan.

Subd. 5. **Statewide hearing loss early education intervention coordinator.** (a) The coordinator shall:

(1) collaborate with the early hearing detection and intervention coordinator for the Department of Health, deaf and hard-of-hearing state specialist, and the Department of Health Early Hearing Detection and Intervention Advisory Council;

(2) coordinate and support Department of Education early hearing detection and intervention teams;

(3) leverage resources by serving as a liaison between interagency early intervention committees; part C coordinators from the Departments of Education, Health, and Human Services; Department of Education regional low-incidence facilitators; service coordinators from school districts; Minnesota children with special health needs in the Department of Health; public health nurses; child find; Department of Human Services Deaf and Hard-of-Hearing Services Division; and others as appropriate;

(4) identify, support, and promote culturally appropriate and evidence-based early intervention practices for infants with hearing loss, and provide training, outreach, and use of technology to increase consistency in statewide service provision;

(5) identify culturally appropriate specialized reliable and valid instruments to assess and track the progress of children with hearing loss and promote their use;

(6) ensure that early childhood providers, parents, and members of the individual family service and intervention plan are provided with child progress data resulting from specialized assessments;

(7) educate early childhood providers and teachers of the deaf and hard-of-hearing to use developmental data from specialized assessments to plan and adjust individual family service plans; and

(8) make recommendations that would improve educational outcomes to the early hearing detection and intervention committee, the commissioners of education and health, the Commission of the Deaf, DeafBlind and Hard of Hearing, and the advisory council for the deaf and hard-of-hearing.

(b) The Department of Education must provide aggregate data regarding outcomes of deaf and hard-of-hearing children who receive early intervention services within the state in accordance with the state performance plan.

**History:** 1987 c 398 art 3 s 30; 1989 c 220 s 2; 1991 c 265 art 3 s 38; 1Sp1995 c 3 art 11 s 9; art 16 s 13; 2003 c 130 s 12; 2006 c 263 art 3 s 9; 2007 c 146 art 3 s 7; 2009 c 86 art 1 s 15; 2009 c 96 art 3 s 16,17; 1Sp2015 c 3 art 5 s 19-22; 2016 c 189 art 29 s 11; 2018 c 121 s 7

**125A.64 POWERS OF BOARD OF THE MINNESOTA STATE ACADEMIES.**

Subdivision 1. **Personnel.** The board of the Minnesota State Academies may employ central administrative staff members and other personnel necessary to provide and support programs and services at each academy.

Subd. 2. **Department assistance.** The board of the Minnesota State Academies may require the Department of Education to provide program leadership, program monitoring, and technical assistance at the academies.

Subd. 3. **Unclassified positions.** The board of the Minnesota State Academies may place any position other than residential academies administrator in the unclassified service. The position must meet the criteria in section 43A.08, subdivision 1a.

Subd. 4. **Residential and building maintenance services.** The board of the Minnesota State Academies may enter into agreements with public or private agencies or institutions to provide residential and building maintenance services. The board of the Minnesota State Academies must first decide that contracting for the services is more efficient and less expensive than not contracting for them.

Subd. 5. **Student teachers and professional trainees.** (a) The board of the Minnesota State Academies may enter into agreements with teacher preparation institutions for student teachers to get practical experience at the academies. A licensed teacher must provide appropriate supervision of each student teacher.

(b) The board of the Minnesota State Academies may enter into agreements with accredited higher education institutions for certain student trainees to get practical experience at the academies. The students must be preparing themselves in a professional field that provides special services to children with a disability in school programs. To be a student trainee in a field, a person must have completed at least two years of an approved program in the field. A person who is licensed or registered in the field must provide appropriate supervision of each student trainee.

Subd. 6. **Exemption to September 1 school start restriction.** Notwithstanding section 120A.40, the board of the Minnesota State Academies for the Deaf and Blind may begin the school year any day prior to September 1.

