

BOARD OF THE MINNESOTA STATE ACADEMIES MEETING JUNE 30, 2000

Present: Paul Johnson, Mark Sathe, Phil Koprowski, Jim Potter, Richard Berge, Robert Duncan, Shelly Miller, Janice Odegard, Elaine Sveen, Linda Mitchell

Interpreters: Linda Gallea and Patty Sheehan

The Board of the Minnesota State Academies assembled for their first formal meeting at 9:00 a.m. on Friday, June 30, 2000.

Open meeting notice needs to be in order with posting through the *Faribault Daily News*.

The Commissioner of Children, Families & Learning or a designee is responsible for the selection of one more board person representing C.F.L. to complete the seven voting membership. Candidates were suggested for consideration.

Interpreting rules:

- It was recommended that board members should raise their hand and identify themselves to the interpreter before speaking. This is helpful for blind individuals also.
- Several people should not talk at the same time.
- To begin conversation with a totally blind person, speak and let the person know you are in the room.

Introductions

Board members briefly reported their varied backgrounds, work experience and expectations.

Elaine Sveen

- Minnesota State Academy for the Blind Superintendent
- Parent of an adoptive blind child
- Spent 16 years in public schools and 8 years in residential schools
- Has 3 degrees from Virginia, Texas and Minnesota
- Does volunteer work
- Her work at the Academy is truly her career
- She is looking forward to the possibilities and challenges ahead and being colleagues with the board members and helping them prepare for the work that we have here.

Jim Potter

- Minnesota State Academy for the Deaf graduate and graduate of Gallaudet University
- Has taught at the North Carolina School for the Deaf and at the Missouri School for the Deaf
- Has taught printing, math and was a counselor at MSAD
- Retired 3 years ago
- Has a strong belief in residential schools
- Wants MSAD to be the best, not just a resource for those who are failing in the public schools
- MSAD students/staff have a name, not "the deaf person."

Robert Duncan

- This is his 20th year as Superintendent at Fergus Falls Schools
- He was a director of special education before that and taught for about five years
- It will be fun to be on the "other side" and he is looking forward to the experience.

Paul Johnson

- Represents the business world
- Was Chief Staff Officer for H.B. Fuller and the old Green Giant Company
- He lives in St. Paul and has a farm
- Would like to be educated as to what happens with the Academies
- Interested in how the group will organize to get the work done
- Would like to learn about some of the opportunities of groups on the volunteer/charitable side.
- He is hard of hearing and is involved with organizations serving deaf and hard of hearing people.

Phil Koprowski

- Presently Director of Special Education for the Faribault Public Schools
- Was Director of Special Education in Waseca for 22 years and has been in Faribault for about two years
- Taught five years in Winona
- Served two years in the Peace Corps which gave him a good background for English as a Second Language, a program he runs at the Public Schools also
- His background in college was Health/Physical Education which has helped him a great deal in working with the physical disabilities we have with students in our programs and to understand their needs
- Would like to know if we will run like a school board in a public school as we know it
- Would like the Academies to be the best academies in the United States
- He has a strong working relationship with the Academies as there is a Mainstream Contract with the Academies which provides a lot of service for students
- His position as Director of Special Education in Faribault has given him an interesting perspective of the Academies.

Richard Berge

- Is a 37-year member of the Faribault community
- Came to Faribault in 1963 as a teacher (one of his prize students was Mark Sathe)
- In 1980 he had served as Assistant Superintendent in Faribault for 10 years prior to becoming Superintendent in 1980 to the fall of 1994
- As a teacher he was part of a small group of teachers that initiated the Cooperative Arrangement between the Schools for the Deaf and the Blind and the Faribault Public Schools
- As Administrator that relationship has been strengthened and is a positive thing and he hopes we can make it better as a resource for those families who believe the Academies will be the best alternative for education for their students
- Is interested in technical aspects of what is our official organization
- How are we like and how are we different from a regular school board?

Mark Sathe

- Started as a student at MSAB in 4th grade, 9 years old. He came from Jackson, MN
- MSAB alumni
- His passion is to see organizations and people be all they can be
- The Academy played a big role in forming that belief and expectation in himself
- Vision or hearing is secondary to what you are as a person
- Wants to know if there is some meaningful work we can do to contribute and to make a significant difference
- Operates his own employment firm and is living the American Dream with his wife and two children.

Jan Odegard

- MSAD Site Council representative
- Faribault resident with a family history of working at MSAD
- After college she started working in the Deaf/Blind Department at the Blind School, was there for a year, and then transferred to the Deaf School. She has worked in almost every building at MSAD and has been there a long time.

Shelly Miller

- MSAB's Site Council representative
- Has an educational background in home economics, business, interior design and business administration. Gave up the business side to take early childhood employment opportunities
- Has been a houseparent for 13 years at MSAB, has spent 3 years in the school classroom and has served 3½ years as a Site Council member
- There are lots of opportunities to provide a home atmosphere for students
- She is dedicated to what we are as a school and what we have to offer and being supportive of families who come to the Academies
- She is open to learning and hopefully will be a good information source.

Lynda Mitchell

- Born and raised in Illinois
- St. Olaf graduate
- Started at MSAD in 1975 as a coach and taught for 18 years
- Spent a couple of years in Administration at MSAD, spent 3 years in public education, and then came back to MSAD as Superintendent
- Has a strong belief in the purpose of everything
- "Live every day you are alive"
- It is a real advantage to have expertise of the Board as advocates of the Academies
- She is a life-long learner who enjoys meeting people.

Role of the Board

- The Board is expected to have a leadership role in helping, guiding and advocating for the Academies.
- The Board will decide how it will interact with the Site Council for the Blind and Site Council for the Deaf.

The group reconvened for a tour of MSAD led by Pat Clarke and with assistance from Jim Potter. It was noted there are 32-35 students and some teachers on campus. Students are getting special remediation to prepare them for the Basic Standards tests to be given on July 20, 2000.

Board members had a business lunch on campus after the tour of MSAD. Senator Tom Neuville and Representative Lynda Boudreau spent some time with the group. Background information was presented as to how the new governing board came to be with the abolishment of the State Board of Education. Senator Neuville discussed expectations of the Board.

- To serve as advocates and lobbyists in the Legislature
- A professional board with equal representation of both schools
- The Academies are an independent function. They work directly with the Legislature. Budget is set by the Board and Superintendents.
- The Academies are still listed under C.F.L. for support services but their budget is independent.
- Relationship with C.F.L. was defined.
- The Academies are always a unique entity within C.F.L. and the public schools.

Academies are independent, yet need accountability.

- Role of opening doors to keep the Academies visible in the state.
- Watch spending. Bring in students. Advocate from private sector.
- The Legislature will be watching us.
- MSAB Foundation is a great funding resource and on the right track.
- The funding invested in the campuses is a strong indicator of the long-term support in the Legislature.

A concern is lack of easy access to the Academies and barriers set up by school districts. Placement is based on IEP and strong parent advocacy.

Some school districts are afraid that they are weak if they send the students elsewhere. They could be sued for not meeting needs.

A discussion was held about least restrictive environment law with special education. Self-esteem is an important factor in measuring a student's needs.

The Academies offer outreach services to school districts. They are advocates and collaborative with other schools.

Senator Neuville thanked everyone for accepting the invitation for serving on the governing board and encouraged all to come to the Legislature. Together we can make the Academies a really great place.

Orientation Notebook Review

Board members were provided with an Orientation Notebook. Marsha Gronseth was of great assistance in developing the make-up of this orientation guide.

A listing of contents is as follows:

1. **Agenda**
2. **Board Rosters**

Board members were asked to submit information they want to be included in a public and private roster of board members. This information will be compiled for future use.

Board members were encouraged to share bibliographic information, a picture, etc., which will be put on website before the next meeting.

Board members were asked to indicate if they preferred any changes on the name signs.

The Academies' official name as an agency is *Minnesota State Academies* in legislative language as of 1999 and it is suggested that the new governing board is *Board of the Minnesota State Academies*.

3. Organization Chart and Agency Director

It was suggested that the word *Governing* be included at the top of the organizational chart.

Superintendents' reviews and salary increases was discussed. The reviews were done in December. There is an up to 3% salary increase effective July 1, 2000, if the Board desires to grant it based on performance evaluation. Superintendents are not governed by a contract and do not get cost of living increases. This is determined by the Board. Salary increases are retroactive to July 1, 2000.

The Board needs to have a formal organization in place before business can be formally conducted. The Board is currently approved by the Governor's office but it has not yet been approved by the Senate. This will not be confirmed until the next legislative process.

It was suggested that a temporary chair should be appointed to the Board. Bob Duncan asked Richard Berge if he would be interested in this temporary position and he accepted. Mark Sathe seconded. The motion was made and seconded. All in favor.

Richard Berge called for a committee to meet with the Superintendents to organize an agenda for the next meeting and to take care of any other organizational matters to bring before the Board. Committee members include Paul Johnson, Mark Sathe and Richard Berge.

Suggestions can be offered to the committee.

Site Councils would like more direction and can offer a voice to the Board. Site Council decisions are made on a consensus basis. Site Councils focus on the day-to-day operations of the schools. Their role is based on a mission of what is best for students. Parent advocates are on both councils. Board members were encouraged to take advantage of the expertise of the Site Councils.

The role of the Site Councils and parameters between them and the Board needs definition and clarification and will be an eventual decision of the Board.

Adopt a policy on how agenda is structured.

The Board wants to be more knowledgeable about how our organization operates and has requested that the Academies identify each level of decision making within our agency. Levels include: Site Council, Department Heads (13), Personnel (union contracts and DOER), Principals and Superintendents.

Board members expressed an interest in looking at some of the position descriptions for middle management positions to review roles and responsibilities.

Liability of Board members was discussed in the event something is challenged or litigation is filed. Some coverage is given through MASA, and Marty Casserly from the Attorney General's Office represents the Academies in claims.

Minutes

Minute takers will be provided by the Academies' clerical staff. The makeup of the minutes will include general discussion of information and formal documentation of how decision was finalized (who made motion and who seconded it, what the motion was and what action was, record of split vote, and attach pertinent documents).

Minutes should be prepared as soon as possible. Guidelines could come through the committee as to what material is sent prior to the meetings and what is sent after the meetings.

Ex officio Site Council representatives can't make motions or second the motion. They can participate in discussion, but not vote.

Board meetings are open meetings by law, but some parameters need to be defined for inviting outside members in or those that have an issue to discuss. Information can be directed to Site Councils or other committees as a filter before it goes to the governing board.

The Board needs clarification of DOER's role in the grievance process and understanding of personnel policies already in place in the state.

Future Meetings

Full day meetings are recommended for the foreseeable future. Additional meetings can be scheduled as needed. Statute says the meetings will be held in Faribault. The Board reached agreement on these dates for future meetings:

August 24, 2000

Nov. 9, 2000

January 25, 2001

March 29, 2001

May 31, 2001

June 28, 2001

8:30 - Coffee and Preview

9:00 - Start Meeting

Meetings should end by 4 p.m. at the latest.

Working lunch works fine with possibly a couple of lunches spent with students.

Issues to Address

Both Academies are dealing with special education complaints which will involve revising the Admission Procedure. The Attorney General's office is helping the Academies work through a draft. C.F.L. is also assisting them. Part of the debate is do the Academies have a right to deny a child if the IEP recommends admission. There is an issue of safety of other students.

The Board will need to amend current policy. This needs to be in done by August 1 for implementation by September 5, 2000.

Richard Berge asked for a draft from the Attorney General or from the Dept. of C.F.L. for discussion and then adoption.

Phil Koprowski mentioned that a process of sharing information to special education directors could be done through a forum of directors meeting. He offered to bring to the agenda of the special education directors meeting the concept of three decision makers in the admission process at the Academies: 1) School District, 2) Academies and 3) Parent.

Access to a child count of blind/deaf (parent information, not just numbers) would be very helpful, but confidentiality issues are a barrier.

Associations with the following resources should be explored: MSBA, Minnesota Rural Education Association, Early Childhood community, and medical professionals.

Board approval of the Academies membership in the Minnesota State High School League can be addressed at the next meeting.

Daily bus transportation from Minneapolis/St. Paul could be a future planning issue.

Future Training Plans

Training needs mentioned in today's meeting will be scheduled in the organization process.

Dr. Berge recommended that a representative from the Attorney General's office should be invited to the next meeting.

Linda Mitchell distributed a publication from Minnesota School Boards Association entitled *School Board Standards, a framework for productive governance*.

Board members received a copy of MSAD's Spring 2000 issue of *The Companion*. Board members would like to be on the mailing list for this publication, as well as MSAB's *Gopher Gazette*.

Flaine Sveen continued with her overview of the Orientation Notebook.

4. **Statutes** that govern the Academies
5. **Finance Information/Budget Parameters** on how the Academies are funded and how budgets are developed
6. **Calendars**
The 2000-2001 calendar is being printed and will be sent to Board members immediately. School starts on September 5. There are 170 school days.
7. **Open Meeting Law**
8. **Related Agencies**
Representatives from the various resources are available to the Academies and will attend future meetings.
9. **Expenses and Per Diem Information**
Forms were distributed and Board members may complete them and return to either Superintendent.

10. **Site Councils**

Site Council rosters are included along with governance recommendations made by the Site Councils to the Legislature.

Board members thanked the Academies for putting these notebooks together. It was noted that the cooperation between the two schools is a great use of resources.

The group reconvened over at MSAB for a look at the construction work underway on that campus.

The meeting was adjourned.

Respectfully submitted by Barbara Morrissey, Recording Secretary

Signed by: Phil Koprowski
Phil Koprowski, Secretary of the Board

**Minnesota State Academies
Board Meeting Minutes
August 24, 2000 - 8:30 a.m.- 4:00 p.m.
Quinn Hall Auditorium
Minnesota State Academy for the Deaf**

Present: Richard Berge, Robert Duncan, Paul Johnson, Philip Koprowski, James Potter, Mark Sathe, Mary McDevitt-Kraljic, Linda Mitchell, Elaine Sveen, Shelly Corcoran-Miller, and Janice Odegard

Interpreters: Mary Jo Christofaro and Janie Cook

Also present: Harry Chappuis, Shared Services Physical Plant Director; Jan Gora, MSAB Residence Hall Director; Adrian Hagen, MSAD Frechette Hall Residence Hall Director; Martina Hagen, Shared Services Human Resources Director; Wade Karli, MSAB Principal; Mary Megorden, Shared Services Registered Nurse Supervisor; Nan Mellgren, Shared Services Dietitian; Tom Schoenbauer, Shared Services Business Manager; Mary Ann Thompson, MSAD Tate Hall Residence Hall Director; Thomas Zins, MSAD High School Principal; Marty Casserly, Assistant Attorney General and Karen Heuiser, Faribault Daily News Reporter

Department Heads from MSAD and MSAB introduced themselves. (Janet Pauley, MSAD K-8 Principal, was unavailable.)

A regular meeting of the Board of the Minnesota State Academies was called to order by Temporary Chair Richard Berge at 9 a.m. in Quinn Hall Auditorium, Minnesota State Academy for the Deaf campus.

Mary McDevitt-Kraljic was introduced as a new Board member appointed by the Department of Children, Families & Learning. She has been with the Department for 13 years. Her training and background is predominantly in speech and language impairment and she has worked in the areas of low incidence, least restrictive environment policy, teacher shortage, and she is staff liaison with the Special Education Advisory Committee.

Oath of Office

Chair Berge read from the Governor's Oath of Office for Board members. Board members recited the oath statement together publically which affirmed support for their position. They were declared official members of the Board of the Minnesota State Academies.

Election of Officers

Chair Berge called for Election of Officers to serve for a one-year term. Re-election of Officers will take place in January. Our school year in terms of organizational operation is from January 1 - December 31. The fiscal year for monetary purposes will be July 1 through June 30.

1. Nominations were open for the position of Chair of the Board

Paul Johnson nominated Richard Berge for the position. Second by Mark Sathe. There were no further nominations for the position. The nomination procedure was declared closed.

Vote was taken with a raise of hand. All were in favor and Richard Berge was elected Chair of the Board.

2. Nominations were open for the position of Vice Chair to serve in the absence of the Chair and perhaps serve as a committee chair.

Jim Potter nominated Mark Sathe but Mark withdrew his nomination.

Mark Sathe nominated Paul Johnson for the position.

There were no further nominations for the position. Nomination procedure was declared closed.

All were in favor and Paul Johnson was elected Vice-Chair of the Board.

3. Nominations were open for the position of Secretary Clerk responsible for signing documents on behalf of the Board and reviewing Minutes.

Bob Duncan nominated Jim Potter for the position. Jim withdrew his nomination.

Chair Berge nominated Phil Koprowski for the position. Second by Mary McDevitt-Kraljic.

There were no further nominations for the position. Nomination procedure was declared closed.

All were in favor and Phil Koprowski was elected Secretary Clerk.

4. Nominations were open for the position of Treasurer.

Bob Duncan nominated Jim Potter for the position.

There were no further nominations for the Treasurer position. Nomination procedure was declared closed.

All were in favor and Jim Potter was elected Treasurer.

Temporary Approval of Operations and Procedures Manual

Elaine Sveen distributed a sheet to be added into the Operations Manual as an appendix.

The Operations Manual seems to meet expectations. Chair Berge suggested that the Board adopt it as a temporary Operations Manual for guidance purposes. The manual should be further examined and any suggestions for modification should be directed to Elaine Sveen for final approval at the November 9 meeting of the Board.

A board member referred to the Code of Conduct page of the Operation Manual document and suggested a bullet be added relating to a balance of spending. It was noted that this should be incorporated for consideration.

Paul Johnson asked that his e-mail address be corrected to:

poison@aol.com

Phil Koprowski's correct e-mail address is phil_koprowski@faribault.k12.mn.us

Discussion was brought up regarding open meeting law compliance.

The Executive Committee will be comprised of the four elected officers of the Board. The Vice Chair will serve as Chair of the Human Resources Committee.

The role of the Executive Committee was discussed. The Executive Committee will review and revise the Operation Manual, with feedback received from Elaine Sveen, before the full Board meeting on November 9.

On motion of Bob Duncan and a second by Phil Koprowski, the Operations and Procedures Manual for the Board of the Minnesota State Academies is hereby approved for consideration with the stipulation that it be brought back to the full Board on November 9, 2000, for possible modification and final adoption. Motion carried unanimously.

Approval of Agenda

On motion of Paul Johnson and a second by Mark Sathe, the Agenda is hereby approved as distributed. Motion carried unanimously.

Board Liability. Marty Casserly, Assistant Attorney General Legal Requirements of the Board

Marty Casserly from the Attorney General's Office joined the meeting. She explained that this Board functions as closely as possible as a public school board. Board liability was discussed. The Board is a state agency covered by the Tort Claims Act (Chapter 3 of Minnesota Law). The Attorney General's Office will provide defense and handle the litigation as long as it is unintentional and not a personal action with intent of malice.

There is an option to purchase additional insurance for property or liability. Board members are considered employees for liability issues. Limits of liability: provides a cap of \$300,000 maximum coverage per person - \$1 M per incident.

The Academies would have to pay if there is a violation of IDEA or state law.

Attorney Casserly recommended that Fred Johnson, Insurance Risk Manager, be contacted to see if there are advantages to carrying property insurance in the event of a lawsuit. Some state agencies have purchased this type of policy, but most state agencies do not have property insurance coverage. The Academies may want to consider property insurance for slip and fall occurrences of visitors and students.

It is understood the Attorney General's Office is the legal counsel for this Board as provided by state law. If there is a need for modification to current legislation, Marty Casserly could offer legal advice to review proposed change of policy and procedures.

The Attorney General's Office has put together a Board Members Handbook of legal issues, mostly licensing issues, federal and state law rule making. It has a chapter relating to liability issues and data practices. Marty Casserly offered to leave the document at the Academies for copying.

Admission Procedures

Assistant Attorney General Marty Casserly stayed to help with clarification of present Admission Procedures document draft yet to be approved by Tom Lombard and the Department of Children, Families & Learning. A special education complaint against both schools has necessitated the Academies to amend their admission policy with approval by the Department of C.F.L. and the Board of the Minnesota State Academies. Procedurally, the Academies wanted to have legal language in place for the beginning of the 2000-2001 school year. The IEP team made up of parents, school district and Academy are the full team to make a placement decision. If the three parties can't reach an agreement, then it will go to a due process hearing.

There is a change in language to have an Enrollment meeting first, rather than an Admissions meeting.

All team members participate in finding alternative placement if the Academies are not an appropriate placement.

Page 1, A. 1 - A recommendation from one Board member is that the language of the statute include that the lack of resources be a factor to help parents and students make a choice and not have to "settle" in a local school district.

The mission of the Academies and options to consider when districts can't meet needs of students requires more discussion and eventually proposed legislation to address this.

Mary McDevitt-Kraljic brought a motion forward to introduce the Admission Policy for consideration and serve as temporary guidelines for admission until November 9 and final approval by the Department of Children, Families and Learning. Second by Mark Sathe. Motion carried unanimously.

The policy has to be written based on current Minnesota Statute language. The role of the Academies and change in statute language needs to be addressed in time.

Approval of Committees

Board committees listed on page 9 of the Operations Manual include: Finance, Human Resources, Building and Grounds, Board Inservice, Legislation and Instruction.

Operational function of the committees was discussed.

There was a question of why are there so many committees with a limited number of Board members and how can we best use our resources.

Committees will be used to do in-depth study and some of the groundwork for information to be brought to the Board as recommendations, not for decision making, on an as needed basis sufficiently in advance of Board meetings.

The role of the Site Councils was mentioned for clarification so committees are not duplicating their efforts. Site Councils bring forth recommendations and suggestions as they are developed at their level.

Chair Berge stated he would like to see every member on the Board involved in some capacity.

Paul Johnson moved to break down the committees to include these three areas: Finance, Building and Grounds and Legislative. Second by Mark Sathe. Motion carried unanimously.

Committees established include:

Finance: Jim Potter, Mark Sathe, Phil Koprowski, Paul Johnson

Building and Grounds: Jim Potter, Bob Duncan, Jan Odegard, Shelly Miller.