**History:** 1989 c 220 s 2; 1991 c 265 art 3 s 38; 1Sp1995 c 3 art 11 s 10,11; art 16 s 13; 1998 c 398 art 5 s 22; 1999 c 241 art 2 s 21; art 10 s 1; 2003 c 130 s 12; 2010 c 382 s 30

**125A.65 ATTENDANCE AT ACADEMIES FOR THE DEAF AND BLIND.**

Subdivision 1. **Responsibility allocated.** Responsibility for special instruction and services for a blind/visually impaired or deaf/hard-of-hearing child attending the Minnesota State Academy for the Deaf or the Minnesota State Academy for the Blind must be determined in subdivisions 2 to 10.

Subd. 2. **Child's legal residence.** The legal residence of the child is the district in which the child's parent or guardian resides.

Subd. 3. **Educational program; tuition.** (a) When it is determined pursuant to section 125A.69, subdivision 1 or 2, that the child is entitled to attend either school, the board of the Minnesota State Academies must provide the appropriate educational program for the child.

(b) For fiscal year 2006, the board of the Minnesota State Academies must make a tuition charge to the child's district of residence for the cost of providing the program. The amount of tuition charged must not exceed the sum of (1) the general education revenue formula allowance times the pupil unit weighting factor pursuant to section 126C.05 for that child, for the amount of time the child is in the program, plus (2), if the child was enrolled at the Minnesota State Academies on October 1 of the previous fiscal year, the compensatory education revenue attributable to that child under section 126C.10, subdivision 3. The district of the child's residence must pay the tuition and may claim general education aid for the child. Tuition received by the board of the Minnesota State Academies, except for tuition for compensatory education revenue under this paragraph and tuition received under subdivision 4, must be deposited in the state treasury as provided in subdivision 8.

(c) For fiscal year 2007 and later, the district of the child's residence shall claim general education revenue for the child, except as provided in this paragraph. Notwithstanding section 127A.47, subdivision 1, an amount equal to the general education revenue formula allowance times the pupil unit weighting factor pursuant to section 126C.05 for that child for the amount of time the child is in the program, as adjusted according to subdivision 8, paragraph (d), must be paid to the Minnesota State Academies. Notwithstanding section 126C.15, subdivision 2, paragraph (d), the compensatory education revenue under section 126C.10, subdivision 3, attributable to children enrolled at the Minnesota State Academies on October 1 of the previous fiscal year must be paid to the Minnesota State Academies. General education aid paid to the Minnesota State Academies under this paragraph must be credited to their general operation account. Other general education aid attributable to the child must be paid to the district of the child's residence.

Subd. 4. **Unreimbursed costs.** (a) For fiscal year 2006, in addition to the tuition charge allowed in subdivision 3, the academies may charge the child's district of residence for the academy's unreimbursed cost of providing an instructional aide assigned to that child, after deducting the special education aid under section 125A.76, attributable to the child, if that aide is required by the child's individualized education program. Tuition received under this paragraph must be used by the academies to provide the required service.

(b) For fiscal year 2008 and later, the special education aid paid to the academies shall be increased by the academy's unreimbursed cost of providing one to one instructional and behavioral management aides assigned to a child, after deducting the special education aid under section 125A.76 attributable to the child, if the aides are required by the child's individualized education program. Aid received under this paragraph must be used by the academies to provide the required service.

(c) For fiscal year 2008 and later, the special education aid paid to the district of the child's residence shall be reduced by the amount paid to the academies for district residents under paragraph (b).

(d) Notwithstanding section 127A.45, subdivision 3, beginning in fiscal year 2008, the commissioner shall make an estimated final adjustment payment to the Minnesota State Academies for general education aid and special education aid for the prior fiscal year by August 15.

(e) For fiscal year 2007, the academies may retain receipts received through mutual agreements with school districts for one to one behavior management aides.

**Subd. 5. Providing appropriate educational programs.** When it is determined that the child can benefit from public school enrollment but that the child should also remain in attendance at the applicable school, the district where the institution is located must provide an appropriate educational program for the child and must make a tuition charge to the board of the Minnesota State Academies for the actual cost of providing the program, less any amount of aid received pursuant to section 125A.75. The board of the Minnesota State Academies must pay the tuition and other program costs including the unreimbursed transportation costs. Aids for children with a disability must be paid to the district providing the special instruction and services. Special transportation must be provided by the district providing the educational program and the state must reimburse that district within the limits provided by law.