Legislative: Richard Berge, Mary McDevitt-Kraljic, Jan Odegard, Mark Sathe and Paul Johnson

Minutes

The Minutes of the Board meeting of June 30, 2000, were approved with the following correction to be incorporated on page 7, paragraph 3: omit the title "Attorney General" before Marty Casserly's name and include "from the Attorney Governor's Office" after her name.

Public Comment

Karen Heuser, media representative from the Faribault Daily News was introduced to the Board.

There was discussion to adopt a policy to invite outside speakers to address the Board. Time limits needed to be determined.

On motion of Mark Sathe and a second by Bob Duncan, it was proposed that forty-five minutes be allowed for addressing the Board, no more than three topics, five minutes per speaker (can be waived at discretion of the Board), with equal opportunity for opposing issues to be heard within these parameters. Motion carried unanimously.

This information is to be incorporated into the Operations and Procedures Manual.

It was recommended that the Board advertise formats other than personal attendance are acceptable means of presentation -- for example, tape, video, letter.

Meeting times were confirmed as 8:30 a.m. - 4:00 p.m., with the meeting starting at 9:00 a.m.

Superintendents' Reports

Elaine Sveen and Linda Mitchell:

Lysen Expansion/Renovation Report

Elaine Sveen reported that walls are up, painted, and some carpet is laid in the Phase I renovation which is nearing completion. School will be starting in the renovated part of the Lysen Building. There will be some rough edges. The kitchen is waiting for an oven to be installed. The gym floor is not ready. The pool is to be up and running. Offices will probably not be ready at the start of school. Arrangements will most likely be made to have Wade Karli and Debra Thibodeau, secretary, temporarily placed in the Lysen Building. Elaine Sveen and Barb Morrissey, secretary, will probably remain at the Corrections facility for at least the month of September.

Total cost for the three phases of renovation and building project is \$4.5 million and it is not enough.

Phase Two allows the main school building and the gym to be connected with 25,000 sq. ft. of additional space.

Phase Three will divide the current hallway or Commons area with two conference rooms and extended dining room.

Site Council Goals

The MSAB Site Council goals were reviewed. There have been a lot of accomplishments and progress over the last four years. This is a rough product in a track sheet format. Goals cannot be measured. Further work will be done by the Advisory Council to update and improve this reporting method.

It was mentioned that the Greenhouse Project strongly supported by the MSAB Foundation is not listed. This project deserves to be a listed item.

The Board members had a lunch break in Quinn Hall.

Board members were asked to complete their Per Diem and Expense Claims and turn in to Barb Morrissey at the end of the meeting.

Pictures of Board members, group and individual, were to be taken at 1:00 p.m. They will be posted on the school websites.

Strategic Planning

Elaine Sveen reported on strategic planning for MSAB via \$4,000 from a Minnesota Special Education Continuous Improvement grant.

A monitoring process was reviewed in outline format to have an overall plan for MSAB.

A leadership team composed of Jean Martin from the Department of C.F.L., Elaine Sveen and Wade Karli have planned a retreat for teachers to start this work and will identify other members and expand to stakeholders throughout the state.

On November 15-16-17 there will be a Superintendents of Deaf and Hard of Hearing meeting on the MSAD campus. Discussion will involve education and communication needs. Board members will receive an agenda as it is developed by conference attendants.

MSAD is in the process of being fully accredited by the North Central Association of Colleges and Secondary Schools or by CEASD (deaf administrators group). The Academies are K-12 public school recognized as meeting state standards. Further accreditation will show the higher standards the Academy provides. MSAB is not accredited at this time but needs to be.

Board members received passes, a schedule, and an invitation to MSAD's fall athletic events.

Business Manager's Position Description

Tom Schoenbauer's position description was reviewed to learn some of his duties. He oversees payroll, accounts payable, purchasing, fixed assets, student accounts, activity funds and the overall budget for the whole Academy. He keeps accounts balanced and helps design budget initiatives. He also deals with a \$924,000 contract with the Faribault Public Schools.

Administration is in the process of requesting a change from Acct. Supervisor Sr. to Business Manager for the State Academies for Tom's position.

Tom is a Mankato State University graduate and had been Acct. Officer at MSAB. In 1970 when the Academies' Business Office consolidated he left for one year to take a Department of Safety position. He then returned to the Academies filling the position of Acct. Supervisor Sr.

Tom's position description will be sent to DOER for final approval.

Budget Overview - Annual Spending Plan

The Academies' operating budget totals \$11,932,762 for a one year plan, an average of \$1M/month to operate. The Academies have never been in the red at the end of the year. The operating budget is allocated for a 2-year term, but it is broken down annually.

The Foundation is another source of funding.

Chair Berge requested that Board members receive financial reports at future meetings to keep updated. The Finance Committee will work with Tom to forward information to the Board.

The Minnesota Resource Center:Blind/VI was previously on the MSAB campus. There was clarification regarding the governing body of the Resource Center. They are not included in the Academies budget but we should be aware of them in our master plan and building and grounds planning.

Current Status of Budget

\$282,380 has been expended this year through the month of July (on schedule).

Budget Parameters/Allocations

There was discussion of how the Academies share and negotiate funds by a percentage first and then meet needs as they arise.

Workers' compensation expenses are extremely high.

Audit Cycle/Budget Safeguards

An on site visit is expected in the spring. Audits occur every three or four years. The last one was completed in 1996.

Plan for Inservice

Board inservice training topics for November 9 will focus on these areas:
Department of Administration, Buildings and Grounds, and Role of the Board.

A session addressing Special Education, or "Special Ed 101" may be in the future for board members as well.

High School League

On motion of Mary McDevitt-Kraljic and a second by Mark Sathe, the Board hereby approves both State Academies' 2000-2001 Resolution for Membership in the Minnesota State High School League. Motion carried unanimously.

Chair Berge will sign the documents as Phil Koprowski had to leave early.

Legislative Initiatives

Legislative initiatives were reviewed. This is a wish list overview. Priorities are then established as needed. The Academies have had to work with lack of increases in budget but increases in health insurance for employees and cost of living. They have had to cut staff to balance the budget.

Transportation Research: Research is needed to develop a more simplified and cost efficient way to transport students to and from the Academies, while maintaining quality and safety. One suggestion was to use an intern to develop a study to reduce costs of research.

It was mentioned that some schools for the deaf have TVs on buses for educational purposes while students are riding the bus.

Crisis Plan

It is a mandated requirement by the State for the Academies to have a Crisis Plan in place by July 1. Department Heads developed a crisis plan with a checklist of things to do to assure safety of the students and staff. Staff will receive inservice covering the contents of the handbook.

It was noted that a pager system is feasible for deaf individuals.

It was suggested to have the Site Councils review the Crisis Plan and make suggestions to be sure it will be effective based on the needs of each campus.

On motion of Jim Potter and a second by Paul Johnson, the Board hereby recommends adoption and approval of the State Academies Crisis Plan with the stipulation that it be reviewed by the Site Councils for their additional input. Motion carried unanimously.

Board Material Management

- Chair Berge requested that on each of the cover pages pertaining to an agenda item put "Item Number" on the original in the upper right-hand corner before duplication.
- Padded chairs are desirable for 5 to 6-hour meetings.
- Privacy skirts for tables should be provided.
- Noyes Hall or another area may be a more comfortable setting. There is room for visitors in Quinn Hall but better sound options are needed -- for example, portable audio system.

Board's Role

The *School Board Standards* publication from the Minnesota School Boards Association will be used as a framework reference by the Board.

Superintendent's Position Description

The Superintendents' position description was reviewed. They share very similar functions. There was a concern relating to responsibility 8 of Linda Mitchell's position description. A suggestion was made that an E. statement be added to make the superintendent responsible for encouraging all of the staff at MSAD to meet their level or to exceed their level of sign language proficiency and to practice on campus at all times. This is a school policy and not appropriate for a position description. Linda Mitchell will recommend that this be discussed in the SCPI policy and perhaps other policies.

On motion of Bob Duncan and a second by Mary McDevitt-Kraljic, the Board hereby approves the position description for MSAD and MSAB Superintendents. Motion carried unanimously.

Announcements

The next meeting of the Board (originally scheduled for November 9, 2000) will be held on Thursday, November 30, 2000, 8:30 a.m- 4:00 p.m., in Quinn Hall Auditorium (tentative).

The meeting was adjourned.

Respectfully submitted by Barbara Morrissey, Recording Secretary

Signed by: Phil Koprowski
Phil Koprowski, Secretary of the Board

**Minnesota State Academies
Board Meeting Minutes
November 30, 2000 - 8:30 a.m.- 4:00 p.m.
Noyes Hall Auditorium
Minnesota State Academy for the Deaf**

Present: Richard Berge, Robert Duncan, Paul Johnson, Philip Koprowski, James Potter, Shelly Corcoran-Miller, Linda Mitchell, Jan Odegard, and Elaine Sveen

Absent: Mary McDevitt-Kraljic and Mark Sathe

Interpreters: Jennifer David, Linda Gallea, and Jayne Grunz

A regular meeting of the Board of the Minnesota State Academies was called to order by Chair Richard Berge at 9:10 a.m. in the Noyes Hall Conference Room, Minnesota State Academy for the Deaf campus.

Roll call was taken for attendance.

Approval of Agenda

Chair Berge proposed these changes and additions to the Agenda:

Agenda additions include

-Minnesota School Board Association Membership

New Business additions

-MSAB Student Issue

-DNR Legal Matter

Consent Agenda will follow after Other Reports and Inservice.

Announcements will be given prior to the closed meeting items.

Public Comment will be open on Agenda if requested. Open meeting parameters were discussed.

On motion of Philip Koprowski and a second by Paul Johnson, the Agenda is hereby approved as presented. Motion carried unanimously.

Miscellaneous Handouts

-Updated board member rosters

Notes: Paul Johnson's phone number listed on the private roster, 651-686-7290, can be added to the general roster as well. Robert Duncan's e-mail address should be changed to rduncan@fergusfalls.k12.mn.us

-Howe's Now Council of Schools for the Blind publication. Elaine Sveen submitted an article on page 10 relating to the Family Transition Weekend.

-Minnesota State Academies Organizational Chart with "Governing Board of the Minnesota State Academies" printed at the top.

-Corrected Minutes from the June 30, 2000, Board meeting

Approval of Minutes

On motion of Paul Johnson and a second by Robert Duncan, the Minutes of the Board meeting of August 24, 2000, were approved as presented. Motion carried unanimously.

Superintendents' Reports

Elaine Sveen and Linda Mitchell

Lysen Expansion/Renovation Update

There has been some real progress. Students and staff are back in the building. New floor tile will be laid after the holiday season to replace asbestos tile. This is in addition to the original plans. Outside construction is still underway. If time permits, Board members will have an opportunity to see the building and what has been done.

Site Council Plan of Action

MSAB's proposed Site Council Plan of Action for November 2000 through November 2003 was presented to the Board to show in what direction they are going and to get guidance from the Board. A plan will be developed out of this outline format with goals and objectives.

There was discussion as to how the Site Council will function and present information to the Board relating to legislative proposals. Proposals will likely be recommended to the Superintendents who will bring them to the Board for careful analyzing and hopeful endorsement for the Legislature.

MSAD's Site Council has subdivided into committees such as Parent-Child Institute and Staff Development. MSAD's Site Council agenda items can be sent to the Board.

Consensus is critical for success. Open communication is encouraged.

The Board will be looking for backup goals and objectives from the Site Councils at a future meeting.

Strategic Planning

One plan of action involves a continuous improvement grant due May 2001. The Academies did their own self-study and have had a monitoring process. Future planning will be a part of this plan with Board involvement.

Stakeholders are within the school and outside of the school. Elaine Sveen distributed a draft of a short-term specialized services survey which will be sent to teachers of the visually impaired throughout the state who have direct contact with students. Teachers will look at skills they want their students to learn, format, and course of study for next summer. Deadline for returning the survey sheet is prior to January 2, 2001. MSAB has received a positive response from vision teachers and directors of special education indicating interest in this process.

Family Transition Weekend

MSAB will be the site for a Family Transition Weekend, a two-day seminar for blind/visually impaired young people, 14 years of age and older, in transition to adult living and their parents, on February 23-24, 2001. This program takes families through problem-solving experiences, identifies needs of students and resources available. It is a program which originated in Texas and has been refined at MSAB, focusing on transition from school to work.

MSAD does not have a formal program, but students participate in careers class, work study with a one-to-one or job coach, and are in the work force. They have a transition coordinator and good role models. MSAD is open to other options.

MSAD Renovation Projects

Renovation of Tate Hall is completed and there will be a celebration on December 6, 2000. An open house invitation has been printed and distributed.

Noyes Hall west wing mold abatement will begin soon. The Sign Language department staff are moving to Pollard Hall during the renovation. It is hoped a teleconference room or distance learning areas will be included in the renovation budget costs. Michael Burns is the architect from Fargo, North Dakota, who also worked on Tate Hall.

Noyes Auditorium Phase II renovation is a \$6 million project due to complex acoustics/lighting and the historical structure which will be a challenge.

A teleconference area could be used for deaf studies and meetings. Cost will be approximately \$20,000-25,000. Grant funding may be available.

Midwest Superintendent's Conference

Jim Potter and Richard Berge attended this annual event (hosted by Minnesota in, 2000) with Linda Mitchell. This is a valuable meeting where similar schools discuss similar issues resulting in feedback to improve programs.

Billie Ward did a great job of presenting the mainstream program that we have in Faribault.

Cochlear implants and newborn infant screening are major ongoing issues of discussion. How do we serve those students? Do we encourage the usage of cochlear implants if students choose not to use them. Will they need more speech and language or sign language support? Time will tell.

Transportation Concern

MSAD and MSAB are two of the few schools that don't manage their own transportation for student travel to and from school on homegoing weekends. So far, it is the responsibility of the school districts. Safety of students is of utmost importance. There is concern for student safety when no aides are with drivers. The request for \$50,000 to do a survey relating to this was made, but it was recommended not to pursue it this year. It would be more cost effective and less complicated to have the Academies handle it, but funding is needed to set up and maintain a system. VCRs and small TVs would help with student discipline. Bob Fischer at CFL will be contacted to see what changes can be made.

Collaboration with Other States

A proposal will be made to our state Legislature to provide a midwest center for a small percentage of behaviorally challenged students with programming to meet their needs. Services in the midwest are needed. Other states have the same issues and concerns. There are programs available on the east and west coast. MSAD would be the site proposed.

Invitations/Announcements

Twenty-one members of the Capital Bonding Committee have been invited to come to the MSAD Open House on December 6, 2000, for a tour of Tate Hall, lunch, and tour of school buildings. There will be an internal tea for staff the same day. Board members are certainly invited to attend.

MSAD's Holiday Program will be held at 10:15 a.m. on December 22, 2000, in Noyes Hall Auditorium. MSAB will also have a Holiday Program on December 22 at 10:30 a.m., but there will be standing room only due to construction.

Financial Report - Current Status

Tom Schoenbauer reviewed Appropriation Summary Balance Information as of 10/31/00. The original general fund budget appropriation from the State was \$10,258,000. The unliquidated cash balance is \$8,302,019.23. Expended amount through October 31, 2000, is \$2,131,765.16. This is the second year of the biennium. This funding will not carry over for the next year. Balance must be zero by the end of the biennium or the Academies lose it. Overall, things look good and balanced.

Private funds, e.g. Foundation dollars, are not included in the Academies' budget. They are acquired for specific projects.

Insurance, Property

Tom Schoenbauer reported that Fred Johnson, Risk Management, Department of Administration, had a tour of the facility to come up with a value figure, which is approximately \$55 million. Some state institutions are insuring their buildings through the State. The Academies' budget does not cover any insurance at this time. Workmen's compensation and tort claims cover most liability issues for state employees.

We need to find out what is the current practice for state buildings regarding property coverage and liability insurance. More information is needed before any action is taken. CAPRA and other state funding may be available. This issue will be addressed further at the January meeting of the Board.

Minnesota School Board Association Membership

Dick Anderson, Executive Director of MSBA, and Mike Torkelson were on hand to share information regarding MSBA's services that can be provided to the Academies and how the Academies may participate with the Association in terms of membership.

The central office is located in St. Peter, Minnesota. The Association serves 100 per cent of school districts. It has been 80 years in existence. There is currently a staff of 20 with 14 Board of Directors and a budget of \$2.5 million collected by dues (42%) and independent entrepreneuring (58%). The mission of the MSBA is to support, promote, and enhance the work of local school boards.

Dr. Berge addressed the visitors and shared the Board's charge given via Senator Neuville and Representative Boudreau to function as a regular school board.

Board members introduced themselves.

Dick Anderson is working to improve governance and training for board members. MSBA offers an array of learning opportunities, day-to-day communications with school administrators and the problems they are dealing with to resolve issues and help in the decision-making process. MSBA would like to become a partner with the Academies in this endeavor.

Training sessions are offered for new superintendents and board members so they function as smoothly as possible. The Academies would be compared to charter schools in policy service and training programs. Publications/newsletters are provided promoting training programs, conferences, seminars and consultation services. A folder with sample MSBA publications and newsletters was distributed to Board members.

Insurance programs would be available through a bid basis. Membership dues are based on student population or a flat fee (\$400-425 a year). Academies would be charged as a charter school.

Workshop interpreters could be provided with advance notice.

MSBA has a first-rate reputation. The Academies have had the advantage of MSBA's services without being members. Academy membership would raise a level of awareness among other school boards and superintendents.

On motion of Paul Johnson and a second by Philip Koprowski, the Minnesota State Academies will apply for membership with the Minnesota School Board Association. Motion carried unanimously.

Information was distributed relating to a two-day annual Leadership Conference scheduled in January 2001 at the Minneapolis Convention Center. Vendors are there who pay to exhibit. Bring and brag activitiy is promoted.

A board member mentioned that membership in the Minnesota Rural Education Association headquartered in Alexandria should also be considered. This organization lobbies for rural education issues. We need to consider a group that focuses interest in both rural and metro areas, such as the Schools for Equity organization. It would be well to at least establish a linkage with these organizations for communication purposes.

Department of Administration Report on Facilities

Wes Chapman from the Department of Administration addressed the Board and said he became acquainted with the Academies five or six years ago. A partnership with the Adams Group Architects of North Carolina established the Pre-Design Plan for the Academies, and a long range Master Facility Plan for buildings and grounds was developed. Mr. Chapman recommended an "elevator piece" is something to think about to share with lobbyists (a smaller, pocket-size document).

The Department of Finance has noticed the positive changes the Academies have made in knowledge and information presentation for legislative work. The Pre-Design needs to be current as a presentation piece. The Legislature needs to see plans in advance to ensure funds are used appropriately. The Master Plan is a 6-year plan to help project the capital bonding requests for the future.

There is a possibility that there will be a consolidating of operations and capital budget. There is an unicameral push in the Legislature.

The Academies have a great resource. A Strategic Plan may be the focus of the future. The Academies need to think through supportive arguments on their programs to justify their requests.

Master Plan documents were discussed with an overview by Harry Chappuis, Physical Plant Director for the Academies.

Capital budget priorities were reviewed along with asset preservation/CAPRA/capital budget items still needed.

CFL has control over the Library. Electrical work and sewage improvements were funded and are in process right now. Residential improvements, project 5, may move up in priority. The Power Plant needs \$750,000 to address roof replacement and emergencies.

Gordon Christofferson, State Project Manager on Renovation, explained that his role is delivery of the governor's recommendations for bonded projects, and he helps with architect selection.

Bill Olson from Finance was contacted regarding the value of the Academies' property. Cost of building replacement value is \$75.5 million for both schools. This is a current figure, but subject to change. Two and eight tenths per cent (2.8%) of building assets should be for asset preservation. The Academies are close to \$2 million underfunded. They are now better prepared to face any challenges than in the past.

The Academies pay for building insurance for contractors (Builders Risk Insurance) and can get from the State for individual construction projects.

Other funding available:

- State funding - a percentage is allowed per agency, managed by the Department of Finance.
- CAPRA funding covers projects that upgrade and maintain a facility; bonded pools of money identified by each agency (\$25,000-\$250,000 cost).
- Capital bonding - funding over \$250,000.

To identify funding available, the Academies need to call Gordon Christofferson or Bill Olson to request funding. Ask a consultant to identify areas and abatement recommendations.

In a study a couple of years ago by the Legislative Auditors Office the Academies are listed as the worst in State Building Maintenance as far as buildings were rated. Copies of the Legislative Auditors Report will be made available to all Board members if possible.

There is concern that there may be a shortage of funding for the design phase of Noyes Hall. The basement will be fully remodeled, and the mold issue and air handling unit will be addressed.

Harry Chappuis's position description for Physical Plant Director was made available but it was not discussed.

Consent Agenda

Technology Position

The technology position at MSAB has been an approved position funded by the Legislature for a year now. The original person hired is now working solely at MSAD. There is a need to have two full-time positions. A person has just now been hired to fill the technology position at MSAB. The position was posted with 15 applicants.

Tuition Agreement

A tuition agreement between the Minnesota State Academy for the Blind and the school district of Forest City, Iowa, for an out-of-state student attending MSAB was presented for Board approval.

On motion of Robert Duncan and a second by Philip Koprowski, the Consent Agenda items are hereby approved. Dan Scissons is approved as a new hire in the Information Technology Specialist position at MSAB and The Tuition Agreement is approved as written. Motion carried unanimously.

Board Member Reports

Dr. Berge reported that he attended the Midwest Superintendent's Conference to hear how other states are organized and what they are doing.

Old Business

Admissions Policy/Procedure

The Admissions Policy/Procedure was presented as approved by the Accountability and Compliance Department of CFL. A letter will be coming from CFL to be shared with directors of special education and superintendents of schools.

There was some discussion about revenue being generated for the Academies by enrolling out-of-state students.

The Academies may want to explore legislative statute language in acceptance of future students.

On motion of Philip Koprowski and a second by Paul Johnson, the Board for the Minnesota State Academies hereby adopts the revised Admissions Policy/Procedure documents as presented. Motion carried unanimously.

Operations Manual

Elaine Sveen shared the latest updates to the Operations Manual as proposed at the August 24, 2000, meeting of the Board, including standing committees (page 9) and public comment parameters (page 11). It was noted under Code of Conduct a bullet should be added: • Exercising fiscal responsibility.

Chair Berge presented a proposed Order of Business for regular meetings of the Board. He also suggested an addendum to Part V of the Operations and Procedures Manual pertaining to Guidelines for Policy on Payment of Per Diem and Expenses (page 10). Dr. Berge suggested that this wording, which relates to item 5 on page 10, be incorporated with the changes in the Operations and Procedure Manual: Compensation shall be provided to Board members as provided in Minnesota Statutes, Section 15.0575.

It is expected that the Chair or the Superintendents will preapprove travel expenses for Board members.

On motion of Robert Duncan and a second by Philip Koprowski the change in Order of Business, the Per Diem Guidelines for Policy on Payment of Per Diem and Expenses, and the changes noted will be incorporated into the Operations and Procedure Manual. Motion carried unanimously.

Elaine Sveen was asked to bring back a complete revised copy for Board review and approval.

Graduation Standards Implementation Plan

Wade Karli reported that MSAB did submit a Graduation Standards Implementation Plan to the State by October 15, 2000, but wasn't able to submit it to the Board of the Minnesota State Academies for approval.

The 2000 Legislature gave schools greater flexibility and empowered them to create local impenetation plans and to create the new graduation High Standards "over time" or on a "phase in" basis.

Mr. Karli presented to the Board MSAB's proposed Graduation Standards "phase in" plan to be implemented this school year. There was an August 15 deadline and an October 15 final deadline for school districts.

Faculty and school administration needed to develop a plan and agree on it. CFL requires board approval of staff "phase in" recommendations. If the board can't come to agreement, then the school is required to go toward full implementation of all 24 standards.

The implementation plan may be changed with board approval and reported to CFL by August 15 of each year.

Mr. Karli explained MSAB is requiring 6 standards as graduation requirements for the Class of 2003. Those standards would be assigned, scored, and recorded. Learning opportunities need to be provided in each of the 18 remaining standards. These are not to be scored or recorded, but the Academy must provide evidence that learning opportunities were provided in each one of those standards.

If a school receives Title I dollars, graduation standards are required in Reading and Math for all grades that use Title I funds. At MSAB the Title I funds are used for after school hours in the recreation program and for a class for multi-challenged students.

Each standard or profile needs a curriculum and assessment measurement and evidence that learning opportunity has been provided in each standard (9 required standards, a choice of 12, and 3 electives totals 24).

High Standards explanatory sheets were attached for review.

On motion of Robert Duncan and a second by Philip Koprowski, the Board of the Minnesota State Academies hereby approves MSAB's "phase in" Graduation Standards Implementation Plan for submission to the State. Motion carried unanimously.

Staff development funds aren't available to the Academies since it has an appropriated funding process. Grant money is an option.

New Business

Plan for Inservice, MSAB, DOER

Training topics for the next meeting of the Board will include:

- Introduction to Blindness and MSAB's Programs
- Explanation of DOER bargaining unit negotiations and personnel interactions with the Academies

Challenge Pool

The Department of Finance had the Academies take a look at their operating budget to identify 2.5% of the budget in terms of funding and to give that to the State to be part of a challenge pool from which the Academies could apply for funds up to 5% to fund programs. Base budget was not guaranteed, so the Academies had to "enter the game" and they are participating in the challenge pool.

It was determined that summer school was probably the best item to be offered up to the challenge pool (\$256,000 a year for the agency). If the Academies can keep the 2.5% and add on 2.5% they would revise the short term services programs and focus on "accountability" to support legislative focus.

Challenge pool funding should be available in January. The Academies are getting positive support from the Executive Budget Officer. After the governor makes his recommendations, there will be lobbying with the Legislative Committees. Possible outcome is 5% each year (10% for a two-year biennium).

On motion of Paul Johnson and a second by Jim Potter, the Board of the Minnesota State Academies hereby endorses the challenge pool plan for the Academies. Motion carried unanimously.

Crisis Plan

Site Councils from MSAB and MSAD have edited the Academies' proposed Crisis Plan and recommendations were discussed.

On motion of Robert Duncan and a second by Paul Johnson, the Board of the Minnesota State Academies hereby approves the Academies' Crisis Plan as presented on August 24, 2000, with recommendations from the Site Councils to be incorporated into the document. Motion carried unanimously.

Child Abuse Policy

Proposed Policy and Procedure Regulations on Child Abuse and Neglect were submitted for Board approval.

On motion of Philip Koprowski and a second by Richard Berge, the Child Abuse Policy/ Procedure is hereby approved by the Board of the Minnesota State Academies as presented. Motion carried unanimously.

Staff Sign Language Communication Skills

Minnesota Statute requires sign language skills of MSAD employees as part of their employment at the Academy. A policy and procedure is necessary to comply with the law. Recommended sign language proficiency levels for staff was discussed.

The Site Council at MSAD approved the SCPI policy at its May 2000 meeting. At this time, approval was for houseparents to have an Intermediate Plus level of sign language proficiency.

The SCPI team is recommending Board approval of Intermediate Plus sign proficiency level for the Human Service Technician classification. Offering incentive pay if a level is achieved higher than what is required for the position would be a positive way to approach the issue.

Minnesota is ahead of other states in having staff meet their sign language proficiency levels. The SCPI system has been very effective in achieving this success.

The Staff Sign Language Communication Skills Policy will be referred back to the MSAD Site Council for additional work and will be brought back to the Board for recommended approval at a future meeting.

It was noted that policy on adopting policy needs to be developed in the Operations and Procedure Manual.

MSAD Communication Technology

Language regarding the use of pagers has been incorporated into the MSAD Communication Technology Policy. The policy was critiqued by the MSAD Technology Committee and has been posted on campus.

On motion of Richard Berge and a second by Paul Johnson, the MSAD Communication Technology Policy is hereby approved by the Board of the Minnesota State Academies as presented. Motion carried unanimously.

Announcements

-All Board members present were available to attend a Dress Up Dinner at MSAB with seating at 4:45 p.m.

-Legislative visitors will be attending the Tate Hall Open House on December 6, 2000, from 11:00 a.m.-1:00 p.m. with a tour of Tate Hall and MSAD buildings and lunch served on campus. Board members were asked to let Pat Clarke know if they were able to attend. Board members expressed interest in knowing which legislators are planning to attend.

-Channel 49 recently featured the Governor's Mansion, Jade Foundation, and Terry Ventura hugging a MSAD student.

The meeting was adjourned and closed discussion took place.

Respectfully submitted by Barbara Morrissey, Recording Secretary

Signed by


Philip Koprowski, Secretary of the Board

1-28-2001

**Minnesota State Academies
Board Meeting Minutes
January 25, 2001 - 8:30 a.m.- 4:00 p.m.
Lysen Learning Center
Minnesota State Academy for the Blind**

Present: Richard Berge, Shelly Corcoran-Miller, Robert Duncan, Paul Johnson, Phil Koprowski, Mary McDevitt-Kraljic, Linda Mitchell, Jan Odegard, Jim Potter, Mark Sathe and Elaine Sveen

Interpreters: Janyne Grunz and Diane Skjveland

A regular meeting of the Board of the Minnesota State Academies was called to order by Chair Richard Berge at 9:20 a.m. in Room 113, Minnesota State Academy for the Blind campus, following an Executive Committee meeting at 8:30 a.m.

Chair Berge stated that officially the operating year is January 1 - January 1 and it is now time to elect officers. Nominations were open for the position of Chair of the Board.

On motion of Jim Potter and a second by Mark Sathe, the Board will keep the same slate of officers for this first full year of operation. Motion carried unanimously.

Approval of Agenda

The Executive Committee Report will be included under Board Member Reports on the Agenda.

On motion of Bob Duncan and a second by Paul Johnson, the Agenda is hereby approved as presented. Motion carried unanimously.

Approval of Minutes

The following corrections to the Minutes should be made:

Page 3: Under Transportation Concerns, add and MSAB to the first sentence after MSAD.

Page 5: Comment: A report on what has happened regarding linkage with the Minnesota Rural Education Association should be presented at some point in the meeting.

Page 6: For clarification, the last sentence of the paragraph on asset preservation (second to the last paragraph) should read "they are now better prepared to face any challenges than in the past."

On motion of Phil Koprowski and a second by Bob Duncan, the Minutes of the Board meeting of November 30, 2000, are hereby approved, with corrections so noted. Motion carried unanimously.

Superintendents' Reports

Elaine Sveen and Linda Mitchell

Lysen Expansion/Renovation Report

Elaine Sveen reported that the room for this Board meeting is one of the rooms which now has new floor tile, replacing the asbestos adhesive tile. In a week or so all rooms will have blinds. There is now a roof forming over the new outside structure. Work inside will start relatively soon. There will be a new, identifiable entrance in the new section. The new road will be a one-way extension off the circular drive with one-way signs and speed bumps to slow down traffic in front of the main entrance. This extension will again hook up on the east side to existing Hwy. 298. A ceremony will take place when the building is completed, perhaps in the fall.

Site Council Parameters/Process of Decision Making

In response to questions about: What is the authority of the Site Council? What is the relationship between the Board and the Site Council? How does the Site Council make decisions? - a site council subcommittee was formed which developed a list of Parameters and Process of Decision Making which might be helpful information for the Board. Full consensus is the focus on how decisions are made. Superintendents are voting members of the Site Councils.

It is understood that the Site Councils would not be taking issues directly to the Board without first having worked with the superintendents. This order of dealing with issues could be added to the Parameters/Process of Decision Making guidelines.

The Academies' Site Councils work out their guidelines independently and bring them to the Board for approval.

On motion of Mary McDevitt-Kraljic and a second by Paul Johnson, the Parameters/Process of Decision Making for the Site Council of MSAB is hereby approved as presented. Motion carried unanimously.

Continuous Improvements Planning - Summer School

MSAB sent out approximately 100 surveys to public school teachers seeking their input for high need areas/short-term services to be addressed in courses taught this summer. One-third of the surveys were returned. Faculty were part of the planning process. Summer programs were determined based on survey results.

- LIFE (Learning Independence From Experience) - runs whole month of June for 10 or 12 older students with more than one disability. They will develop and experience independent living skills and work in the community. Cost is shared with State Services for the Blind and public school districts. MSAB provides staff, faculty and management.

- BST (Basic Skills Test Program) - three weeks (one week in June and two weeks in July) for approximately 8-19 students, funded through the Legislature. Basic Standard tests will be available at the end of the program.

- Elementary Camp - last week in June for 10-20 students. There will be an academic focus.

Staffing will be determined, depending on program needs. The Academies have funding currently for June from salary savings for a couple of open positions. Teachers are paid hourly, not with yearly contracts.

Recruitment of Staff

MSAB has developed and distributed throughout the country a brochure seeking applications for a variety of projected openings or jobs that need to be combined (some are not full time) for specific programs at the school. State provided benefits are included. Jobs will be tailored based on qualifications. MSAB is getting some good responses.

Invitations/Announcements

On January 24, 2001, the Academies dealt with the happening of a walk-away inmate, who is not considered dangerous by Corrections, from the Medium Security Prison just south of the MSAB campus. The concern is the Academies were not notified in a timely manner. The Academies need the ability to immediately lock up. Some communication needs to be addressed with the correctional facility and/or new police chief. Escorts were provided to the parking lots, buildings were locked, and staff practiced some good skills in response to the situation.

MSAD Renovation Projects - West Wing Noyes

Linda Mitchell had available a copy of the most current blueprints for the renovation of the west wing of Noyes Hall. Architects will soon be examining the blueprints. February 2002 is the projected date of completion. As plans progress, further discussion will take place about possibly having staff stay in that area for the next school year, instead of having them relocate midyear.

FF&E money is not included in the budget so far, except for what is in the basement area where the special education classroom and apartment living skills area are located. The areas above on first and second floor are the Resource Centers and the Sign Language Department.

The Governor has recommended five million dollars in the budget request to the Legislature for the completion of Noyes Hall with the Auditorium.

Status of Pagers

New pagers are supposed to be here now. The company has them back ordered. Pagers are the best means to communicate with staff all around campus and off campus. Pagers will be put in service as soon as possible. MSAD will have the same services but will be paying less than with the first contract. Twelve thousand dollars has been requested in the budget to cover the pagers.

Regional Program Status

Linda Mitchell reported that a meeting scheduled with Midwest colleagues in January was postponed due to snow conditions. MSAD is looking into incorporating a space for Level 5 EBD programming. Time-out areas will be investigated. The vision is to have a medical therapy space available to address the concerns with a family therapy piece included.

The most appropriate setting to serve these students needs to be determined. A program may need to be developed to facilitate the staff and environment needed to provide an appropriate setting for high risk students.

A channel of funding from the Legislature for the Academies is needed for multi-disability programming for students who have more than just hearing or vision loss.

MSAD was encouraged to do a national search to find out what has been done in other states, how they are funded, entreprenuring avenues, and legislation changes that need to happen. The need is there but unfortunately cost will prohibit establishment of a program quickly.

A report should come back of what has been found out from other states at a follow-up meeting, indicating what the issues are, constraints, and actions recommended.

The Academies' Admission Policy provides for appropriate placement to be discussed at IEP meetings. The Admission Policy/Procedures are based on current state law and not what we may see in the future. The Academies are open to more types of students than they have been in the past.

Invitations/Announcements

- MSAD had its first Literacy Night for elementary students and families on January 16, 2001. A flier was distributed with details. Emphasis is on how important reading is to IQ development of children. This program will be a monthly event with parent support.
- MSAD will be hosting a 2001 GPSD Academic Bowl and Oratorical Competition on April 1-3, 2001. A flier was distributed. This is academic competition, based on points, with some other schools for the deaf. Jan Odegard is an advisor; Jim Potter is a moderator.
- MSAD Summer School Pass Program: MSAD has received permission to have BST testing dates changed so it can have three weeks, July 8-26, of "Pass Program" with emphasis on Math, Reading, and Writing to assist students in improving their test scores for the Basic Skills tests.
- MSAD is still working on elementary dates. They need to be respectful of the other programs for deaf students, so students and families can participate in all programs.
- CSD-MSAD middle school camp will be in Brainerd in June (5th and 6th grade students one week, 7th and 8th grade students another week).
- Parent-Child Institute will be June 15-17, 2001.
- MSAD will be hosting a Houseparent Regional Workshop on August 8-10, 2001.
- Update on Eric Plunkett Murder Case: MSAD has heard from Gallaudet officials that there have been no arrests or resolutions. The police are still investigating and waiting for FBI forensic results. Students are encouraged to share any information. MSAD would like to have junior and senior seminars to help prepare students when they go out into the world.

High school students at MSAD organized a Remembrance Tree with a candle lighting ceremony to help with the grieving process. To date approximately \$650-700 has been collected.

Financial Report

Current Status

Tom Schoenbauer reported that compared to the first six months of last fiscal year to this fiscal year, heating expenditures are up, 35% (\$15,000) for MSAB and 56% (\$25,000) for MSAD.

The steam heat bill for December from the Correctional Facility was \$39,000 (80% increase). There was a malfunctioning meter. The bill was reviewed and recalculated with approximately \$30,000 credit.

Looking at the budget for heat, we should be able to make it through the end of the fiscal year. With 50% of our fiscal year completed, total expenditures are at 39 1/2%. Fixed costs look good. Workers Compensation is continually rising (have spent about 55% of the budget). Insurance rate increase will be effective January 3.

Insurance, Property

Tom Schoenbauer distributed a sheet of client agencies. Those highlighted have building and property insurance. Their state buildings are insured. The Academies have a revised quote on their insurance premium. From the Department of Administration the value of the Academies' buildings is higher than Risk Management had figured. Using that rate, we jump from around 53M total insurance to a 85M package.

The Academies are among the majority not purchasing additional insurance. There is no budget provision for it at this time. The lowest premium is \$22,000 with \$100,000 deductible.

The advantage of having property insurance is the Academies would be assured of funding to replace the buildings they currently own. Otherwise, it would be at the discretion of the Legislature to give the Academies emergency funding to replace buildings, which they may choose not to do.

There is a question if the Academies could still lose a building even if they have additional insurance. Could the Legislature collect the insurance and not replace the building?

There is concern regarding liability for slip and fall incidents on campus. Liability insurance with a \$1,600 premium would be well worth the money for coverage. Tort claims have been filed with the Attorney General's Office for some incidents of this nature.

Liability Insurance Premium

On motion of Mark Sathe and a second by Jim Potter, the Academies will proceed to purchase Liability Insurance. Motion carried unanimously.

Property Insurance Premium

Before any decision is made we need to know how much are we at risk in case of fire, etc. There is a state emergency fund for this purpose. The Academies are not completely at risk.

On motion of Bob Duncan and a second by Paul Johnson, Property Insurance will be tabled until the next meeting when additional information will be reported. Motion carried unanimously.

Budget Planning for Fiscal Year 2001-2002

A budget parameters sheet was reviewed. It is noted that item #5 should be omitted as it does not apply.

There is a coalition of schools that are asking the Legislature for additional funding for addressing the unusual heating costs and transportation also. If other school districts are doing this, the Academies ought to be participating in that effort.

It was suggested that Senator Leroy Stumpf be contacted as he is the author of a special bill relating to immediate emergency funds for schools due to heating costs. Special provisions for the Academies should be included in the bill language in order for the Academies to receive some emergency funding. The Governor's Office should be made aware that the Academies are planning to do this.

On motion of Mark Sathe and a second by Paul Johnson, the Academies have the support of the Board to pursue getting on the list with the rest of the school systems and to alert the Governor's Office that they are taking this approach to make up this fuel shortfall. Motion carried unanimously.

MSAB Orientation

Elaine Sveen presented an overview of essential elements of blind and visually impaired students' curriculum as an introduction to Minnesota State Academy for the Blind. Specialized categories include: Orientation and Mobility, Independent Living Skills, Career Education, Recreation and Leisure Skills, Technology, Compensatory Skills, Visual Efficiency Skills and Social Interaction Skills. Ongoing information will be presented by various staff members for each of the above curriculum areas.

It was mentioned that not all blind people read Braille (about 10% of the school age blind population read Braille). Braille literacy has been a national concern. A new Minnesota law at the school level mandates assessing if a child should be taught Braille. Quality and quantity of services are problems in serving students.

Orientation and Mobility

Ray Stewardson, orientation and mobility specialist, is one of MSAB's three O & M specialists. Ray is under the Mainstream Contract so his employer is actually Faribault Public Schools. Ray is based mostly at MSAB, while the other two instructors work in outreach areas.

Orientation and Mobility is a subject that is best taught one-on-one walking the streets and teaching actual travel skills. Basic O & M travel skills are important to the success of a blind person.

The Mobility component is made up of basic techniques - use of a cane, how to hold and use it.

The Orientation component is more difficult, especially for children who have been blind since birth. Focus is on basic travel concepts such as what is a T intersection, what is a curb? DeafBlind is a very unique travel situation.

Travel with a basic sighted guide was demonstrated. Board members had an opportunity to put on a blindfold and walk around a bit to become more aware of what is going on around them as far as hearing, feeling, etc.

Mr. Stewardson sees his role as convincing students that they can do it; they have the capability to learn this and do it on their own.

Board members had lunch with students in the dining room on campus and then met in Brandeen Hall dormitory to view a video, "What do you do when you see a blind person?" made available through the American Foundation for the Blind.

OSHA Report

The Academies invited OSHA to come to the campuses on a consulting basis, not an inspection, to see if they had any problems in some selected buildings. If the Academies agreed to do what OSHA suggested and made the repairs there would be no fines involved. The Academies have a lot of things to do, some quite costly. There will be much bookkeeping work to do and the Academies are lacking in the Right to Know Program. The Vocational Building on the MSAB campus is a trouble area which needs to be updated. February 23, 2001, is the time line to be in compliance. Many of the electrical, mechanical and physical types of things OSHA found wrong can be addressed by taking equipment out of service temporarily until the Academies decide what they are going to do.

The initial phase will cost about \$12,000-14,000, excluding asbestos which was found in some buildings, mostly tunnels. Cost could be more when OSHA goes through the rest of the buildings. Vocational programs are not included in this phase. To get them up and running will cost considerably more.

Board Member Reports

Executive Committee Report

The Executive Committee met just prior to the regular meeting of the Board today to address the issue of pay increases for the superintendents which would be effective January 3, 2001. Phil Koprowski explained that parameters are already given regarding how much of an increase the superintendents can receive. There is a bracket of dollar amount they can make. The dollar amount the superintendents are at is \$40.80. The maximum possible for their range is \$41.00, so the superintendents can be given a 20 cents per hour raise (.04 increase).

Executive Committee Recommendations

1. Go ahead and grant the 20 cents per hour pay increase retroactive to January 3, 2001.

On motion of Phil Koprowski and a second by Paul Johnson, the Minnesota State Academies superintendents will be granted a 20 cents per hour raise, the maximum possible for their pay range as defined by the State in their negotiations based on 2088 hours, retroactive to January 3, 2001. Motion carried unanimously.

2. Form a Personnel Committee.
3. The Personnel Committee would have an updated comparable worth study done of the superintendents' position and would set formal goals for the next fiscal year.

The Personnel Committee would also address other personnel issues as they arise.

On motion of Phil Koprowski and a second by Paul Johnson, a Personnel Committee will be formed that will have an updated comparable worth study done of the superintendents' position and will set formal goals for the next fiscal year. Motion carried unanimously.

Chair Berge asked Paul Johnson, Mark Sathe and Bob Duncan to serve on the Personnel Committee and they accepted.

It was noted the Academies appear to be "below the market" in the superintendents' wages.

● Jim Potter, Phil Koprowski, Bob Duncan, and Richard Berge attended a recent MSBA workshop to take in their activities.

● The Capitol Bonding Committee was invited to tour Tate Hall on December 6, 2000. The only legislators who came were local legislators Senator Tom Neuville and Representative Lynda Boudreau. Paul Johnson and Richard Berge were present for the tour.