**Subd. 6. Tuition reduction.** Notwithstanding the provisions of subdivisions 3 and 5, the board of the Minnesota State Academies may agree to make a tuition charge, or receive an aid adjustment, as applicable, for less than the amount specified in subdivision 3 for pupils attending the applicable school who are residents of the district where the institution is located and who do not board at the institution, if that district agrees to make a tuition charge to the board of the Minnesota State Academies for less than the amount specified in subdivision 5 for providing appropriate educational programs to pupils attending the applicable school.

**Subd. 7. Staff allocation.** Notwithstanding the provisions of subdivisions 3 and 5, the board of the Minnesota State Academies may agree to supply staff from the Minnesota State Academy for the Deaf and the Minnesota State Academy for the Blind to participate in the programs provided by the district where the institutions are located when the programs are provided to students in attendance at the state schools.

**Subd. 8. Student count; tuition.** (a) On May 1, 1996, and each year thereafter, the board of the Minnesota State Academies shall count the actual number of Minnesota resident special education eligible students enrolled and receiving education services at the Minnesota State Academy for the Deaf and the Minnesota State Academy for the Blind.

(b) For fiscal year 2006, the board of the Minnesota State Academies shall deposit in the state treasury an amount equal to all tuition received for the basic revenue according to subdivision 3, less the amount calculated in paragraph (c).

(c) For fiscal year 2006, the Minnesota State Academies shall credit to their general operation account an amount equal to the tuition received which represents tuition earned for the total number of students over 175 based on:

- (1) the total number of enrolled students on May 1 less 175; times
- (2) the ratio of the number of students in that grade category to the total number of students on May 1; times
- (3) the general education revenue formula allowance; times
- (4) the pupil unit weighting factor pursuant to section 126C.05.

(d) For fiscal year 2007 and later, the Minnesota State Academies shall report to the department the number of students by grade level counted according to paragraph (a). The amount paid to the Minnesota State Academies under subdivision 3, paragraph (c), must be reduced by an amount equal to:

- (1) the ratio of 175 to the total number of students on May 1; times
- (2) the total basic revenue determined according to subdivision 3, paragraph (c).

Subd. 9. **Calculation.** The sum provided by the calculation in subdivision 8 must be deposited in the state treasury and credited to the general operation account of the Minnesota State Academy for the Deaf and the Minnesota State Academy for the Blind.

Subd. 10. **Annual appropriation.** There is annually appropriated to the department for the Minnesota State Academies the tuition or aid payment amounts received and credited to the general operation account of the academies under this section. A balance in an appropriation under this paragraph does not cancel but is available in successive fiscal years.

Subd. 11. **Third-party reimbursement.** The Minnesota State Academies must seek reimbursement under section 125A.21 from third parties for the cost of services provided by the Minnesota State Academies whenever the services provided are otherwise covered by a child's public or private health plan.

**History:** *Ex1959 c 71 art 1 s 17; 1961 c 559 s 2; 1961 c 690 s 1; 1965 c 241 s 1-3; 1967 c 872 s 1; 1969 c 981 s 2-5; 1971 c 689 s 1-3; 1973 c 683 s 1,2; 1975 c 162 s 41; 1975 c 321 s 2; 1975 c 432 s 8-10; 1976 c 211 s 1-6; 1976 c 271 s 13-18; 1977 c 447 art 3 s 1-4; 1977 c 449 s 12; 1978 c 733 s 1; 1978 c 764 s 3-5; 1978 c 793 s 61; 1979 c 334 art 2 s 1,2; art 3 s 2,3; 1980 c 509 s 30; 1981 c 358 art 1 s 1; art 3 s 2-7; 1982 c 424 s 28,29,130; 1982 c 548 art 3 s 1-3; 1983 c 247 s 55; 1983 c 258 s 13; 1983 c 314 art 1 s 22; art 3 s 1; 1984 c 463 art 3 s 1; 1984 c 654 art 5 s 58; 1Sp1985 c 12 art 3 s 2-8; 1986 c 444; 1987 c 384 art 2 s 24; 1987 c 398 art 3 s 2-14; 1988 c 486 s 2-5; 1988 c 629 s 24; 1988 c 718 art 3 s 1; art 6 s 2; 1989 c 209 art 2 s 1; 1989 c 329 art 3 s 1-3; 1991 c 265 art 3 s 1,2,38; art 11 s 1; 1991 c 292 art 6 s 58 subd 2; 1992 c 499 art 3 s 1-7; art 11 s 1; 1993 c 224 art 3 s 1-9; art 14 s 3; 1994 c 483 s 1; 1994 c 647 art 3 s 2-8,34; 1Sp1995 c 3 art 3 s 1-3; art 16 s 13; 1996 c 412 art 2 s 1,2; art 3 s 1-3; 1998 c 397 art 2 s 35,164; art 11 s 3; 1998 c 398 art 6 s 1; 1999 c 241 art 2 s 22-27; 2002 c 374 art 4 s 2-5; 2006 c 263 art 5 s 1-5; 2008 c 363 art 2 s 16,17; 1Sp2011 c 11 art 3 s 12*