Admission Procedures

The Department of Children, Families and Learning has ordered one more change in wording within the new Admission Policy. The highlighted words on page 2, 4 B. should be: The respective Academy **shares information** and procedures...Former language said "shares overall program options..." This was an approved policy procedure from the last Board meeting of November 30, 2000. Unfortunately, the first one approved by the Board was sent out statewide. A second mailing went out from Norena Hale's office with the new language dated January 4, 2001, but the second cover letter did not note the change. The January 4 letter and document is the correct one, although MSAD's toll free number on the cover letter is incorrectly listed. The correct number is 1-800-657-3996. The Board needs to adopt the wording change. This is the only change.

On motion of Bob Duncan and a second by Jim Potter, the Board hereby endorses and adopts the change in wording that is dictated from the Department of Children, Families and Learning Monitoring and Compliance Office. Motion carried unanimously.

Mary McDevitt-Kraljic will ask Norena Hale to make this announcement at a directors forum to have the correct format. The policy should have Date Revised: January 4, 2001 and Board Approved: January 25, 2001.

Operations Manual

The Operations Manual incorporates the revisions made at the last Board meeting. This is the final copy for informational purposes.

One correction was noted. Page 3, under A. Membership, the superintendents should be included. Add **The Superintendents are ex-officio members of the Board and are hired at the discretion of the board.**

A one-page revision (page 3) will be sent out by Elaine Sveen as directed.

Signing Communication Policy

Linda Mitchell handed out the most updated, cleaned up copy of the policy. Linda Gallea, SCPI coordinator, was present and she made reference to Appendix I classifications and listings of positions, the required proficiency levels, and what is necessary for employment in terms of skills.

MSAD does a wonderful job of providing sign language classes to staff internally during work hours. Individual plans are set up with staff to get them to their levels. The SCPI team (10 members) review and rate the video tapes that are done with the staff members.

Superintendent and speech position levels of proficiency were raised to Advanced and the Sign Language Coordinator position was raised. The other positions are the same as in the past. New positions on campus were added with their required sign language level. A goal would be to have everyone above the minimum level.

A reasonable accommodations paper was added in the Appendix. Currently everyone's sign language skills are evaluated within one month of hire unless staff sign a paper saying they have minimal/no sign language skills and then they are put into sign class.

On motion of Phil Koprowski and a second by Paul Johnson, the Minnesota State Academy for the Deaf's Staff Sign Language Communication Skills Policy is hereby approved. Motion carried unanimously.

New Business

Plan for Board Inservice

Future inservice planning includes MSAD Orientation, Personnel (March 29 meeting) and Department of Finance (May 31 meeting).

A future agenda item should be a decision by the Board on what board model, role and direction it will follow.

Governor's Recommendations - Budget Operations/Capitol Bonding

Legislative Update

A Capitol Bonding proposal has been brought up again this year. It was normally not on the agenda until the next legislative session. Governor Ventura's plan was to bring it back this year to eliminate an extra session next year. The Academies would be getting this funding a year earlier if passed.

Elaine Sveen provided a draft fact sheet for legislators as a summary of the Governor's recommendations.

Initiatives: Total amount requested—\$256,000 for operational budget.

- Challenge Pool - The Academies are on the Governor's recommendations.
- Salary increases of 2.5% is added in separate from initiative requests by the Governor.
- Safety Director position on campus - The Academies are lagging behind on campus safety issues. This is a temporary position which will be filled soon. It would eventually become part of the transportation position.

Bonding Requests are part of the recommendations.

Total amount requested—\$7 million.

The Personnel Committee can review positions to be funded to justify why the position is needed and priority in terms of the overall needs of the organization.

It was suggested that the local school district could be visited to see how the safety position is handled there.

Do Not Resuscitate Policy

Elaine Sveen presented a policy that has been suggested by the Attorney General's Office for the Academies to adopt. This is a first reading at this point.

It was suggested that **Minnesota State Academies** be consistently substituted for "school district" throughout the policy.

The Academies don't want to assume any medical judgments in their programs. That is better left to the medical communities. The Academies will intervene to resuscitate a child.

On motion of Bob Duncan and a second by Mary McDevitt-Kraljic, the Do Not Resuscitate Policy is introduced for consideration and will be brought back at a future meeting to be considered for formal adoption. Motion carried unanimously.

Paul Johnson now took over the meeting as Dr. Berge had to leave.

The next meeting is **March 29, 2001**, at **MSAD**. The meetings will alternate back and forth between the two Academies, if possible. The meeting after that will be held on May 31, 2001. Paul Johnson and Mark Sathe will be unable to attend the March 29 meeting.

Per Diem Compensation

An Advisory from the Office of the Attorney General relating to per diem compensation was reviewed, outlining what is acceptable and allowed for board members who may be eligible to receive a per diem compensation. It is consistent with our policy.

Schedule of Board Meeting Dates 2001-2002

Board members should bring their calendars to the March meeting to set meeting dates for the subsequent 12 months. Those not attending the meeting should give their blackout dates to the superintendents.

Records Retention Policy

The proposed January 2000 General Records Retention Schedule for the Academies was presented to the Board which provides a plan for the minimum length of time to keep records with implementation in the future.

On motion of Jim Potter and a second by Bob Duncan, the Records Retention Policy is accepted as a first reading and will be brought back at a future meeting to be considered for formal adoption. Motion carried unanimously.

Crisis Prevention Intervention (CPI Policy)

Elaine Sveen explained that the CPI plan has been implemented for sometime on the campuses when dealing with disruptive students. It is a training program that every staff member is exposed to, and refreshers are offered yearly, especially for direct service staff. The Board is being asked to approve this newer version.

It was noted the last page should be headed **Minnesota State Academies**, instead of "Faribault Residential Academies" and the word "information" is spelled incorrectly on the second line of the last page.

On motion of Mary McDevitt-Kraljic and a second by Phil Koprowski, the Crisis Prevention Intervention Policy is introduced as a first reading and will be brought back to be considered for approval at the next meeting. Motion carried unanimously.

Announcements

- Pat Clarke announced MSAD will have a drama dress rehearsal on March 29 at 10 a.m. (date of next Board meeting). A performance will be open to the public on April 2, April 6, and April 7 at 7 p.m., MSAD campus. Board members are invited to attend. Fliers will be available at the next meeting.

- Mark Sathe announced that the MSAB Foundation will be sponsoring a Golf Tournament on September 18 at Willingers Golf Course. A number of MSAB staff members participated in the past, which helped provide a couple of scholarships. There will be upcoming publicity.

- The Commodores, an 80-men concert (Mark Sathe is a part of this) in its 52nd year, will be performing on February 17, 3:00 p.m. and 7:00 p.m., on the campus of Bethel College. Cause is Heart Strings which has to do with children who cannot speak and probably do not hear. Mark would be happy to provide tickets to anyone interested in attending.

●Linda Mitchell announced that there will be Phase II MSBA training for new officers at a workshop on February 10 in St. Cloud. Board members interested in attending should see Linda for registration material.

●Per diem forms were distributed.

●MSAB Orientation will continue when the Board meets again on the MSAB campus.

The meeting was adjourned,

Respectfully submitted by Barbara Morrissey, Recording Secretary

Signed by _____
Philip Koprowski, Secretary of the Board

**Minnesota State Academies
Board Meeting Minutes
March 29, 2001 – 9:00 a.m.-1:30 p.m.
Noyes Hall Conference Room
Minnesota State Academy for the Deaf**

Present: Richard Berge, Shelly Corcoran-Miller, Robert Duncan, Philip Koprowski, Mary McDevitt Kraljic, Linda Mitchell, Jan Odegard, Jim Potter, and Elaine Sveen

Absent: Mark Sathe and Paul Johnson
Mary McDevitt Kraljic arrived late and Robert Duncan left at 12:00.

Interpreters: Jayne Grunz and Patty Scheehan

A regular meeting of the Board of the Minnesota State Academies was called to order by Chair Richard Berge at 9:00 a.m. in the Noyes Hall Conference Room at the Minnesota State Academy for the Deaf.

Approval of Agenda

Chair Berge mentioned the addition of two items for the Agenda

- 8.9 New Business: Application for Dissolution of Sponsorship of the State Academy for the Deaf in the co-op of Shattuck/St. Mary's and BA.
- 8.10 New Business: Tentative approval of the calendar for 2001-2002 for both MSAB and MSAD.

On motion of Philip Koprowski and a second by Robert Duncan, the Agenda is hereby approved with the additions as outlined. Motion carried unanimously.

Approval of Minutes

The following clarification was made:

Page 4: Jim Potter asked if the senior seminars were occurring at MSAD. Linda Mitchell explained that that is a part of the planning for the next school year, to begin in the fall of 2001. The seminars would be held in the evenings in the residential setting, possibly on Wednesday evenings.

On motion of Jim Potter and a second by Philip Koprowski, the Minutes of Board meeting of January 25, 2001 are hereby approved. Motion carried unanimously.

Public Comment

No request was made for public comment.

Superintendents' Reports

Elaine Sveen

1) Lysen Expansion/Renovation Report:

Elaine reported that the progress is going well. The projected time of completion is the first of August 2001. There will be a memorial for Dow Hall and the Lysen expansion. The date has not yet been set, but Homecoming in October is a possibility. Dr. Berge requested the date be set soon.

2) Summer School:

Elaine reported that the response has been good. The goal is to provide more specific skills in a shorter term services for students. Part of the intent is to serve a different clientele, which we normally don't reach. The elementary camp is full, with 15 students.

3) Continuous Improvement Planning:

CFL, Monitoring and Compliance will be on campus to follow up on compliance issues.

4) Invitations and Announcements:

The MSAB Foundation is submitting a grant for a Green House project. This will provide a location to teach vocational skills, as well as a place to grow plants. This will also benefit the science program.

Linda Mitchell

1) Renovation Projects:

West wing of Noyes Hall is going smoothly. Money has been approved. Harry attended a meeting where it was decided that some items would have to wait until the next phase of the renovation, that of the auditorium. One of these postponed pieces is the teleconferencing room. We hope to have the structure in place, but the equipment and the wiring will be added later. The completion date is set for February of 2002. The special needs classes will remain in Rodman Hall until the summer of 2002.

2) Regional Program Status:

The last meeting was cancelled due to a snowstorm. On April 18 the Superintendents from Kansas and South Dakota will meet on our campus.

April 16-20, Dr. Ray Stevens, the executive director of the Paces program at the American School for the Deaf, in Connecticut, will be conducting workshops and consultation for us. The PACES program is a four level program that has been in existence for about 18 years. Dr. Stevens has worked with this program for 10 years. While he is here he will be observing classrooms, working with our staff and will give us some feedback on how to set up Pollard Hall for our EBD program. Linda is working with John Breckenridge on funding possibilities for this program.

3) Invitations and Announcements:

A) Intermediate District 917, Special Education Directors and parents from that area had a meeting to discuss the possibility of setting up a high school for deaf students. If this were to happen, it would directly impact our school. (District 917 is an intermediate district that has a technical college that serves the south, southwestern and the southeastern suburbs in terms of secondary and vocational programs. Now it serves just the secondary level, post-secondary has broken away from it. It is a combination of Districts.) They have decided to wait on this idea, for now, but will continue to discuss it. Linda is asking the board for their support in advocating our presence at these discussions. Jim Potter asked that the Board act on this now. Chair Berge suggest that the Board set up a preliminary meeting with Dan Sullivan to gather correct information so we can respond with the appropriate programs.

On motion of Jim Potter and a second by Philip Koprowski , Chair Berge, with Linda Mitchell and Philip Koprowski, will meet with Dan Sullivan, of Intermediate District 917, to gather information about their intent to create a high school for deaf students. Motion carried unanimously.

- B) Linda displayed some pictures that were taken during Literacy Night. This is a new program where Galinda Goss-Kuehn comes to the dorm and works with parents and their deaf children on reading skills.
- C) During a Senate Hearing, Linda and Elaine met with Vernae Harsbargen, of the Minnesota Rural Education Association. Vernae will add us to the agenda for either the April or June meeting.
- D) Jane Fernandes, from Gallaudet, sent a response to the Midwest Superintendents about their letter to the Model Secondary School for the Deaf, in Washington D.C. The letter we sent expressed our concerns about

the application process they use for their school. It seems they do not follow the “due process” process that involves the parents, school districts and the Individual Education Plan of IDEA. Jim Potter mentioned he would discuss this letter when he attends a meeting there next week.

- E) Upcoming Events, with their dates and location, were handed out.
- F) Tate Talk was handed out.
- G) A correction of the Procedure Manual, page 3, was handed out.
- H) MSAD Summer School Enrichment program brochure was handed out.

A motion of Philip Koprowski, seconded by Robert Duncan to conduct the MSAD Academic Enrichment Program is hereby approved. Motion carried unanimously.

Financial Report:

1) Current Status:

Tom Schoenbauer presented the Allotment Balance within Appropriation Report. Based on our projections through June 30th, the Academies will end the fiscal year in the black.

We are projecting an additional \$100,000 for heating costs this year. The \$50,000 from January is covered by some of the reserve from our fixed costs and projected savings from both Academies will cover the other \$50,000.

Workers comp is costing \$50,000 more than was budgeted. We do have it covered for this year with both Academies contributing \$25,000.

Update of next year’s budget: We are estimating a possible \$200,000 to \$300,000 shortage. This is due to the projected insurance rate increase, energy rates and worker’s comp. At the May meeting a tentative budget will be presented.

2) Insurance and Property:

The Academies now have general liability insurance. It is still uncertain whether we would automatically keep the insurance money to rebuild, if a building were destroyed. John Breckenridge is investigating this and the

Board will wait to make a decision based on the information received, and whether the budget can afford a fee of \$20,000 every year.

Other Reports and Inservice:

1. MSAD Orientation:

The Board attended the dress rehearsal of the MSAD's spring drama, "Snow White and the Seven Dwarfs." The drama will travel to Fergus Falls, St. Cloud and to the state wide Deaf and Hard of Hearing Conference at Rutgers, April 18, 19th and 20th.

2. MSAD Graduation Standards:

Thomas Zins presented, and asked for the Board's approval, for the Profiles of Learning/Graduation Standards Plan for MSAD. The school has gradually added to the standards over the last four years and will continue to implement them over the next four years. Class of 2002 will be required to have met six high standards. Class of 2003 will be required to have 9. Class of 2004, will be required to have 18 and Class of 2005, will be required to have all 24 high standard credits. The State and/or MSAD require these standards in order to graduate. The State allows for revisions each year. Thomas is asking for approval in order to help MSAD keep their standards high and offer a guideline in holding people accountable and/or responsible for education of our students. The PASS program was established to help our students develop the skills needed to achieve these standards.

In response to the question about: "What if the House Education Policy Committee passed the bill that eliminated the need for addressing this issue? Would you continue with these required standards?" Thomas and Linda agreed that MSAD would continue with some type of requirement for graduation.

On motion of Mary McDevitt Kraljic and a second by Philip Koprowski, the Profiles for Learning: High Standards Requirements for Graduation for MSAD is hereby approved as presented. Motion carried unanimously.

3. Legislative Update:

Since the last meeting, Elaine and Linda attended meetings in both the Senate and the House. Both meetings went well. The main questions focused on the transportation issue. It is felt these hearings went well due to the individual meetings prior to the hearings, where issues can be discussed and explained ahead of time.

Chair Berge suggested that the Board have a presence at the budget hearings and the individual meetings prior to the hearings.

Chair Berge mentioned that the Board has not yet received any mailings from the MSBA. Linda Mitchell will send in the names of the Board members to MSBA to be included on their mailing list. (Robert Duncan does receive them as a member of a school district.)

Consent Agenda

1) Staff Appointments:

MSAB has appointed a Physical Therapist Assistant, Maureen Doherty. Her job description will be provided at the next meeting.

The Academies has hired Don Davisson as Safety Director. This is a temporary position. He will be working on the OSHA concerns.

On motion of Philip Koprowski and a second by Mary McDevitt Kraljic, the position of Physical Therapist Assistant and the temporary position of the Safety Director are hereby approved. Motion carried unanimously.

Old Business

1) Records Retention Policy:

In accordance with Minnesota Statutes 138.17 the Academies must have a policy in effect for retaining and disposing of records. This is state law and is being incorporated into the Academies policy manual.

On motion of Robert Duncan and a second by Philip Koprowski, the Records Retention Policy is hereby approved as presented. Motion carried unanimously.

2) Crisis Prevention Intervention (CPI) Policy:

The following amendments to the policy will be made:

- a) On the last page: Student Accident Report, on line 7 "If yes, what action was taken?"
- b) Page one: 3.A add the words to read "within the first year of employment."

On motion of Mary McDevitt and a second by Philip Koprowski, the policy will be amended by adding on page one, line 3.A, to read "Within the first year of employment." Motion carried unanimously.

On motion of Philip Koprowski and a second by Robert Duncan, the policy is adopted as amended. Motion carried unanimously.

New Business

1) Plan for In-service Orientation MSAB, Department of Finance:

- a) Elaine will arrange a time for the Board to complete their in-service training at Minnesota State Academy for the Blind, through the next few meetings.
- b) Department of Finance and Personnel (DOER) will attend the May meeting.

On motion of Robert Duncan and a second by Mary McDevitt Kraljic, the plan for In-service/Orientation at MSAB and the presentation by DOER and the Department of Finance at the May meeting are approved. Motion carried unanimously.

2) Future In-service Planning:

At the May meeting the Board will discuss the “role or purpose” of the Board. Board members are asked to make a list of their ideas and forward them to Linda.

3) Schedule Meeting dates for 2001-2002:

June 28, 2001
 August 23, 2001
 November 29, 2001 (Changed from the 22nd due to Thanksgiving holiday)
 January 24, 2002
 March 28, 2002
 May 23, 2002
 June 27, 2002

On motion of Robert Duncan and a second by Jim Potter, the Board meeting dates are hereby approved, with the corrections so noted. Motion carried unanimously.

4) MSAB By-laws and MSAD By-laws:

MSAB and MSAD By-laws are introduced for consideration and sent back to the Site Councils to see if the language can be made similar and brought back to the board for final action. Where the language is different, the board would like to know the rationale.

On motion of Mary McDevitt Kraljic and a second by Jim Potter, the by-laws will be sent back to their councils for review of the language and then brought back to the board for final action. Motion carried 3-2.

5) Parameters for Decision Making:

Elaine presented the final copy of the MSAB Site Council Parameters and process of decision making.

Note:

Under Old Business:

- ◆ **Mary, the representative from Owatonna Hospice for the Do Not Resuscitate Policy will not be attending the meeting.**
- ◆ **Harry Chappuis and Don Davisson will present at this time.**

Old Business -OSHA Report:

Harry Chappuis introduced Don Davisson. Don is a shared service employee, the Academies Safety Director. His is a temporary position, which keeps the Academies in compliance with the OSHA inspection report. Don Davisson reported:

- a) The Employee Right To Know training will be provided on April 23, 2001. The video and program will be presented for the Boards approval at the May meeting. This is a required program for the maintenance department. The Academies will also train the science department, kitchen and residential staff.
- b) A Chemical Hygiene program will be set up for the science labs.
- c) Lock Out/ Tag Out program will be used by the maintenance staff.
- d) Other programs that are up and running and will continue are:
Asbestos training and Hepatitis B program.
- e) The vehicle-training program has been overlooked and will be implemented.
- f) If the Academies restart the vocational programs, there will be a need to purchase new equipment. The old equipment was taken off line or disposed of. It was not in compliance with OSHA.

6) On-Call Policy:

Item for introduction.

On motion of Philip Koprowski and a second by Mary McDevitt Kraljic, this policy is introduced as a first reading and will be brought back to the Board at the May 31st meeting. Motion carried unanimously.

The question “What happens to the students who are off campus at the time of a lock-down?” MSAD uses the pager system and both Academies rely on the Bus Company to help notify the students off campus. Billie Ward also has one of our pagers. Chair Berge asked that this be taken under consideration as this item goes back.

7) Reasonable Accommodations Policy:

Item for introduction.

On motion of Jim Potter and a second by Mary McDevitt Kraljic, this policy is introduced as a first reading and will be brought back to the Board at the May 31st meeting. Motion carried unanimously.

8) Research Policy:

Policy for first reading. This policy provides guidelines for those who want to do research and gives the Academies some control. Chair Berge questioned the need of the Academies to obtain the consent of past students involving data that would not include identifying information. He feels it is too restrictive. He suggested to add that the students who are presently here, or those that would be identified individually, could require written consent. Any research should have the approval of the Academies.

On motion of Mary McDevitt Kraljic and a second by Jim Potter, this policy is introduced for further consideration and modification. Motion carried unanimously.

Note: Back to Old Business Item 7.4- Do Not Resuscitate Policy:

The Owatonna Hospice group has shown interest in opposing this policy. They, along with one of MSAB’s families, want MSAB to allow children with Do Not Resuscitate orders be allowed to die at school without medical intervention. The current policy would mandate staff to call 911 and begin CPR regardless of the order.

The parents feel that they have to choose between having their child in school or keeping him/her home to honor the DNR/DNI order. The child benefits from socializing with other children. According to Owatonna Hospital, there could be legal ramifications if the Academies choose not to follow the DNR/DNI order.

It is noted that the people who were invited to address this issue today did not attend.

Chair Berge stated that the request Elaine presented for the Owatonna Hospice and the parents is interpreted information. He emphasized that the people were given the opportunity to address the Board and they did not attend the meeting. It was suggested that it be written in the IEP that we will not follow a DNR/DNI policy, and have the parent's signature. If they should refuse to sign it, document it.

On motion of Philip Koprowski and a second by Mary McDevitt Kraljic, the Do Not Resuscitate Policy is hereby adopted as presented. Motion carried unanimously.

Note: New Business

9) Drugs and Alcohol Policy:

This is a first reading of this policy. MSAD's concern is to help the students who struggle with addiction yet also honor the Minnesota State High School League rules and regulations. It was suggested that MSAB review the policy and consider it.

On motion for Philip Koprowski and a second by Mary McDevitt Kraljic, this policy was introduced as a first reading and will be brought back to the board. Motion carried unanimously.

10) Dissolution of a Cooperative Sponsorship:

MSAD is withdrawing from the track cooperative sponsorship with Shattuck/St. Mary's and Bethlehem Academy in order to increase participation of the students in an independent program. This has been discussed with the co-op schools and they are in agreement to allow this dissolution.

On motion of Jim Potter and a second by Mary McDevitt Kraljic, the Dissolution of a Cooperative Sponsorship with Shattuck/St. Mary's and Bethlehem Academy, for the track season, is approved as presented. Motion carried unanimously.

Chair Berge signed off on the Dissolution of Cooperative Sponsorship.

11) Calendar for 2001-2001 school year: (Tentative)

The proposed calendar for next year was presented. It was mentioned that Legislation has a Bill which could remove the 3 days of school that were added a few years ago and were part of an "unfunded mandate." At the current time, unions are being asked to give feedback.

On motion of Mary McDevitt and a second by Jim Potter, the calendar is hereby approved, unless there are some problems unforeseen to us. Motion carried unanimously.

Announcements:

- 1) Chair Berge announced that the School Board Association is having a legal seminar "Preparing for the Unexpected: Protecting Student, Staff and Community." This would deal with crisis issues in schools. It will be held on April 16, 2001, at the Holiday Inn in Bloomington and on April 30, at the Holiday Inn in St. Cloud from 9a.m. - 3:15p.m. Registration can be handled through Linda Mitchell's office.
- 2) Thomas Zins reported that MSAD would be hosting the Kansas Learning Strategies Workshop to be held on our campus June 11 and 12th.

On motion of Philip Koprowski and a second by Jim Potter, the meeting was adjourned. Motion carried unanimously.

Respectfully submitted by Lola Brand.

Signed by _____
Philip Koprowski, Secretary of the Board

**Minnesota State Academies
Board Meeting Minutes
May 31, 2001 - 9:00 a.m.- 4:20 p.m.
Lysen Learning Center
Minnesota State Academy for the Blind**

Present: Richard Berge, Shelly Corcoran-Miller, Robert Duncan, Paul Johnson, Philip Koprowski, Linda Mitchell, Jan Odegard, Jim Potter, Mark Sathe, and Elaine Sveen

Absent: Mary McDevitt-Kraljic

Interpreters: Janyne Grunz and Debbie Timmers

A regular meeting of the Board of the Minnesota State Academies was called to order by Chair Richard Berge at 9:00 a.m. in the Home Ec. room of the Minnesota State Academy for the Blind.

Robert Duncan was congratulated on his new position of Superintendent of St. Anthony-New Brighton Public Schools starting July 1, 2001.

Approval of Agenda

- Chair Berge informed the group that the Department of Employee Relations Labor Relations Representative Carolyn Trevis wouldn't be available for her presentation until 3 p.m.
- A closed meeting will be held at the end of the day to update the Board on some issues that involve students and staff.
- A couple of students from MSAD have requested to participate in Public Comment at 2:30 p.m.

On motion of Robert Duncan and a second by Paul Johnson, the Agenda is hereby approved as presented with the suggested time changes. Motion carried unanimously.

Approval of Minutes

- Page 5 - A question arose as to what would happen if the Board did not approve the temporary staff appointments. It is understood that the State of Minnesota is the "Employer" in terms of Personnel: hiring, discipline, termination and promotion. The Board's role in this process needs to be clarified. The representative from DOER has been asked to address this issue, and the superintendents will ask the Attorney General for an opinion as to the Board's legal role in that process.
- Page 2 - Under **Regional Program Status**, capitalize PACES.
- Page 3 - C) Linda and Elaine "met" ...(not meet).
- Page 4 - Under **MSAD Graduation Standards**, Class of 2002 will be required to have completed six high standards (omit the word "credits").

- Page 5 - Change the word “credits” to “standards” at the top of the page.
- Page 5 - Under **Staff Appointments** motion, add “Assistant” after “Physical Therapist.”
- Philip Koprowski’s name should be correctly spelled throughout the Minutes.
- It is helpful if the Board Minutes have numbered pages.
- Time lines: The goal is to get Board packets a week in advance of scheduled meetings.

On motion of Robert Duncan and a second by Jim Potter, the Minutes of the Board Meeting of May 31, 2001, are hereby approved with corrections so noted. Motion carried unanimously.

Superintendent’s Report - Elaine Sveen, MSAB

Lysen Expansion/Renovation

The Lysen expansion is moving along. The south end may be done by June 15, 2001. Hopefully, the rest will be finished by August 1, 2001. The moving process is beginning once again. At the end of summer school teachers will need to be packing.

The complex process of submitting furniture orders is now being undertaken. The Academy will have quality products when the project is completed. A sample Minncor desk is on display in the Commons. Furniture will be standardized as much as possible.

Dedication

On motion of Jim Potter and a second by Philip Koprowski, the superintendent of MSAB is hereby authorized to establish and schedule the Lysen Expansion Dedication Ceremony when the building completion date is known. Motion carried unanimously.

Board members should be contacted in advance as to their availability.

Continuous Improvement Plan

Rilyn Colucy was introduced as the new Curriculum Coordinator at MSAB. Wade Karli, MSAB Director of Education, presented the document that he and Rilyn have been working on in the development of the Monitoring Process which will be presented to CFL for funding support (\$5,000).

It was explained that the Monitoring Process involves a 3-year plan to review all IEPs for compliance. The Academy’s plan submitted to CFL would implement over a three-year period a plan to review every IEP file and also a longitudinal study. CFL has suggested a change. Instead of each teacher each year reviewing two IEPs, each teacher could review just one IEP, and the second one could be a longitudinal study.

The Academy staff support this suggestion from the Monitoring Division. The review will average six IEPs per teacher, reviewing two per year for a 3-year assessment.

A statement of clarification will be sent to CFL soon regarding how the Academy's program works with the IEP process. A few categories do not pertain to the Academy's program, e.g., dropout rate vs. graduate rate. The Academy does not have a dropout rate to consider. The Academy is a small community and uses informal methods of tracking to follow students after they leave the school. It was mentioned that in public school, 9th grade is used as a track range for dropout vs. graduation rate. There is a concern how the percentage rates will reflect on the Academy due to low numbers. Wade and Rilyn are trying to clarify our uniqueness to be represented appropriately. Measuring outcomes is part of the process of determining "Good Education."

On motion of Philip Koprowski and a second by Robert Duncan, the Board hereby accepts the Continuous Improvement Monitoring Process for MSAB proposal as presented. Motion carried unanimously.

BST Scores/Public Debate

Wade Karli reviewed the Basic Standard test results for grades 8, 9 and 10 following the February 2000 testing. These tests are given each year as a basic requirement to earn a graduation diploma. Students who are not exempt will continue to be tested each time. If a student doesn't pass the state standard level at the end, a waiver will be in effect whereby Pass Individual with a passing score determined by the IEP team will meet the graduation requirements, or the student may be considered exempt.

Students have shown progress in Reading and have made great strides in the first Writing test administration. Math testing poses issues for blind/visually impaired students due to nonstandardized format of graph/table presentation and challenges of moving lots of Braille pages to get to graphs and then written information. Finding accommodations to meet the students' needs for testing is a very individualized process. Jean Martin from the Minnesota Resource Center: Blind/V.I. has been involved in screening test models for the blind/visually impaired.

Basic Standard remediation and testing will be offered for three weeks this summer. Public school students from around the state are invited to come to MSAB for this program.

Graduation Standards is a system to evaluate programs, measure students' progress, and target areas of need. It is a tracking method from third grade on. Academy philosophy is to encourage students to strive to reach their best level as long as there is some potential for gain and the IEP team agrees to continue the testing process.

Association for Education and Rehabilitation of the Blind/V.I.

Serving as President of AER has created more work in Elaine Sveen's life, but it has been enjoyable and the network process has been helpful. A leadership conference for chapter presidents and division chairs took place in Pittsburgh on May 18-20, 2001, with approximately 95 people attending. Time spent has been in preparation for presentations. Travel time is at least once a month on weekends. Elaine remains active and is learning a lot on a national level.

New School Brochure/Video

MSAB's new brochure was presented and will be distributed as requests are received for information. Video filming is complete and a draft copy is expected soon. The video will be used for public relations activities. The brochure and video correlate in terms of

the central theme: Education - Independence - Inclusion.

Cost of the video is approximately \$15,000 funded through the MSAB Foundation via the Dyer Foundation. A number of copies will be made available. The video will be used as an information resource for parents, superintendents, directors of special education, and legislators. Web site access will be explored. A public relations committee has been developed within the MSAB Site Council, and they are determining ways to best use the video. Hopefully, a draft will be available at the next Board meeting.

Financial Report - Current Status

Tom Schoenbauer presented the Allotment Balance through the end of April 2001. Everything is looking good for this fiscal year. The Academies will finish in the black and will have fund balance or reserve. The balance is to be at zero on June 30, 2001, or it will go back to the State.

There is a \$150,000 range balance remaining to fund internal distributions. Safety (\$60,000) is a top priority for items such as lift systems. The Dare to Dream process at MSAB of prioritizing needs has been very helpful in establishing budget line items.

Proposed Budget for 2001-2002 School Year

Tom Schoenbauer presented a proposed draft General Fund Budget dated 5-24-01 based on the Governor's recommendation for a \$10,761,000 appropriation.

Withholding a final K-12 budget will cause a sense of insecurity among staff. Layoff would promote a severance payoff that the budget could not cover. We need a K-12 bill, but the Academies feel secure since they are in both recommendations in the Legislature. However, the process of June 11-18 wait period could create a need to start layoff.

The Omnibus Bill in the Legislature is addressing health care. Increased insurance costs are a major concern.

Tom explained that the proposed budget is based on a couple of assumptions:

- All of the positions were funded at 3 1/2% increase starting July 1, 2001.
- Insurance is set through December, and we are budgeting at a 15% increase starting January 1, 2002.

Fixed Costs

- Heating is based on current usage this year.
- Worker's Compensation - \$200,000, a little less than spent this year.

Some New Monies

- \$50,000 for transportation study (will use a current staff person to conduct study).
- \$75,000 for safety supplies (reallocated funds from R&R towards this purpose).

Union contracts are under negotiation. If union contract negotiations close on too high a percentage of increases, positions will need to be cut to balance the budget. Based on legislative results, the Board may need to realign budget priorities.

On motion of Mark Sathe and a second by Paul Johnson, the Board hereby approves the proposed budget as presented for F.Y. 02. Motion carried unanimously.

It is understood Board members will meet again in June to deal with the issues if the funding we expect isn't approved by the Legislature.

Legislative Audit

The Academies are currently under a State legislative field audit looking at July 1, 1996 - June 30, 2000 financial activities as well as overseeing current activities. Findings identify three areas for improvement:

- Segregation of the receipts function invoicing.
- Technical services invoices (coding - payment of professional services was listed as same date as service).
- Social welfare (student allowance sheets are missing some signatures of students). Some MSAB students are unable to sign their names. A method must be established such as a second individual.

Tom and his department received a hand of applause and were commended for all the work they do.

Superintendent's Report - Linda Mitchell, MSAD

Noyes Hall Renovation

Linda Mitchell gave an update regarding the west wing renovation of Noyes Hall. The electrical bid came in good and they are pleased with that. However, the mechanical bid came in double of what they had anticipated with only one bidder, HVAC. The recommendation is to rebid that on June 9, 2001, and hope for more bids to keep the cost down. Vogt was one suggestion.

Anticipated completion of the renovation will move from February to Memorial Day in May. This will not affect programming since they weren't planning to move back into Noyes Hall until summer anyway.

MSAD Graduation

Dr. Berge and Jim Potter were thanked for being present at MSAD's graduation ceremonies on May 25 with twelve seniors graduating. MSAD's 8th grade students graduated today (May 31) at 10:00 a.m.

Bruce Smith Golf Tournament

The Bruce Smith Golf Tournament will be held on June 18, 2001, in Faribault. Proceeds in the amount of \$1,500 go into the MSAD Athletic Fund. MSAD staff have historically been involved and supportive of this event. Cost is \$340 for a foursome in the morning and \$380 for a foursome in the afternoon. All are welcome to participate. A banquet will be held in the evening. There will be a variety of celebrities in attendance. An interpreter will be available. This private funding is not part of the fiscal budget. Funding is not lost from the State budget.

MSAD Video

MSAD now has two videos. One is longer (18 minutes) with more detail. They also

have a quick, public relations type video (6 minutes) giving a glimpse of MSAD as an overview for initial requests. Fifty copies are available of each video, and more copies can be made. They are looking into putting it online this summer.

Board Member Reports

Meeting with Dan Sullivan

Dr. Berge and Linda Mitchell met with Dan Sullivan and others at Rosemount Technical College to discuss the issue that came up at the last board meeting about the possibility of District 917 setting up a satellite high school for deaf students affiliated with the Technical College in Rosemount. The Director of the Technical College and Kitri Larson, who formerly worked with the Faribault Public Schools, sat in on the meeting. At this point it is not anticipated that it will happen very quickly, or at all. It is still in a planning phase. They are finding that it is more involved than anticipated. There is a great diversity of what people are looking for in terms of specifics about programming, and it is not workable at the moment. We will continue to be part of any future meetings and discussions.

Minnesota Rural Education Association

Paul Johnson and the superintendents of the Academies attended a meeting of the Minnesota Rural Education Association on April 26, 2001. Introductions were made and discussion took place about the services that the Academies have to offer.

There was a sense of frustration from out state Minnesota regarding educational interpreters' testing and licensure. There is a lack of understanding about the Academies' programming offerings to bordering towns. Some Minnesota students are going to South Dakota School for the Deaf, and so is Minnesota student funding (8 Minnesota students to South Dakota = \$20,000 each). We need to promote Academies Awareness among out state Minnesota.

Almost every rural school district in Minnesota is a member of the Minnesota Rural Education Association. The Academies presence on this Association would help bring to the attention of public schools that the Academies is a public school option for students.

Interpreter fees for school districts are exorbitant. It is expensive to train quality interpreters to fill in at rural school districts (hiring rate is \$50-60/hr.) The interpreter issue is a matter of supply and demand.

Federal law mandates least restrictive environment for special education. It is up to the IEP team to determine the best environment for the child.

Philip Koprowski mentioned that he would check to see if videos could be shown at a directors' conference in Brainerd in the fall and follow up with the enrollment process and criteria.

Public relations should raise attention to the kinds of services students need to be successful, wherever it is provided.

Questions remain as to should we be joining the organization, what will our involvement

be, what are we trying to accomplish, and are there other organizations that can benefit our agenda? Academy issues could be on the agenda of other organizations that are active politically.

Elaine Sveen mentioned that she would like to educate the Board on all of the other agencies of which the Academies already have membership. The superintendents of the Academies were requested to provide a list of other organizations, cost, and requirements for membership to be presented for review at the next Board meeting.

Employee Awards

Dr. Berge mentioned that he was pleased to participate in a very nice ceremony recognizing Academy employees with various levels of service.

Other Reports and Inservice

Legislative Update

Already discussed.

Personnel - DOER

Will be presented at 3 p.m.

Approval of the Consent Agenda

No items were presented.

Old Business

Crisis Prevention Intervention (CPI)

The present CPI policy was adopted at the last meeting with a couple of changes to be made. Elaine Sveen handed out a Student Accident Report form which should have been included with the policy. Also, "within the first year of employment" is now listed on policy to receive CPI training.

Future Inservice Planning

Future inservice planning options for Board members were submitted for consideration, commencing in August 2001. Consensus was reached on these topics for the remainder of this year. Future topics for January and beyond will be determined at a later date.

- | | | |
|---|--|---------------------------------------|
| 1 | Department of Finance - John Breckenridge | August 23, 2001 |
| 2 | MSAD Inservice (Cultural Issues, Sign Language, Cochlear Implants) combined with MSAB Insurance (Core Curriculum Elements) | August 23, 2001
(half-day session) |

It was recommended that the August meeting be held at MSAD.

- | | | |
|---|--|---|
| 3 | The Role of the Board combined with Board Retreat (Governance, Functions, Vision, Mission) | November 8, 2001
(half-day session with a facilitator) |
|---|--|---|

Chair Berge and the superintendents will set up an agenda.
The November Board meeting will be held on November 8, instead of November 28 as formerly approved.

On motion of Philip Koprowski and a second by Paul Johnson, the Board hereby approves the amended Board meeting schedule for 2001-2002. Motion carried unanimously.

Site Council Bylaws for MSAB and MSAD

Work is still in progress on reviewing language of the site councils' bylaws. The site councils will be having a joint meeting in July and information will be brought back to the Board.

On-Call Policy

The Academies On-Call Policy was reviewed. There have been no changes to the On-Call Policy.

On motion of Robert Duncan and a second by Jim Potter, the Board hereby adopts the On-Call Policy as presented. Motion carried unanimously.

Emergency Contacts

A first draft of an Emergency Notification List for MSAB was presented as a plan of how the Academies make contact with Faribault Schools or other off-campus staff/students during a crisis situation. An Emergency Notification List will also be developed for MSAD. This Emergency Notification List will be included in the Academies Crisis Manual.

The concept of a check-off list is helpful at the time of an emergency. Depending upon the emergency, appropriate groups will be contacted.

Suggestions for improvement of the plan include:

- List Faribault Transportation Company instead of Faribault Schools.
- Include Billie Ward as a contact person, phone: 333-6035.
- Dial 9 first when dialing off campus (9-911).
- "Use Common Sense" at the top of the list.

Time of day and seriousness of the emergency is a factor to consider before the plan is finalized.

There is a concern about the type of inmates on minimum security at the Faribault Correctional Facility. How long lock down should continue needs to be addressed in the event of a walk away. These issues will be discussed further with the Corrections administration. Some adjustments will be made in the Lock Down Policy.

Reasonable Accommodations Policy

This is a second reading of the Reasonable Accommodations Policy based on State policy.

On motion of Jim Potter and a second by Robert Duncan, the Reasonable Accommodations Policy is hereby accepted as presented. Motion carried unanimously.

Research Policy

The Research Policy is still under review. Consensus has not been reached on what will be done with it. At the board meeting of March 29, 2001, suggestions were made by the Board to make the policy less restrictive.

Drugs and Alcohol Policy

Dr. Berge recently met with the Academies superintendents and had a discussion on the difference between policy and procedure. The Alcohol Policy that the Board had seen previously was one that was put together in conjunction with a grant that Kathy Sandberg had from the last couple of years. A lot of work went into that. However, it has become evident that what they put together is confusing in terms of purpose and process.

MSBA's model policy on a Drug-Free Workplace/Drug-Free School which addresses both staff and students was distributed. It appears to be more easily understood in terms of the difference between policy and procedure. Linda Mitchell recommended that the Academies make use of some of the MSBA's work that is already done.

For \$2,000, MSBA would consult with the Academies and help sort out policy, procedure and handbook material in terms of long-range planning. This is known to be an excellent service, totally familiar with Minnesota law as it relates to schools, and would incorporate policies and procedures so that we get supporting law, both federally and state, in terms of any policies we want to adopt.

Another recommendation is to reduce policies down to a statement about it. How that is carried out is in handbooks or separate procedure documents.

On motion of Robert Duncan and a second by Paul Johnson, the Board considers this a first reading of the policy on Drug-Free Workplace/Drug-Free School for both Academies. Motion carried unanimously.

Approval of the Calendar

The Academies' School Calendar for 2001-2002 will be printed as approved by the Board previously with 173 school days. At this point, legislation has not finished addressing the three additional instructional days issue for this school year. Workdays for staff are not included on the calendar as the workdays differ for the two Academies. Staff will receive a separate listing of workdays without students.

New Business

Tuition Agreement with Faribault Public Schools

This is the agreement that has been in effect for many years. Faribault School District

does not need to pay the Minnesota State Academies tuition for students attending the Academies who are residents of the Faribault School District. No tuition will be charged to the Minnesota State Academies for students attending the Faribault School District for mainstreaming purposes. It is an exchange of services between the two organizations.

On motion of Robert Duncan and a second by Richard Berge, the Board hereby approves the Tuition Agreement with Faribault Public schools. Motion carried unanimously.

Capital Budget Request

The Academies' Capital Budget Request for Fiscal Years 2001-2006 needs to be submitted by June 15, 2001. This is the same approved request we had during the last legislative session from the Governor's recommendation: \$2 million for asset preservation activities and \$5 million to complete the west wing of Noyes Hall.

On motion of Jim Potter and a second by Paul Johnson, the Board hereby approves the Capital Budget Request as outlined for the next five years. Motion carried unanimously.

Alumni House

Jim Potter explained that about four or five years ago the MSAD Alumni Association proposed to take over the old laundry building behind the power plant to make it into an Alumni House. Nothing has been done to start the process. Linda Mitchell informed the group that the building under discussion is a state-owned building used as storage currently. The Alumni Association would like to use it as a deaf culture center or museum. The building is in poor shape, but it has a new roof to protect the rest of the structure. It is the oldest building on the MSAD campus and the only one left from the original campus. We need to find out if the building is on a historical preservation list. The building is not in the best location for access. There may be a safety issue with traffic flow.

Dr. Berge suggested that the Alumni Association present a clear plan or purpose outlining what the building will be used for and why the Alumni Association wants it. Leasing it might be a possibility. The Alumni Association group will probably need to find financing for renovation. If the building remains State property, the Department of Administration will most likely need to be approve any transactions involved.

- We need to investigate the possibility of sale or leasing of the property.
- Jim Potter was asked to come forth with a plan or proposal from the MSAD Alumni Association for the Board to act upon.

Boy Scout Sponsorship

The Academies and other school districts are focusing on whether or not they should sponsor Boy Scouts. The Scouts, as a private organization, have the right to keep

atheists and gays from becoming scout leaders. School districts are in the position of choosing between their nondiscrimination policies and their affiliation with the Scouts. If state statutes prohibit discrimination on the basis of sexual orientation, NSBA maintains that districts can't sponsor a Boy Scout troop. There is a potential for litigation if the district is sponsoring discrimination and violating the law.

Martha Casserly from the Attorney General's Office was contacted and she says the Academies can go ahead and have Boy Scouts on campus, can sponsor them, but can't follow their dictates about sexual orientation. If there was an issue where the person who wanted to be a leader was gay, the Academies would have to hire that person because we would be obligated to follow the Minnesota Human Rights Act which says we do not discriminate.

Currently, the Academies staff are implementing the Boy Scout and Girl Scout programs on paid time to provide activities for students. Vehicles and food for activities are provided by the Academies.