**125A.66 OBLIGATIONS OF THE ACADEMIES.**

Subdivision 1. **Various levels of service.** The academies must provide their pupils with the levels of service defined in rules of the state board.

Subd. 2. **Pupils' developmental needs.** The academies must deal with the developmental needs of their pupils.

Subd. 3. **Education with pupils without a disability.** The academies must provide opportunities for their pupils to be educated with pupils without a disability. A pupil's opportunities must be consistent with the pupil's individualized education program or individual family service plan and assessment.

**History:** 1989 c 220 s 2; 1991 c 265 art 3 s 38; 1993 c 224 art 13 s 55; 1Sp1995 c 3 art 11 s 12; 1Sp2011 c 11 art 3 s 12

**125A.67 STAFF OF THE ACADEMIES.**

Subdivision 1. **Academies' administrator.** The position of the chief administrator at each academy is in the unclassified service.

Subd. 2. **Teacher standards.** A teacher at the academies is subject to the licensure standards of the Professional Educator Licensing and Standards Board. An administrator at the academies is subject to the licensure standards of the Board of School Administrators.

Subd. 3. **Instructional supervisors.** An instructional supervisor at the Academy for the Deaf or the Academy for the Blind must have appropriate postsecondary credits from a teacher education program for teachers of the deaf or teachers of the blind, respectively. An instructional supervisor must have experience working with pupils with a disability.

Subd. 4. **Signing skills.** A staff member at the Academy for the Deaf must have the sign language communication skills appropriate for the staff member's job.

Subd. 5. **Braille skills.** A staff member at the Academy for the Blind must be knowledgeable in Braille communication as appropriate for the staff member's job.

Subd. 6. **Permanent employees must sign or know Braille.** An employee hired after August 1, 1985, cannot get permanent status until the employee is proficient in sign language if employed at the Academy for the Deaf or knowledgeable in Braille if employed at the Academy for the Blind.

Subd. 7. **Workers' compensation for trainees.** Student teachers and student trainees are employees of the academies for workers' compensation coverage.

**History:** 1989 c 220 s 2; 1991 c 265 art 3 s 38; 1Sp1995 c 3 art 11 s 13,14; 1998 c 398 art 5 s 55; 2003 c 130 s 12; 1Sp2017 c 5 art 3 s 29

**125A.68 STATE ADOPTED PROCEDURES.**

Subdivision 1. **Subjects.** The board of the Minnesota State Academies must establish procedures for:

- (1) admission, including short-term admission, to the academies;
- (2) discharge from the academies;
- (3) decisions on a pupil's program at the academies; and
- (4) evaluation of a pupil's progress at the academies.

Subd. 2. **Minimum content.** The discharge procedures must include reasonable notice to the child's district of residence. The procedures must guarantee a pupil and the pupil's parent or guardian appropriate safeguards. The safeguards must include a review of the placement determination made under sections 125A.03 to 125A.24, 125A.65, and 125A.69 and the right to participate in educational program decisions.

Subd. 3. **Not contested case.** A proceeding about admission to or discharge from the academies or about a pupil's program or progress at the academies is not a contested case under section 14.02. The proceeding is governed instead by the rules governing special education.