Paul Johnson, who is an official on the Indianhead Council in St. Paul, explained that the National Council's position is that an avowed gay cannot be involved in Boy Scouts as a program leader.

The Academies superintendents informed the Board that some internal opposition has been verbally expressed among staff regarding the discrimination issue and scouting concerns regarding staff not trained as scout leaders.

Paul Johnson recommended that John Andrews, CEO with the Indianhead Council, or a representative, be invited to come to the Academies to address the concerns of staff or parents.

The Academies administration proposes that the Minnesota State Academies cease sponsorship of the Boy Scouts of America organization but allow the troop to meet on the Academies property.

It was determined that continued discussion is needed on the issues involved.

On motion of Mark Sathe and a second by Jim Potter, discussion on the Boy Scout Sponsorship will be tabled until the Board meeting of August 23, 2001, for consideration. In the meantime, counsel will be gotten from John Andrews and the Indianhead Council, and various parties will be made aware that the issue will be brought back at that point for a decision. Motion carried 5-0. (Paul Johnson abstained from voting due to his affiliation with the St. Paul Indianhead Council.)

Public Comment

Two MSAD students, Maggie Hoppe, a sophomore, and Amanda Gilbertson, a junior, representing a larger group of MSAD students, presented their concerns about Robin Johnson being laid off and that they would like him hired back at the Academy.

Chair Berge explained that the Board will not take action on the presentation but will hear it and then decide on a course of action to follow to address their concerns. Issues involving personnel or students are private issues which cannot be discussed openly.

Maggie and Amanda described Robin Johnson as a very good teacher and a very inspiring person to them. He motivated them and taught them to do their best. He made them believe in something. He was a good role model for young and older students. He gave them a good foundation to help them build their future. He was consistent and always encouraged them. He was an energetic, positive person. This

was his first year as a certified health and physical education teacher.

Ron Johnson, Robin's father, also addressed the Board. Ron has worked for 17 years at MSAD as a houseparent and one-to-one aide in the school building. He has five children, four of whom are deaf and have gone to MSAD. Ron spoke of how depressed and bad he feels about his son losing his job. He said Robin was a hard-working boy who was raised well. He felt a hasty decision was made to end Robin's employment at MSAD.

Personnel - DOER

Carolyn Trevis, Labor Relations Representative from the Department of Employee Relations (DOER) and Martina Hagen, Minnesota State Academies Human Resources Director, were present to give a personnel overview of topics as outlined.

The Labor Relations Bureau consists of 15 persons of the Department of Employee Relations. Eight are Labor Relations representatives. One of Carolyn's accounts is the Academies. They do collective bargaining for the State, involving 50,000 State employees, of which about 40,000 are unionized. They have 16 bargaining units and 7 labor contracts. Three main labor contracts affect the Academies: AFSCME represents the largest group of employees (18-20,000 clerical, service, technical and some health care employees); MAPE (10,000 professional employees); and SRSEA, the teachers' union.

DOER advises different agencies on contract administration issues and represents the agencies in labor arbitration, the last step in the grievance process. Permanent employees are disciplined with just cause. Agencies can consult with them and be advised on the appropriate level of discipline for acts of misconduct. Insubordination is a serious offense at the state level. It was noted the Academies do a good job of consulting when more serious issues arise.

The Board would not be involved in the grievance process. The first step of the grievance process is employee takes their grievance to the first level supervisor; second step to the Superintendent; third step to Bill O'Neill at CFL; and fourth step to DOER.

Labor contracts need legislative approval every two years.

DOER is the "Employer." Agencies are the "appointing authority" delegated to do the hiring of employees. DOER has the ability to fire. Typically, that would be something for the agency to do with consultation from DOER. DOER is the policy maker of personnel. The Academies are the implementers of the policies.

The outline was then gone over, topic by topic, with a brief summary following:

Job Descriptions: A written document which includes all the responsibilities and duties for each individual's classification on campus. Some are similar in responsibility.

Job Classification: Different titles for the positions (800-1000 range statewide).

700 Hour Program: A program that allows a way for people who are not able to demonstrate their skills in a written format (with disabilities such as blindness, deafness, hard of hearing) to work on the job instead of taking and passing a written test. This

allows equal opportunity for everyone. Work on the job for 700 hours is the test, pass or fail, and then they start probation.

Hiring: DOER has a process to qualify for different jobs, written test to experience in training. Applicants' names are put on a list and they are interviewed. The hiring process is controlled by labor contracts.

Testing: Written, experience in training, or current licensure for health care and teachers.

Employee Benefits: Health insurance, Employee Assistance, dental insurance, life insurance, short-term/long-term disability. Insurance is uniform among all bargaining units.

Negotiations: Labor Relations Bureau bargains with units every two years. They typically start in March of the odd years and then with some of the smaller units after that.

Discipline/Grievance Process - discussed previously.

Contracts/Interpretation: Computer system tracks every grievance that reaches DOER's office which includes arbitration and disciplinary issues.

Compensation: Do market studies, assist in Hay ratings, create job classifications and determine appropriate compensation levels.

Worker's Compensation: Part of DOER that is self-insured. A large contingent of employees work on Worker's Compensation issues for the State.

Employee Assistance Program: Part of DOER which deals with issues relating to mental health, stress on the job, personnel issues, depression awareness. Offers completely confidential consultation to employees.

DOER Web Site: www.doer.state.mn.us - Training opportunities and a description of what they do. Contracts are available in print format.

DOER Training Programs: Development Center has eight employees. Offers training of State employees, including a week-long session for supervisors, labor contracts, and retirement. The Academies use them; there is a charge.

ADA/Equal Opportunity: Office of Diversity and Equal Opportunity is housed in DOER. Six or seven employees work on diversity issues statewide, Americans with Disabilities Act and reasonable accommodations in the work place.

There are many resources offered through DOER. All of these services are available to the Academies.

It was clarified that the Board is not involved with employee issues and hiring, except when the superintendents are hired. The Board has a role of evaluating their performance and that is forwarded to DOER. There is a process for handling issues of

employee discipline, termination, and evaluation that does not involve this Board. There is a very significant difference with regular school boards. DOER sees it as the superintendents' role to determine discipline internally. The Board's role is advisory.

Carolyn and Martina were thanked for a very helpful presentation.

Key Policy

This is a first reading of the Key Policy establishing the purpose and how the distribution/supervision of keys will be handled. This policy is already in place. A revision is to make sure employees are aware they may not give any keys to students.

On motion of Philip Koprowski and a second by Robert Duncan, the Board accepts the Academies Key Policy as a first reading. Motion carried unanimously.

Role of Board

This was addressed previously.

Minnesota State High School League Annual Membership Agreement

This agreement would allow the Academies to continue to participate in the MSHSL activities.

On motion of Mark Sathe and a second by Jim Potter, the Board hereby approves the Academies continued membership in the Minnesota State High School League for school year 2001-2002. Motion carried unanimously.

Superintendent Evaluation and Goal Setting

The Personnel Committee consisting of Mark Sathe, Paul Johnson, and Philip Koprowski will meet and address this issue. There must be an evaluation of the superintendents in order to consider a raise. Contracts expire June 30, 2001. Increases are performance based. Goals need to be set so progress can be measured before June 30, 2001, if at all possible.

June Board Meeting

The Board will not meet in June 2001, unless the Legislature comes back and says the Academies aren't getting any additional funding for next year. Then the Board would have to meet and look at the program that will be in place at that point.

Closed Meeting

On motion of Philip Koprowski and a second by Mark Sathe, a closed meeting will be held immediately following the regular meeting of the Board to receive information about a student incident. Motion carried unanimously.

Announcements

MSAB Foundation Golf Tournament

Mark Sathe presented a brief background relating to the Foundation's Greenhouse Project. A greenhouse on the MSAB campus would provide enjoyment and vocational

opportunities to students, and it could serve MSAD and the community as well. This project is now a \$200,000 endeavor. The Foundation is sponsoring its 3rd Annual Golf Tournament to help bring in additional funding for the project.

The Golf Tournament is scheduled for September 18, 2001, at Wilinger's Golf Course in Northfield, MN. Cost: \$150 a player, \$600 for a foursome. There will be celebrities and a large silent auction. Donations for the auction are welcome. Cost is \$20-25 for the banquet only. Mark extended an invitation to all and was soliciting the Board's support. A flier was distributed announcing the event.

MSAB Graduation

MSAB's graduation will be held at 10:30 a.m. on Friday, June 1 on the MSAB grounds, or in Noyes Hall on the MSAD campus in case of rain. Baccalaureate will be held at 7:00 p.m. on May 31, 2001, at Christ Lutheran Church in Faribault.

Symposium for the Deaf

There will be a Symposium for the Deaf national conference in Sioux Falls, South Dakota September 29-October 2, 2001. More information will be available at the August Board meeting. It would be an opportunity for Board members to get in-depth training.

Adjournment

On motion of Philip Koprowski and a second by Mark Sathe, the meeting was adjourned. Motion carried unanimously.

Respectfully submitted by Barbara Morrissey, Recording Secretary

Signed by: _____
Philip Koprowski, Secretary of the Board

**Minnesota State Academies
Board Meeting Minutes
August 23, 2001 9:00 a.m. – 3:50 p.m.
Minnesota State Academy for the Deaf**

Present: Richard Berge, Robert Duncan, Mary McDevitt Kraljic, Philip Koprowski, James Potter, Paul Johnson, Mark Sathe, Shelly Corcoran-Miller, Linda Mitchell, and Elaine Sveen

Absent: None

Note: Paul Johnson and Mark Sathe arrived at 9:30 a.m.

Interpreters: Jayne Grunz, Danella Bohland and Tracy Henning

Visitor: John Breckenridge from the Department of Finance

Call to Order: The August 23, 2001 meeting of the Board of the Minnesota State Academies was called to order by Chair Dr. Richard Berge at 9:08 a.m., in the Noyes Hall Conference Room of the Minnesota State Academy for the Deaf campus.

Chair Berge welcomed everyone to the new school year.

Approval of Agenda:

Chair Berge asked for approval of the Agenda for August 23, 2001 meeting with the following changes:

Old Business 7.5 Board Retreat: Hold this item and discuss it with an additional item, "Developing a Vision for the State Academies."

ON MOTION OF PHILIP KOPROWSKI AND A SECOND BY ROBERT DUNCAN, THE AGENDA IS HEREBY APPROVED WITH THE ADDITION AS STATED. MOTION CARRIED UNANIMOUSLY.

Approval of Minutes:

ON MOTION OF JIM POTTER AND A SECOND BY ROBERT DUNCAN, THE MINUTES OF THE BOARD MEETING OF MAY 31, 2001 ARE HEREBY APPROVED. MOTION CARRIED UNANIMOUSLY.

PUBLIC COMMENT:

None

Superintendents' Report:**Elaine Sveen, MSAB:**

Elaine Sveen and Chair Berge, on behalf of the Board, commended Linda Mitchell on her success in her challenges with cancer. Linda has been a model and a positive inspiration to all in her ability to face these challenges and move forward with her life.

Lysen Expansion/Renovation:

Elaine Sveen reported the humidity level in the concrete has caused a delay in laying the floor. Teachers are packed to move and can not, at this time, move into their rooms. The office people have moved and are in place. In two to six weeks the project should be completed. Target date for the dedication will be some time in the spring.

Summer School Update:

Wade Karli, Principal and Rilyn Colucy, Curriculum Specialist, reported on the Summer School program. Rilyn Colucy handed out the Annual Report on Curriculum, Instruction and Student Performance. MSAB does not follow the same guidelines as the public schools, yet they submit the same report, which requires:

- A district curriculum and instruction review advisory committee. A goal is to establish this committee by using the Site Council and setting up a sub-committee.
- Information about Graduation Standards and our requirements.
- Improvement Plans of core curriculum and an extended core curriculum.

The Academy will continue to work on:

- Raising the number of students passing the Basic Skills Test in Reading, Math and Writing
- Developing goals for student performance related to the Graduation Standards.

Rylan Colucy reported on the Basic Standards Test Results for the year 2000-2001. Wade Karli attributed the success of the students to either: practice in test taking, students' change of attitude, or the program itself.

Corrective Action Plan:

Wade Karli reported on the Corrective Action Plan.

- A couple of IEP's are non-compliant, in that goals and objectives lacked clarity. The Academy has since incorporated a new format that is specific to eligibility statements for each area.
- Three areas that need to be addressed are:
 1. Required IEP content, goals and objectives.
 2. Evaluation report: we will develop a new report with documentation verification of eligibility.
 3. Staff training in September 2001 to address internal consistency and an annual review of each student's file, and if need be, internal "mentoring".

There was discussion of who is involved in the IEP and who is responsible for the final product. Feedback procedures, via computer, will be developed so the case manager can review internal consistency and he/she will be accountable for meeting the requirements of an IEP.

Jim Potter suggested instead of training all of our teachers that we check into hiring a writing specialist to write the IEPs. Chair Berge agreed this could be addressed. Mary McDevitt Kralijc suggests we request software from the Division of Monitoring and Compliance to help us understand what is involved in the process. In regards to the responsibility of the IEP she suggested:

- a) That the responsibility of the case manager should be a three-year period, this is labor intensive and should be recognized.
- b) If you have shared responsibilities in alternate years, more people would be aware of the IEP goals and the team would be able to communicate better and you'd be able to locate where the issues are.

Graduation Standards:

Rilyn Colucy reported that each year we are to submit the number of standards our students are expected to achieve for each graduation year. MSAB has submitted that info. The Academy will continue to further their plan for implementing the 24 standards for graduation.

MSAB Video

This item was put on hold.

Public Relation Plan:

MSAB's goals for public relations:

- Video, presentation and display board
- Web site
- PSA (Public Service Announcement)
- Dedication

- Community tours
- Book published by Faribault Daily News on the history of MSAB. The theme would be “Proud Past, Bright Future”

MSAB Foundation Golf Tournament:

Mark Sathe extended an invitation to the Board to participate in the Minnesota Academy for the Blind’s 3rd Annual Golf Scramble, Tuesday September 18, 2001, at Northfield’s Willinger’s Golf Course.

Mark Sathe explained the history and the purpose of this Foundation. The foundation have purchased several items for MSAB thorough the funds raised. Presently, the Foundation is working on purchasing a Green House for use by MSAB, MSAD and others in the community.

Linda Mitchell, MSAD:

Noyes Hall Renovation Update:

Linda Mitchell commended Harry Chappuis for his job on Noyes Hall and his efforts at getting as much as we can for the money spent.

Harry Chappuis reported that the project is under way and starting a month early. The Academies had to cancel a couple of projects and use Asset Preservation Monies to help fund the Noyes Hall Renovation project, about \$215,000.00 worth. The projects canceled were general maintenance type items: roof replacement, windows, etc. Some items in Noyes Hall will be put on hold until phase two of this project. The cost increase is due to bids coming at a higher cost than estimated by the architects, a rise in materials cost, contractor charging more for the labor (inflation), and unforeseen problems where the contractor has a right to additional money.

PCI Results:

Linda Mitchell handed out the information gathered from an evaluation following the Parent Child Institute. PCI is often the first place parents learn about support and have interaction with other parents of deaf children. CFL, the Minnesota Resource Center for the Deaf and Hard of Hearing, with Mary Cashman-Bakken, funded half of the cost, which runs between \$8,000.00 to \$10,000.00. They supplied books and informational materials to the parents. Parents ask that this institute run annually, the problem is deciding who’s responsible for this program. Other states offer a weeklong institute. With the newborn/infant screening, there is a large impact on the number of families with babies who need this service.

CFL Report:

Linda Mitchell reported that she met with Corey Graham, from CFL, last spring. Progress has been made on six of the seven corrective action plan items. The one outstanding compliance issue has to do with required IEP content. CFL will look at this again as we do the self-review process with the continuous improvement monitoring. We will have a plan submitted by May 2002. The Academies has improved the Due Process system. We are discussing changes because our Principals have less time to spend monitoring the IEP's due to the new admissions process. Possibly, some of our Support Services Staff, one who is trained as a monitor, will review the IEP's after the case managers have finished. MSAD will also be involved in the continuous improvement process as well as being formally monitored every five years.

Information and Announcement:

Linda announced that the Minnesota Administrative Leadership Forum, which is developed by the MASA, MASSP, MESPA, and DCFL has selected her for this year's training. The meeting dates are September 13, October 30, 31 and November 1, and the last meeting will be in the spring. This involves technology training, administrative leadership training and networking with the other participants. This program is a three-year grant with a commitment from the Blandin Foundation.

Financial Report:

Current Status:

Tom Schoenbauer reported that the State would close its books on the last year's budget, the first week in September. The general fund shows a balanced budget of zero and if there were any monies left in this account it would go back to the State. The 200 fund has a balance to carry forward. The 300 fund, a federal fund, closes out. The 610 fund carries forward. The 690 fund carries forward.

John Breckenridge explained the difference between the general fund and the 200 fund, which is special revenue. (It is funded by other sources of income, money that is raised from fees, etc.)

Legislative Audit:

Tom Schoenbauer reported that the audit of 1996-2000 showed:

1. That the Academies retained \$167,221.00 more tuition revenue than provided for in the statutory formula. OLA recommended: a) that the Academies follow the current statutory language to calculate the amounts allocated between the General Fund and the Academies' operation account, and that we should seek a revision of Minn. Stat. Section 125A.65 to include preschool students in the allocation process. b) The Academies should work with the Department of finance to resolve the \$167,221.00 not properly transferred to the General Fund.

John Breckenridge would like to see a Legislative change that would be retroactive to the period of the audit, which would allow us to recalculate the tuition revenue.

2. That The Academies did not adequately segregate duties over student tuition revenue. This has been corrected.
3. The Academies need to improve controls over resident accounts. This was implemented at the beginning of this school year.
4. The Academies inputed incorrect record dates for certain professional/technical services, supplies, and equipment transactions. This was a coding error that has been corrected.

ON MOTION OF MARK SATHE AND A SECOND BY JIM POTTER, THE BOARD HEREBY ACCEPTS THE AUDIT AS PRESENTED. MOTION CARRIED UNANIMOUSLY.

Department of Finance – John Breckenridge:

In continuing the Board's in-service program, John Breckenridge, Executive Budget Officer from the Department of Finance was asked to explain the Department of Finance's role as related to the Academies. John Breckenridge handed out the Department of Finance's Strategic Plan, (attached to the minutes) which explains the Mission and the Values of this department. John's interactions with the Academies are:

1. Financial Reporting, forecasting, and keeping track of fund balances for the state
2. Budget development for operating budgets
3. Capita Budgets
4. Legislative process
5. Budget implementation

To the question, "Specific to the Academy, what is your role in the budget?" John answered that his role is in budget development (Mission #2: Support and challenge state decision-makers, which is the Academies Superintendents, as they come up with budget proposals and suggestions). John:

- Works directly with the Superintendents, making sure the right questions are asked.
- Allocation of resources
- Liaison with the Governor's office and his budget
- Legislative process – monitors the process and is available to answer technical questions
- Records a balance sheet

There was discussion of:

- Capita budget
- MINNSCU, (Minnesota State Colleges and Universities) as non-executive branch entities, are not required to conform to the Governor's budget. Perpich Center for the Arts and the Department of Corrections is similar to the Academies; they too are under the Governor's budget.
- Possibility of increasing our allocation is very small due to the Governor's commitment to the distinction of Capita budget cycles and Operating budget cycles.
- Negotiations and the possibility that contracts will exceed our allocations and how that was dealt with in the past; closed schools on the weekends, layoffs, positions that are vacant, emergency deficiency requests, etc.
- Chair Berge would like to note that often criticism is directed towards outside agencies, that they are controlling their negotiations and they settle it. If they settle higher, they ask the state for more money. The state should say, "you control that process, if you didn't manage it, live with it or find resources elsewhere." In our case, the state negotiates and sets the budget and asks us to live within that budget. Then the state sends us a bill for what they do. We are not like a park, if they run short, they can close a park. Here, we have a mandate to continue to provide services. We are an agency with a different responsibility. John Breckenridge agrees that we are in a difficult situation because we are caught between Federal, Special Education and State requirements and that we need to be clear on our Mission statement and who we can and can not serve.

Out-of-State Tuition Agreement:

Elaine Sveen and Tom Schoenbauer presented an out-of-state tuition agreement between the Minnesota State Academy for the Blind and the School District of Forest City, Iowa. They propose a fee of \$34,600.00.

ON MOTION OF ROBERT DUNCAN AND A SECOND BY MARK SATHE, THE BOARD HEREBY APPROVES THE OUT-OF- STATE TUITION AGREEMENT AND THE CHARGES AS OUTLINED. MOTION CARRIED UNANIMOUSLY.

Approval of the Projected Mainstream Budget with Faribault Public Schools:

Linda Mitchell handed out a corrected version of the projected mainstream budget. Those mailed in the packets had miscalculations. It was noted that the public schools are also in the process of negotiations with staff so the figures can only be projected ones at this time.

ON MOTION OF CHAIR BERGE AND A SECOND BY ROBERT DUNCAN, THE BOARD HEREBY APPROVES THE PROJECTED MAINSTREAM BUDGET WITH THE FARIBAULT PUBLIC SCHOOLS. MOTION CARRIED UNANIMOUSLY.

LUNCH:

The Board recessed for lunch at 12:00 p.m. and reconvened at 12:45 p.m.

Board Member Reports:

Personnel Committee:

This committee consists of Paul Johnson, Philip Kroprowski and Mark Sathe. Mark Sathe gave an update on their progress and their future plans. The committee plans to inform the board of their conclusion and seek input from the board at a future meeting.

Special Education Director's Conference:

Linda Mitchell and Philip Kroprowski provided an explanation of the necessity of the Academies participation at the Special Education Director's Conference. Philip extended an invitation for the Board members to attend. The conference is October 10-12, 2001 at Cragun's Resort, in Brainerd, Minnesota.

Alumni House:

Jim Potter reported that this item is on hold, due to building renovations and that it's not a top priority of the Alumni, at this time.

Legislative Update:

Government shutdown:

Elaine Sveen provided a report on the amount of work involved in preparing for a government shutdown. Although the shutdown did not happen, the Academies were ready for it. The Attorney General's office argued successfully that our legal obligations under special education law would have required that the Academies stay open to meet the obligations under the IEP.

Capital budget:

Linda Mitchell noted a mistake on the printout of the capital budget. The building projects are not listed in the proper order.

CHAIR BERGE SUGGEST THAT THE BOARD ENDORSE THE PROJECTS AS PRESENTED WITH THE APPROPRIATE REORDERING OF THOSE PROJECTS NOT SCHEDULED TILL 2004 AND 2006.

ON MOTION OF MARY MCDEVITT KRALIJIC AND A SECOND BY PHILIP KOPROWSKI, THE BOARD ENDORSES THE AGENCY CAPITAL BUDGET REQUEST FOR THE FISCAL YEARS 2002-2006, WITH THE SUGGESTED CHANGES. MOTION CARRIED UNANIMOUSLY.

Proposed MSA Statutory Changes:

Elaine Sveen reported on proposed changes of the Minnesota State Academies statute. The question at issue is: who is responsible for students and what are the parameters of who we serve? In discussion with Norina Hale, Special Education Director, responsible for implementation of Special Education law in the state of Minnesota, some of the issues have been identified. A handout listed the role/responsibility, funding streams, relationships with others, technical/language changes and areas in which to address these issues. The process involves working with Norina Hale and her staff in drafting language for the bill. They propose to go through CFL to get these legislative language changes. Elaine and Linda will provide an update at the next board meeting.

Results of Legislative Session:

Elaine Sveen reported that the Academies received everything that was asked for in the Governor's recommendation.

Mark Sathe suggested Governor Ventura visit the Academies.

Approval of Consent Agenda:

None

Old Business:

Research Policy:

This is the second reading of this policy. This policy has the changes incorporated as suggested by the board.

ON MOTION OF ROBERT DUNCAN AND A SECOND BY JIM POTTER, THE POLICY "GUIDELINES FOR RESEARCH INVOLVING ACADEMY STUDENTS" IS HEREBY ACCEPTED AS PRESENTED. MOTION CARRIED UNANIMOUSLY.

Key Policy:

This is the second reading of the Key Policy.

ON MOTION OF JIM POTTER AND A SECOND BY MARK SATHE, THE KEY POLICY IS HEREBY ACCEPTED AS WRITTEN. MOTION CARRIED UNANIMOUSLY.

Site Council Bylaws:

There was discussion of whether to approve one set of by-laws and not another, or whether the by-laws had to be identical. Because of the uniqueness of the two academies, the bylaws should state what works best for the individual school. It was suggest that the board approve MSAB's by- laws and that MSAD's bylaws come back to the board as an agenda item in November.

ON MOTION OF MARK SATHE AND A SECOND BY ROBERT DUNCAN, THE BOARD HEREBY APPROVES MSAB'S BY-LAWS AND REQUEST MSAD'S BY-LAWS BE BROUGHT BACK TO THE BOARD AT THE NOVEMBER 8TH MEETING. MOTION CARRIED UNANIMOUSLY.

CHAIR BERGE ASKED PERMISSION OF THE BOARD TO REOPEN THE MAY MINUTES FOR APPROVAL, SO THAT THE MINUTES CORRECTLY REFLECT PAUL JOHNSON'S COMMENTS AS HE MEANT.

**ON MOTION OF MARY MCDEVITT KARLJIC AND A SECOND BY PHILIP KOPROWSKI, THE BOARD AGREES TO RECONSIDER THE MAY MINUTES.
MOTION CARRIED UNANIMOUSLY.**

PAUL JOHNSON MOVED ACCEPTANCE OF THE MAY MINUTES WITH THE FOLLOWING CHANGES:

Page 11, third full paragraph, and second line, the word "**allowed**" be changed to "**avowed**."

Page 11, third full paragraph, and third line, a period should be after the word leader.

Page 11, third full paragraph, delete the comment after the first sentence.

Page 11, delete the entire paragraph.

MARY MCDEVITT KARLJIC SECONDED. THE BOARD HEREBY ADOPTS THE MAY MINUTES AS REVISED. MOTION CARRIED UNANIMOUSLY.

Boy Scouts Sponsorship:

PAUL JOHNSON MOVED THAT THE ACADEMIES CONTINUE TO SPONSOR THE BOY SCOUT /GIRL SCOUT PROGRAMS AS PRESENTLY SPONSORED.

It is noted that the motion is expanded to include the Girl Scouts.

ROBERT DUNCAN SECONDED.

There was discussion of identifying the real issue of not continuing the sponsorship of the Boy Scout program. That of a) lack of interest on the students b) paying the staff to run a program that is primarily volunteer or c) the scouts position on homosexuals.

Paul Johnson, who is an official on the Indianhead Council in St. Paul, explained that the Academies could hire a leader who says he is gay. The gay issue then becomes that of the Boy Scouts, and it's the Indianhead Council's decision as to whether or not to pull the charter. The Academies do not have a legal problem, unless they discriminate. The Indianhead council tends to be more liberal on this issue than other councils. If the leader is an "avowed" gay, he is a problem only if he makes his sexuality a primary issue relative to his service to the boy scouts. The Indianhead council has determined it's not what you are, but how you act, that is the key determinate.

It was mentioned that we do have a policy in effect against discrimination of any kind.

If the Academies sponsor Boy Scouts/Girl Scouts, Chair Berge recommend that the record show the Academies will not endorse any policy that would allow the organizations to discriminate.

Paul Johnson suggests we sponsor the Boy Scouts/Girl Scouts and will not tolerate discrimination on the basis of gender or sexual orientation, for this group, or any other groups with whom the Academies associates.

CHAIR BERGE CLARIFIED THE MOTION TO BE: THE BOARD WILL ENDORSE SPONSORSHIP OF BOY SCOUTS/GIRL SCOUTS ON THE CONDITION THAT THERE IS NO DISCRIMINATION ON THE BASIS OF GENDER OR SEXUAL ORIENTATION IN THE SELECTION OF LEADERS.

CHAIR BERGE CALLED FOR A VOTE. MOTION CARRIED 5-0 (PAUL JOHNSON ABSTAINED FROM VOTING DUE TO HIS AFFILIATION WITH THE ST. PAUL INDIANHEAD COUNCIL)

Board Retreat and Developing a Vision for the State Academies:

This item is an addition to the agenda. Chair Berge mentioned that the board needs to discuss vision statement, mission statement, long term planning and the possibility of a half-day retreat to address these issues.

Paul Johnson stated that vision and mission statements are not the same. A mission statement tells why we are here and what our purpose is. A vision statement describes our dream. The board's role is to facilitate the setting of a vision, what we want to be. Our goal should be to figure out how we can position whatever it is that we do, and our core strengths, to best serve deaf and blind students. We need data to help us reach a conclusion. Paul suggests we hire someone to help us develop that data, to find out what expectations are of us, and how best to

serve the deaf and blind students. With that information, we can define our vision/mission statements. Paul Johnson suggests that Chair Berge and the officers meet with someone who can explain the possibilities of generating this data and the cost involved. Then the board will have the information needed for discussion on vision and positioning.

There was discussion on Paul Johnson's suggestions.

Elaine Sveen noted that we have two different schools, with two different visions. Jim Potter and Elaine Sveen suggested looking at other schools and how they run their board.

Chair Berge stated that the board needs its mission clarified.

Elaine Sveen voiced concern about the uniqueness of our schools.

Chair Berge listed the officers as Chair Berge, Paul Johnson, Jim Potter and Philip Koprowski.

This sub committee will gather the information, including the cost and bring it back to the board at the next meeting.

ON MOTION OF MARY MCDEVITT KARLJIC AND A SECOND BY JIM POTTER, THE BOARD ACCEPTS THE PROCESS ON MOVING FORWARD IN INVESTIGATING HOW WE CAN ESTABLISH VISION/MISSION STATEMENT FOR MINNESOTA STATE ACADEMY FOR THE BLIND, MINNESOTA STATE ACADEMY FOR THE DEAF AND PERHAPS THE BOARD ITSELF. MOTION CARRIED UNANIMOUSLY.

Organizational Membership Survey Results:

The Superintendents reported that MSAB is currently a member of Council Schools for the Blind, and MSAD is a member of the Conference of Educational Administrators of Schools and Programs for the Deaf (CEASD).

ON MOTION OF ROBERT DUNCAN AND A SECOND BY MARK SATHE, THE BOARD HEREBY ACCEPTS THAT THE ACADEMIES JOIN THE MINNESOTA RURAL EDUCATION ASSOCIATION (MREA) IF THERE IS MONEY IN THE BUDGET TO DO SO.

Chair Berge raised discussion on the fact that the academies are currently members of the Minnesota School Boards Association, which provides exactly the same feedback on legislative outcome and service. We would be duplicating an effort. There are many organizations and we need to decide which ones we want to join.

Robert Duncan explained that for the cost of \$400.00 the academies name would be visible in out-state areas where some small school districts don't know we exist.

Jim Potter mentioned that our listing as MSA, Minnesota State Academies, is not clear on who we are and who we serve. It should include "for the deaf" and "for the blind".

CHAIR BERGE CALLED FOR A VOTE. MOTION CARRIED 5 - 1

New Business:

Employee – Student Relationship Policy:

This is a first reading of the Employee – Student Relationship Policy. Chair Berge mentioned that this policy is based on a model policy from MSBA, with cross references to other policies and a listing of Minnesota Statutes for legal reference.

ON MOTION OF ROBERT DUNCAN AND A SECOND BY PAUL JOHNSON, THE BOARD ACCEPTS THE EMPLOYEE-STUDENT RELATIONSHIP POLICY AS A FIRST READING TO BE BROUGHT BACK AT THE NOVEMBER 8TH MEETING.

MOTION CARRIED UNANIMOUSLY.

Approval of MSBA Policy Fee:

Linda Mitchell reported on information learned in her conversation with Cathy McIntyre policy guru at MSBA. MSBA has not yet developed a workshop to train others how to write policies. Currently there is a six-month backup for MSBA to critique our policies. Ours would be a custom policy service because of uniqueness and a cost for this service would have to be negotiated. Ours are complicated because we are a state agency and we are residential. This is something that needs to be done. The question is who will do it, and how much will we pay for it. For \$365.00 we purchase access to MSBA's policy manuals and updated policies, which we are currently getting.

Chair Berge explained that this service would review all our policies, and then help us decide which policies to keep, which we don't need, which ones need to be in a new format etc.

ON MOTION OF MARY MCDEVITT KARLJIC AND A SECOND BY MARK SATHE, THE BOARD AGREES TO CONTINUE WITH THE MSBA POLICY SERVICE, AS WAS STARTED LAST YEAR, AND AUTHORIZE PAYMENT OF \$365.00. MOTION CARRIED UNANIMOUSLY.

Percent for the Arts – Gathering Hands:

Linda Mitchell explained the artwork that was done by Phillip Rickey and the Percent for the Arts. This project has been completed and is now being turned over to the state- or MSAD. We will have a dedication of this outdoor gathering place on Founder's Day, September 12th.

ON MOTION OF MARY MCDEVITT KARLJIC AND A SECOND BY PHILIP KOPROWSKI, THE BOARD HEREBY ACCEPTS THE GATHERING HANDS, PERCENT FOR THE ARTS PROJECT, AS COMPLETED ON BEHALF OF THE STATE. MOTION CARRIED UNANIMOUSLY.

Announcements:

Future meeting Schedule

The meeting schedule that was included in the packets is incorrect. It should read:

November 8, 2001 – MSAB campus

January 24, 2002 – MSAD campus

March 28, 2002 – MSAB campus

May 23, 2002 – MSAD campus
June 27, 2002 – MSAB campus

Robert Duncan will not be at the November 8, 2001.

Board Roster Changes:

Changes were made to the Board's roster.

Mary McDevitt Karljic's area code is now 763.

Chair Berge's Internet access is down and he has no pager.

Mark Sathe's area code is different; work and fax numbers are now 952 and his email should be a small i.

Robert Duncan's direct number is 706-1150.

Elaine asked if board members were comfortable with having one roster instead of a public and private one. All agreed.

Strike Update:

Chair Berge asked the Superintendents to give an update on the impending strike.

Adjournment:

ON MOTION OF ROBERT DUNCAN AND A SECOND BY PHILIP KOPROWSKI THE MEETING WAS ADJOURNED. MOTION CARRIED UNANIMOUSLY.

Signed by: _____
Philip Koprowski, Secretary of the Board

**Minnesota State Academies
Board Meeting Minutes
January 31, 2002
Minnesota State Academy for the Deaf**

Present: Richard Berge, Chair; James Potter, Paul Johnson, Shelly Corcoran-Miller, Keith Kelley, Mary McDevitt Kraljic, Robert Duncan, Linda Mitchell, Elaine Sveen

Absent: Mark Sathe, Philip Koprowski (till 12:15 p.m.)

Interpreters: Jayne Grunz and Tracie Henning

Call to Order: Dr. Richard Berge, Chair, called the January 31, 2002 meeting of the Board of the Minnesota State Academies to order.

Paul Johnson announced his resignation from the board, June 30, 2002, effective July 1, 2002. If a replacement is found, he will step down earlier. Paul informed the board at this time, so he is not a candidate for officer positions. Paul chooses to abstain from voting on future orientated issues.

Election of Officers:

Chair Berge announced that he is not a candidate for the position of Chair.

Position of:

Chair:

Nominations: Phil Koprowski, nominated by Robert Duncan

Phil Koprowski is elected as Chairperson for year 2002-2003

Vice Chair:

Nominations: Robert Duncan, nominated by Richard Berge

Robert Duncan is elected as Vice Chair for the year 2002-2003

Secretary Clerk:

Nominations: Richard Berge, nominated by Jim Potter

Richard Berge is elected as Secretary Clerk for the year 2002-2003

Treasurer:

Nominations: Jim Potter, nominated by Robert Duncan

Jim Potter is elected as Treasurer for the year 2002-2003

New Business:

Special Presentations on Visioning Process:

Dr. Berge explained what was expected of the presenters:

- Ability to perform the task

- Define visioning as they see it
- Outline a process that they would follow in reaching a conclusion for developing the Academies vision, yet focusing on the Academies individually.
- Estimated time and cost
- Expected involvement of staff, board and others

The board will make the final decision as to who they will hire, and when the visioning process will be done, as well as how to finance this process. Depending upon the cost that is required, it may require special legislative appropriation or seeking outside funding. If the cost is over \$5,000.00 a formal RFP (request for proposal) may have to be written.

Presenters: (The four presentations were video taped for those absent)

- 1) Tom Baldwin from Metro ECSU
See appendix.
- 2) Jon Pikel from The Fulcrum Group
See appendix.
- 3) Susan Hagstrum from The Bridgewater Group
See appendix.
- 4) J. Russell Fifield, Jr. from Hoisington Koegler Group Inc.
See appendix.

Questions and answers: See appendix.

Dr. Berge stated that this process could be helpful in two ways:

1. It can clarify and update MSAD's vision/mission statement that is already in existence, as well as produce a vision/mission statement for MSAB.
2. It can clarify how these two schools can be governed as one unit.
We will be able to define the role of the Board once we better understand the vision/mission of the two Academies.

During discussion it was stated that the role of the Board is:

- Policy makers, not micro managers. Elaine Sveen and Linda Mitchell manage the two Academies.
- Evaluate the Superintendents
- Oversee finances

Lunch Break: 12:15 – 1:00 p.m.

Note: Phil Koprowski acts a chair.

There was some discussion about “Request for Proposal.”

ON MOTION OF ROBERT DUNCAN AND A SECOND BY MARY MCDEVITT KRALJIC, THE BOARD WILL EXAMINE ALL THE SERVICE POSSIBILITIES AND POTENTIALS OF THE ACADEMIES FOR THE FUTURE. MOTION CARRIED UNANIMOUSLY.

NOTE: Paul Johnson abstained from voting due to his resignation in June, and this being a future orientated issue.

Each board member submitted a ranking of their preference of presenters to Chair Phil Koprowski.

ON MOTION OF DR. BERGE AND A SECOND BY MARY MCDEVITT KRALJIC, THE BOARD DIRECTS THE STAFF TO IDENTIFY OUTSIDE SOURCES OF FUNDING FOR THIS PROJECT. MOTION CARRIED UNANIMOUSLY.

The Executive Committee will meet February 14, at 1:00 p.m. in the Tate Hall Conference Room. At that point we will decide which facilitator to hire. Then we can negotiate a cost and time line. That information can then be taken to the funding groups. All information will be gathered by the May meeting date. Groundwork will be completed during the summer, and we can start the strategic planning process in the fall.

Approval of Minutes:

ON MOTION OF PAUL JOHNSON AND A SECOND BY RICHARD BERGE, THE MINUTES OF THE BOARD MEETING OF NOVEMBER 8, 2001 ARE HEREBY APPROVED. MOTION CARRIED UNANIMOUSLY.

Public Comment: None

Superintendent's Reports:

Elaine Sveen:

Lysen Hall Dedication Date:

MSAB Site Council recommends June 7th for the "Lysen Celebration." MSAB will not have a formal graduation ceremony this year due to only one student graduating. This dedication will be a weeklong celebration, with one day of formal activity. Board members will receive a formal invitation.

Chili Supper:

Elaine Sveen reported that this is an annual MSAB Booster Club fundraiser. It will be held Sunday, March 24, 2002, from 3:00 p.m. to 7:00 p.m.

Linda Mitchell:**Noyes Hall Renovation:**

Harry Chappuis reported the basic construction of Noyes Hall West Wing is on schedule. However, the electrical upgrade for the entire campus, will take more time than originally planned. The plan is to upgrade during spring break and 3 weeks in June. Linda Mitchell mentioned that this is part of the \$500,000.00 project. The electrical upgrade is for the entire campus, not just Noyes Hall. There will be no programs in June, for MSAD, EMSOCS and the Resource Centers.

Elementary Project:

Janet Pauley, elementary principal, and Roxie Mitchell, elementary Special Needs teacher, introduced some of the elementary students, who made a quilt in response to September 11, 2001. The students explained how they made the quilt, and that the quilt will be donated to the students at the New York School, Lexington School for the Deaf.

North Central Association:

Linda Mitchell mentioned that we received a plaque from the North Central Association, which we will display. MSAD is in year one of the five-year continuous improvement accreditation process.

EBD Program:

Linda Mitchell reported that we had looked into various ways to fund an EBD program, and to date have not been successful. We have had two gentlemen from PACES, at the American School for the Deaf, come here for workshops, we sent an MSAD teacher, Roxie Mitchell to the American School for training. Mrs. Mitchell has successfully integrated the school part of the PACES program, working with two EBD students. A year ago we were fearful that we would not be able to serve these two students. If we had had to place these students at the American School for the Deaf, it would have cost \$178,000.00 per year for each student. We will continue training this spring, both for the academic staff and for the residential staff. Our goal, for the fall of 2002, is to provide a piece of the program in the residential setting. Linda Mitchell would like to establish funding for this program in the future.

Model Secondary School for the Deaf:

Linda Mitchell explained that the MSSD is the model program in Washington D.C. for deaf/hh high school students from all over the country. The Midwest Superintendents of schools for the deaf have had some concerns about "who and how" recruiting is done for MSSD. A meeting occurred in January with MSSD officials, Gallaudet representatives and two of the Midwest superintendents. At the meeting, MSSD agreed not to recruit during athletic events. They have agreed to

include us in future meetings and on councils, so we will have some representation and can keep lines of communication open.

Midwest Superintendents Conference:

Linda Mitchell asks the board to approve her attending the CEASD (Conference of Educational Administrators of Schools & Programs for the Deaf) in April, in San Francisco.

ON MOTION OF JIM POTTER AND A SECOND BY ROBERT DUNCAN, THE BOARD APPROVES LINDA MITCHELL ATTENDING THE CEASD CONFERENCE IN APRIL. MOTION CARRIED UNANIMOUSLY.

Upcoming Events:

Linda Mitchell shared a calendar of upcoming events at MSAD and extended an invitation for the Board to participate:

Artist Reception @ Java Live	February 7
GPSD Basketball @ Iowa	February 8 & 9
Track begins	March 25
Drama Dates	
@ MSAD	April 3
@ MSAD	April 4
@ Fergus Falls	April 18
@ East Grand Forks	April 19
@ St. Cloud	April 20
GPSD Track @ MSAD	May 4
Academic Bowl @ Missouri	April 8 & 9
Space Camp @ Huntsville, AL	April 28 – May 4
State wide track and field day @ Blaine	May 7
Service Awards @ MSAB	May 10, 1:00 p.m.

Financial Report:

The board asked Tom Schoenbauer to explain a “Request for Proposal” (RFP). Tom Schoenbauer responded that if the Academies asked for monies up to \$5,000.00, we are authorized to process this on our own. If the cost is \$5,000.00 to \$20,000.00, we must file an RFP. If we received a grant, that money is dealt with as state money. If monies were gifted to us, there are no restrictions.

Tom distributed a one page summery of the Academies total salary compensation and other expenses. The board approved of the summery sheet, and agreed that a one page summary sheet is enough information to be included in the packets. If anyone wants more information, they can request it from Tom Schoenbauer.

Budget Reduction:

Elaine Sveen explained the Governor's supplemental budget recommendations, which were included in the packets. The Academies received a 3.6% reduction, which amounts to \$338,000.00. Next year his recommendation is \$436,000.00, a 4% reduction. In future years, the recommendation is 4% as well.

Elaine Sveen and Linda Mitchell updated board members on their testimony before the House K-12 Education Committee.

They talked about:

- Who we are and who we serve (birth-21)
- We are legally mandated to provide educational opportunities
- We are state wide support to school districts
- We are 24-hour educational facilities
- Current status – enrollment is up
- Students tend to be more complicated

Their approach was:

- Talk to people who could make recommendations to the Governor
- Worked with the Department of Finance
- Opened up discussion to all staff for input/comments
- Meetings with staff to give updates and get suggestions
- Core group of supervisors, ideas for budget cuts (up to 10%)

Linda and Elaine mentioned that they experienced collaboration from all groups. Their main goals were to keep impact of direct services to students to a minimum and avoid layoffs. Hopefully retirements will cover (replace) the current vacancies. One of the ideas for budget cuts is to bring students back to campus Monday mornings, instead of Sunday evenings. This idea may not be workable. It would involve school districts, transportation companies and families. This idea is very uncertain. If these ideas do not work, we will have to find cuts in other areas. The 4% cut does not include salary increases or other expenses (ex: worker's comp).