**History:** 1989 c 220 s 2; 1Sp1995 c 3 art 11 s 15; 1998 c 397 art 11 s 3; 1998 c 398 art 5 s 25,26; 1999 c 241 art 2 s 28

**125A.69 ADMISSION STANDARDS.**

Subdivision 1. **Admissions.** Admission to the Minnesota State Academies is described in this section.

(a) A pupil who is deaf, hard-of-hearing, or deafblind, may be admitted to the Academy for the Deaf. A pupil who is blind or visually impaired, deafblind, or multiply disabled may be admitted to the Academy for the Blind. For a pupil to be admitted, two decisions must be made under sections 125A.03 to 125A.24 and 125A.65.

(1) It must be decided by the individualized education program team that education in regular or special education classes in the pupil's district of residence cannot be achieved satisfactorily because of the nature and severity of the deafness or blindness or visual impairment respectively.

(2) It must be decided by the individualized education program team that the academy provides the most appropriate placement within the least restrictive alternative for the pupil.

(b) A deaf or hard-of-hearing child or a visually impaired pupil may be admitted to get socialization skills or on a short-term basis for skills development.

(c) A parent of a child who resides in Minnesota and who meets the disability criteria for being deaf or hard-of-hearing, blind or visually impaired, or multiply disabled may apply to place the child in the Minnesota State Academies. Academy staff must review the application to determine whether the Minnesota State Academies is an appropriate placement for the child. If academy staff determine that the Minnesota State Academies is an appropriate placement, the staff must invite the individualized education program team at the child's resident school district to participate in a meeting to arrange a trial placement of between 60 and 90 calendar days at the Minnesota State Academies. If the child's parent consents to the trial placement, the Minnesota State Academies is the responsible serving school district and incurs all due process obligations under law, and the child's resident school district is responsible for any transportation included in the child's individualized education program during the trial placement. Before the trial placement ends, academy staff must convene an individualized education program team meeting to determine whether to continue the child's placement at the Minnesota State Academies or that another placement is appropriate. If the academy members of the individualized education program team and the parent are unable to agree on the child's placement, the child's placement reverts to the placement in the child's individualized education program that immediately preceded the trial placement. If the parent and individualized education program team agree to continue the placement beyond the trial period, the transportation and due process responsibilities are the same as those described for the trial placement under this paragraph.

Subd. 2. **Pupils with multiple disabilities eligible to attend.** This section does not prevent a pupil with disabilities in addition to being

(1) deaf or hard-of-hearing, or

(2) blind or visually impaired

from attending the Academy for the Deaf or the Academy for the Blind, respectively.

Subd. 3. **Out-of-state admissions.** An applicant from another state who can benefit from attending either academy may be admitted to the academy if the admission does not prevent an eligible Minnesota resident from being admitted. The board of the Minnesota State Academies must obtain reimbursement from the other state for the costs of the out-of-state admission. The state board may enter into an agreement with the appropriate authority in the other state for the reimbursement. Money received from another state must

be deposited in the special revenue fund and credited to the general operating account of the academies. The money is appropriated to the academies.

**Subd. 4. Compulsory attendance.** The compulsory attendance provisions of section 120A.22 apply to attendance at the academies. Attendance may be excused under that section by the commissioner of education or a designee. A person who fails to comply with section 120A.22 is subject to section 120A.26. The academies' administrator must exercise the duties imposed on a superintendent by section 120A.26. Attendance at the Academy for the Deaf or the Academy for the Blind fulfills the requirements of sections 125A.03 to 125A.24 and 125A.65. The academies are subject to sections 121A.40 to 121A.45, the Pupil Fair Dismissal Act of 1970, as amended.

**History:** 1976 c 271 s 70; 1985 c 240 s 5; 1986 c 444; 1987 c 384 art 1 s 55; 1989 c 220 s 2; 1991 c 265 art 11 s 12; 1Sp1995 c 3 art 11 s 16,17; art 16 s 13; 1998 c 397 art 11 s 3; 1999 c 241 art 2 s 29,30; 2003 c 130 s 12; 2005 c 56 s 1; 2006 c 263 art 5 s 6; 1Sp2011 c 11 art 3 s 10,12

**125A.70 EXPENSE OF PUPILS.**

Subdivision 1. **Person liable for pupil's support pays expenses.** The person who is liable for the support of a pupil attending a state academy must provide the pupil with enough money for proper clothing, postage, and necessary incidental expenses.

Subd. 2. **Local social services agency.** If the person liable for support of a pupil cannot support the pupil, the local social services agency of the county of the pupil's residence must do so. The commissioner of education must decide how much the local social services agency must pay. The board of the Minnesota State Academies must adopt rules that tell how the commissioner is to fix the amount. The local social services agency must make the payment to the superintendent of the school district of residence.

Subd. 3. **Transportation expenses.** The school district of residence must pay for the transportation of the pupil from the pupil's residence to the academy and back.

**History:** 1976 c 271 s 72; 1977 c 449 s 15; 1986 c 444; 1987 c 384 art 1 s 55; 1989 c 220 s 2; 1994 c 631 s 31; 1Sp1995 c 3 art 16 s 13; 1998 c 398 art 5 s 27; 1999 c 241 art 2 s 31; 2003 c 130 s 12

**125A.71 DEPOSIT AND APPROPRIATION OF RENTS AND FEES OF ACADEMIES.**

Subdivision 1. **Rental income; appropriation.** Rental income must be deposited in the state treasury and credited to a revolving fund of the academies. Money in the revolving fund for rental income is annually appropriated to the academies for staff development purposes. Payment from the revolving fund for rental income may be made only according to vouchers authorized by the administrator of the academies.

Subd. 2. **Fees; appropriation.** Income received under subdivision 3 must be deposited in the state treasury and credited to a revolving fund of the academies. Money in the revolving fund for fees from conferences, seminars, technical assistance, production of instructionally related materials and other services is annually appropriated to the academies to defray expenses of those services. Payment from the revolving fund for conferences and other fees may be made only according to vouchers authorized by the administrator of the academies.

Subd. 3. **Contracts; fees; appropriation.** The board of the Minnesota State Academies may enter into agreements for the academies to provide respite care and supplemental educational instruction and services including assessments and counseling. The agreements may be made with public or private agencies or institutions, school districts, service cooperatives, or counties. The board may authorize the academies to provide conferences, seminars, nondistrict and district requested technical assistance, and production of instructionally related materials.

**History:** 1987 c 398 art 3 s 31; 1989 c 220 s 2; 1989 c 329 art 12 s 2; 1992 c 499 art 11 s 5,6; 1996 c 305 art 1 s 138; 1999 c 241 art 2 s 32; 2023 c 55 art 12 s 11

**125A.72 STUDENT ACTIVITIES ACCOUNT.**

Subdivision 1. **Student activities; receipts; appropriation.** All receipts of any kind generated to operate student activities, including student fees, donations and contributions, and gate receipts must be deposited in the state treasury. The receipts are appropriated annually to the Minnesota State Academies for student activities purposes. They are not subject to budgetary control by the commissioner of management and budget.

Subd. 2. **To student activities account.** The money appropriated in subdivision 1 to the Minnesota State Academies for student activities must be credited to a Minnesota State Academies' student activities account and may be spent only for Minnesota State Academies' student activities purposes.

Subd. 3. **Carryover.** An unexpended balance in the Minnesota State Academies' student activities account may be carried over from the first fiscal year of the biennium into the second fiscal year of the biennium and from one biennium to the next. The amount carried over must not be taken into account in determining state appropriations and must not be deducted from a later appropriation.

Subd. 4. **Money from certain student activities specifically included among receipts.** Any money generated by a Minnesota State Academies' student activity that involves:

- (1) state employees who are receiving compensation for their involvement with the activity;
- (2) the use of state facilities; or
- (3) money raised for student activities in the name of the Minnesota State Academies

is specifically included among the kinds of receipts that are described in subdivision 1.

**History:** 1993 c 224 art 11 s 5; 1999 c 241 art 2 s 33; 2009 c 101 art 2 s 109