Board Members Reports:

Personnel Committee Report:

ON MOTION OF ROBERT DUNCAN AND A SECOND BY RICHARD BERGE, THE PERSONNEL COMMITTEE REPORT WILL BE MOVED TO THE EXECUTIVE COMMITTEE. MOTION CARRIED UNANIMOUSLY.

Confirmation:

Jim Potter, Robert Duncan, Phil Koprowski, Richard Berge and Mark Sathe attended a Senate Confirmation Hearing. Approval of these board members will take place some time during the legislative session.

Capital Budget Update:

Elaine Sveen reported that the Governor's recommendations allotted us with 1.5 million in asset preservation projects.

Transportation Study:

The Academies received money from the last legislative session to do a transportation study. Due to the strike last fall, things were put on hold, but now we are back to normal operation. At the MSBA Conference in January, several people were contacted as resources to help begin this process.

Approval of Consent Agenda: None**Contract Settlements:**

There was nothing to report at this time. This item was put on hold till the next meeting.

Announcements:

Jim Potter expressed his concern over a commonly published statement, "the average reading level for the deaf is that of 4th grade." Jim has contacted the National Association for the Deaf on this issue.

Adjournment: The next meeting will be held on March 28, 2002 at the MSAB campus. Meeting adjourned at 3:02 p.m.

Signed by: _____
Richard Berge, Secretary of the Board

Date

Questions	Presenters Response			
	Tom Baldwin	Jon Pikel	Susan Hagstrum	J. Russell Fifield
Explain the difference between a vision and mission statement.	Vision is where you want to end up. Short, speaks directly to the ability of the working group. Mission is far more direct.	Mission - primary purpose why you exist. Vision – a summary of what you want to look like in the future. Most important. Differentiating the Academies from any other institution.	Strategic plan is what you want to accomplish and how you plan to do that. Vision must be realistic and attractive to the Academies. “Out of the Box”, your dream. Mission is a statement of what you need to do to realize that vision. What you are all about. Action plan-what are the goals and who is going to do it.	Mission is the here and now, providing excellent educational opportunity for deaf/blind children. Vision is where you want to be, a goal for the future.
In the early meetings, who would be included?	Everyone involved in your service. Students, staff, parents, members of state organizations that control your funding/help you deliver your services	Multi-constituents, some board members, administration, teaching staff, parents, alumni, experts in the field.	Key stakeholders, parent, student, board members, staff (all areas), former students, potential customers, and community opinion leaders. 20-30 people	The board and all of the stakeholders. The broader the participation the better the outcome.
What questions would you ask at the meetings?	Ask alumni what they had learned at our school that helped them lead a rich, fulfilling life. How did your school help them obtain that? Future	Understanding: 1) Emerging customers needs. 2) Institutional character 3) Core/Distinctive competencies	See her handout-attached	Who are the stakeholders? What do they want to achieve?

	orientated questions.	compared to others 4) Competitive advantages (what you do better than others)		
What would be the time line?	Flexible-depends on availability of the people. Estimate 3 1/2 months.	Build the vision in 4 months. 8 months to help launch operational planning.	Data gathering – 2 months. Task force would work together for 2 or 3 months.	Depends on what you want to do.
What is your estimated cost?	\$4,000.00 plus mileage. Additional meeting /duties negotiated separately.	Will aide in finding funding/grants. Determine process, then Jon would propose a price. Estimate \$15,000-\$25,000. Could price to absorb other costs.	Varies depending on the process chosen. Estimate \$11,000-\$19,000 Works on a daily rate, estimates time involved, develops a proposal. If it takes longer than estimated, there is no extra cost.	Varies depending on what you decide to do. Estimate \$15,000-\$50,000 More meetings increase the cost. Either individual or broad meetings. Meetings are creative.
Define the role of the Board in this process.	The suggested role is for the board to stay out of it until all the information comes to you. Board's thoughts and ideas would then be blended in. You would determine how much you want to be included.	The process would be under the direction of the Board. Constantly reporting to 2/3 members who act on behalf of the board. Drafting stage would include board member and either parent/staff/friend of group. Board has final approval	Board is included from the beginning. Task force to create the plan. Then the board ratifies the plan. Make changes, additions, deletions, etc.	This will be defined together. You will define who the stakeholders are. The board can be the client or the steering committee.

What is the importance of a vision statement?	It serves a real role in Public Relations. Staff should connect it to their own personal vision statements, which would be a driving force. It says something about who you are, and what you want to be. Belief/mission statements are far more important.	It is a research-based transition for what you want to look like. If you want to create a “bold” future, set you apart from others, unique contributions, you need a vision. Needs to be compelling and exciting. Input from multi-constituents.	It sets direction and can create a context for improvement. Can build support by involving stakeholder groups. Provides decision-making framework. Anticipate upcoming issues.	It forces you to articulate something that people can share in. This is what we think we want to be in the future. It becomes something that you refer back to. A tool to use to resolve conflict; to measure if you are heading in the right direction.
Who in your organization would facilitate this process?	Tom would facilitate the process. Any clerical/support work would be the schools’ responsibility.	Jon and Dr. Yvonne Cheek	Susan would be the facilitator/neutral party to help group come up with ideas. Sub contracts with experts.	Rusty would be our point person, relying on others from his organization for support.
We are one agency, two schools, how would you approach our situation?	Choice people from both organizations. If two separate-run parallel process, same room, same day. After examining the commonalties then you would decide if you go together or separate. Belief statement, some could be identical, some different.	Establish planning assumptions. Work on individual schools, but if data suggest alternate visions/different government structures, over time, move in that direction. The vision team would include members from both schools.	Make sure both schools receive equal strength in discussion of issues. You would have a vision and mission that would apply to both Academies. Sub groups that would address the issues. Guiding vision could include statements for each Academy.	Two institutions that overlap and yet have some differences. You may find that there are areas that you collaborate on. It is a very intriguing aspect of this process. One that must be included in the planning.

**Minnesota State Academies
Board Meeting Minutes
March 28, 2002
Minnesota State Academy for the Blind**

Present: Philip Koprowski, Chair; James Potter, Paul Johnson, Shelly Corcoran-Miller, Keith Kelley, Mark Sathe, Mary McDevitt Kraljic, Robert Duncan, Linda Mitchell, Elaine Sveen

Absent: Richard Berge

Interpreters: Jayne Grunz, Tracie Henning, Linda Gallea

Phil Koprowski, Chair, called the March 28, 2002 meeting of the Board of the Minnesota State Academies to order.

Approval of Agenda: Mr. Koprowski announced that some agenda items would be discussed out of order as a result of moving the visioning process presentations to 11:00 and 11:30 a.m. The agenda was approved.

Approval of Minutes: Clarification is needed for the statement on page 3, first paragraph, relating to “possibilities and potentials of the Academies for the future”. It was suggested that adding the word “service” to precede the word possibilities, would make the statement clearer. On page 2, a recommendation was made to replace the word “institution” with “academies”. After discussion, a motion was made and carried to approve the minutes of the January 31, 2002 Board meeting with revisions as noted.

Public Comment: None.

REPORTS

Financial Report: Tom Schoenbauer provided a financial update and reviewed the financial summary sheet. As of February 28, 2002, there is \$552,000 in unencumbered monies. While this money is not obligated for a specific purpose, many critical needs will go unmet if the funds become unavailable. Tom and Elaine Sveen explained that the budget is difficult to manage without knowing what legislative action will be taken to address the state’s budget deficit. There is also fluctuation within the budget that is difficult to predict before the end of the school year. Elaine Sveen further explained that because it is the first year of the biennium, dollars could be carried over into the next fiscal year. To date, the Academies have not suffered significant budget cuts by the legislature, however, the possibility still exists that cuts could occur in the Governor’s effort to reduce the budget deficit.

Mr. Koprowski asked that the Personnel Committee meet at some point during the day to discuss and make recommendations to the full Board regarding Superintendent salary increases. Recommendations should be based on last year’s performance and in accordance with the Managerial Plan, which allows up to a 3.5% increase. Tom Schoenbauer indicated that budget planning included increases for Managerial and Commissioner’s Plan employee increases and is included in the \$552,000.

Mr. Potter expressed his appreciation for the one-page financial summary sheet provided by Mr. Schoenbauer.

Graduation Standards Implementation Plan: Rilyn Colucy attended the meeting to review changes in the Graduation Standards Implementation Plan. She explained that legislation requires teachers to vote on the process of phasing in the graduation standards. Teachers recommended to raise the standards required for the year 2004 and beyond with all 24 standards required by 2007. A handout was distributed and discussion followed regarding how the changes will be phased in. A question was raised about students who have difficulty meeting the standards and if alternative ways of learning can be written into the IEP. Mr. Koprowski stated the Academies strive to have all students meet the requirements of the school district. However, when that is not possible, modifications are made in the requirements and accomplished through the IEP.

Rilyn reviewed the summary sheet of learning areas and explained that graduation standards are developed by the state. Teachers then determine how each student will meet the components of the standard. A sample of a graduation standard was distributed to the Board members. MSAD also has a phase-in plan, however, it may occur in a different sequence than MSAB's.

Motion made and carried to approve the Graduation Standards Implementation Plan. Elaine Sveen expressed her appreciation to Rilyn for her work on this project.

Superintendents' Reports:

Elaine Sveen

- ❑ **Lysen/Dow Hall Dedication:** The Dedication Committee is working hard to plan for the ceremony to be held in June. There will be activities throughout the week for community members and students as a part of the celebration. Two ribbon-cutting ceremonies are set for 10:00 a.m. on June 7, directly after an informal graduation ceremony at 9:00 a.m. The event will emphasize MSAB's "Proud Past, Bright Future" and include tours, a traveling exhibit, t-shirts, mugs, and a time capsule. The museum is also being developed in preparation for the dedication. Elaine added that on June 5, from 7:30 to 9:00 a.m., MSAB is hosting the Faribault Chamber of Commerce Business Before Hours group.

❑ **Information and Announcements:**

An update was provided on a litigation issue involving a MSAB student, a faculty member, and the Faribault School District. Depositions have been taken and a court date has been scheduled for June. Elaine described the circumstances of the accident that occurred and the subsequent lawsuit filed by the parents against the Faribault School District.

The Lysen renovation includes an art project that is funded by the Minnesota Arts Board. One percent of construction costs (\$36,000) has been allocated for an art exhibit in Circle Court that will highlight the history of the school, the four seasons and the environment. This project will also provide a wonderful hands-on experience for MSAB students.

Phil Koprowski announced that a past graduate from the Academies, Judy Mielke, won six gold medals in swimming at the Special Olympics in Canada.

❑ **Goals Update**

Superintendent Sveen reviewed the action plan and commented on progress to date.

A copy of the final version of the video was presented to the Board. Elaine stated she is pleased with the completed package presentation/video. A power point presentation provides information about resources and programs available through MSAB and includes pictures of the new building. A sample packet of materials was distributed to the Board that is being used to assist in the presentation.

Elaine reported that her participation in AER (Association of Education and Rehabilitation of Blind and Visually Impaired) is proving to be a very positive experience. This organization is working to expand opportunities for continuing education and increase the potential for increasing skill levels, especially among paraprofessionals. Elaine distributed copies of the agenda for the leadership program to be held in Salt Lake City in April. Elaine becomes president of this professional organization in July.

Special Presentations on Visioning Process: The Executive Committee met on February 14, 2002 to review Board rankings on four presenters. Two presenters were invited to return to the Board to discuss methods and processes to assist the Academies in developing a vision. Susan Hagstrum, Bridgewater Group, and Jon Pekel, Fulcrum Group, attended the meeting to provide details on the strategies they would use in the visioning process. The two individuals answered questions from Board members related to project cost, time frame, methods of collecting data, and stakeholder participation in the process.

Lunch Break

Discussion of Presentations

The Board discussed the differences/similarities of each presentation. Board members agreed that either group could provide the services required. However, there was general consensus that the Fulcrum Group is more open-ended to the Academies' needs and provides a broader scope. The superintendents were asked if there is enough ambiguity in the Academies' audiences to justify this type of data-gathering process. Elaine Sveen responded that she believed the study could be very healthy for the schools. Linda Mitchell concurred and stated the study could be both courageous and risky. There was discussion about funding for the project and what state specifications must be met to contract with a private vendor. The Fulcrum Group cost estimate ranges between \$20,000-25,000.

After discussion it was decided that the Board would move forward with the visioning process and the Fulcrum Group was identified as the better candidate for the project. The Executive Committee will conduct a reference check before a commitment is made to the Fulcrum Group and work out details of the proposal. Final recommendations and a budget proposal will be brought to the May meeting. A motion was made and approved to proceed with the study. Note: Paul Johnson abstained from voting on the decision.

Linda Mitchell

- ❑ **NCA Overview:** Linda provided an update on the work of the North Central Association Commission on Accreditation and School Improvement. Linda indicated that a survey had been sent out to MSAD graduates from the Classes of 2000, 2001, and 1997. Responses from these surveys will be shared with the Board at some point in the future.
- ❑ **Leadership Forum:** Linda reported that this has been a refreshing and good experience for her. She discussed a new computer-based teacher evaluation program that is being developed. Both MSAD Principals have signed up to participate next year.
- ❑ **Out-of-State Tuition:** Linda discussed her recent visit and meeting with the Board of Regents of the South Dakota School for the Deaf and the possibility of Minnesota (along with other Midwestern Schools for the Deaf) being asked to consider accepting students from South Dakota. There is some political maneuvering in the state that could result in the school closing. The Board of Regents will make a decision in the next six months about the school's future. Linda questioned what the next steps should be for us and whether or not she should extend a formal offer to take the South Dakota students. It was suggested that the Superintendent continue to explore options and return to the Board with recommendations.
- ❑ **Information and Announcements**

A MSAD graduate is currently working as a missionary in China. There are two middle school teachers who are interested in going on a China Study Tour this summer. There is also some interest in developing a sister school relationship with a school in China.

Legislative Update

- ❑ The House has passed a bill, which has the effect of ratifying all but the domestic partner benefits provision of the agreement. The Senate rejected this bill and voted to send the issue to conference committee.
- ❑ The capital budget is in conference committee. There was brief discussion about the Academies' capital budget request. Projects include asset preservation, completion of Noyes Hall, and road projects necessary to reroute traffic from student play areas.
- ❑ The tuition language modification language has had a second reading in the house. It has support but is moving slowly as an education bill issue.
- ❑ A state hiring freeze is in effect. Some exemptions do exist for the Academies because of the direct care services to students. A waiver is needed to fill each position vacancy.

Approval of the Consent Agenda: N/A.

Old Business

- ❑ A question was raised about whether or not the Board formally approves Site Council members. This has not been done in the past; however, if the by-laws make that provision the Board must give formal approval at their January and June meetings each year.
- ❑ MSAD Site Council By-Laws (second reading). Linda Mitchell informed the Board that she did pass on to the Site Council the concern about the length of term. The Council's response was that the language does not preclude a person from serving a second year, and decided to keep the existing language intact. Related to another issue, it was suggested that Article 3-Membership, specifically identify the duplicate groups, e.g. two parents, two high school students, etc. A motion was made and approved to accept the MSAD Site Council By-Laws with changes as noted.

New Business

- ❑ Superintendent Mitchell reported on current legislative debate about requiring recitation of the Pledge of Allegiance in schools. The Board asked Linda to return with a draft policy if this education bill passes.
- ❑ Superintendent Sveen indicated that her research found no existing state policy regarding the naming of buildings. This issue will be brought to a Board meeting at a later date.

Announcements: Mr. Potter asked that a correction be made on the Board Roster. The MRS number is 711. There is no longer a need to dial anything except 711.

Adjournment: Mr. Koprowski stated that the Board is scheduled to meet on May 23, 2002 and again on June 27, 2002. A determination will be made at the May meeting on whether or not the June meeting will occur.

Closed Session: The Board met in closed session to discuss personnel issues. A motion was made and approved to recommend a salary increase for the Superintendents according to the provisions in the Managerial Plan.

Richard Berge, Secretary of the Board / Date

**Minnesota State Academies
Board Meeting Minutes
May 23, 2002
Minnesota State Academy for the Deaf**

Present: Philip Koprowski, Chair; James Potter, Officer; Robert Duncan, Officer; Richard Berge, Secretary; Mary McDevitt Kraljic, Paul Johnson, Linda Mitchell, Elaine Sveen, Shelly Corcoran-Miller, Keith Kelley

Absent: Mark Sathe

Interpreters: Jayne Grunz, Linda Gallea

Phil Koprowski, Chair, at 9:00 a.m., called the May 23, 2002 meeting of the Board of the Minnesota State Academies to order.

Approval of Agenda:

Additions to the agenda:

Old Business: 7.1.2 Pledge of Allegiance

New Business: 8.4 Schedule Board Meetings for 2002-2003

ON MOTION OF JIM POTTER AND A SECOND BY ROBERT DUNCAN THE AGENDA IS HEREBY APPROVED WITH THE ADDITIONS AS STATED. MOTION CARRIED UNANIMOUSLY.

Approval of March 28 Board Meeting Minutes:

Paul Johnson asked that the following statement be added after the last sentence of the last paragraph on page 3: "Paul Johnson abstained from voting on the decision."

There was discussion regarding the January Board Meeting Minutes. After the previous month's minutes are approved with the changes, an updated version will be printed and sent out to the board members. Dr Berge, Secretary Clerk will sign the minutes after they have been approved. Chair Koprowski asked that the January and the March minutes, once updated, be sent to all the Board members.

ON MOTION OF RICHARD BERGE AND A SECOND BY PAUL JOHNSON, THE MINUTES OF THE BOARD MEETING OF MARCH 28, 2002 ARE HEREBY APPROVED, WITH CORRECTIONS SO NOTED. MOTION CARRIED UNANIMOUSLY.

Public Comment:

None

Superintendent's Report:

Elaine Sveen:

Lysen Dedication:

Elaine Sveen distributed an updated copy of the Lysen Dedication Calendar of Events, replacing the one mailed in the packet. Elaine commended her staff for their work on the project. All the board members are invited to attend the events at the MSAB. Dr. Richard Berge suggested that former Governor Qui, who was present at the dedication of the original building when it was constructed, be invited to the Lysen dedication. Over 500 invitations have been sent.

Association for Education and Rehabilitation of the Blind and Visually Impaired (AER):

Elaine outlined activities that she will be involved in during the upcoming months.

Goal Update – AER Hadley Partnership:

Elaine explained the Hadley School for the Blind is a correspondence school which offers course work for all ages. AER and Hadley have agreed to move forward with a partnership. This merger will provide opportunities for those who do not have a lot of experience working with blind or visually impaired people. AER, as a professional organization, has the content knowledge and technical expertise to write future courses and Hadley has the vehicle to get provide courses. Because of this partnership, the Academies may be able to offer course work to our paraprofessionals, enhancing their skills working with the blind and visual impaired.

Leadership Forum:

Elaine, along with Wade Karli, Rilyn Colucy, Thomas Zins and Janet Pauley, will be attending this five-day training. The goal is for all the supervisors at the Academies to become technologically comfortable with the use of hand held computers (palm pilots). This is the training Linda Mitchell participated in this year.

Information and Announcements:

Parent Child Institute (PCI):

Audrey Smith, Executive Director of the Pennsylvania College of Optometry, will work with parents and students at MSAB on June 28. She will conduct some interviews and provide training on low vision aids. MSAB is using PCI as a means to educate our families/students about other aids, ex: magnifiers. PCI will be one day; the last day of summer school in June.

Instructional Material Accessibility Act (IMAA):

This is a bill in Congress that would require textbook companies to provide accessible files that can convert the print into whatever format is needed; i.e. Braille, large print, or audio. Often file formats used by textbook companies prevent us from directly converting to a format to produce Braille. If this bill passes, students will have direct access to materials. Once files can be downloaded, we will be able to select which page we want to print, or place it directly on the child's computer. This saves a lot of work and paper, and will aid us in getting information to students at the same time as their sighted peers.

Louisville Kentucky:

Elaine went to Louisville to work with the American Printing House for the Blind. They implement a Federal Act that provides money for them to develop products for educational materials, aids and equipment. All the Superintendents (around the country) are ex-officio members of APH. Elaine is also serving on their advisory committee. They met last week, demonstrating the processes they use to develop products and offering them to the public/schools. The committee was to look at the process, talk with staff and give them feedback on how to improve.

MSAB Foundation:

The MSAB Foundation, originally started by Mark Sathe, one of our board members, has accepted a request to fund \$3,600.00 for MSAB teachers to work on curriculum during the summer. The Foundation asked that items be prioritized and depending on the budget cuts, they may purchase some of these items. Elaine thanked Mark Sathe for this wonderful gift to MSAB.

Lawsuit:

A lawsuit that was filed against MSAB and Faribault School District has been settled. It involved one of our Faribault contract employees in an accident, which killed one of our students. It was settled out of court. Insurance paid \$60,000.00 for an out-of-court settlement.

Superintendent's Report:

Linda Mitchell:

Pollution Control Agency Issue:

Harry Chappuis reported the discovery of a buried gas storage tank as they were preparing to set electrical high voltage equipment north of the power plant. Digging was immediately stopped and the Dept of Administration was called. IHSC, an engineering firm, was contacted. This has required paper work and soil borings. The tank was removed and test results tell us there is no migration of this contamination. It is localized. The tank had been there for 40 years, leaking into a pocket of clay, which contained it. The Academies are waiting for the official lab analysis to come back, and can not do anything until the test results are presented to the MPCA (Minnesota Pollution Control Agency). The MPCA will require one of three options:

1. Closure – just cover it up
2. Excavate 200 to 300 yards of dirt to haul away and recycle it
3. Require us to sink a couple of monitor wells, which could be monitored for up to 10 years. This could cause the Academies to seek another site for the voltage equipment, thus delaying the project. This project is already several months behind schedule, with possible completion in August or September.

Results of the test will not be known for several days. Cost of all this, as of today, is \$20,000.00. It could go as high as \$50,000.00 or \$75,000.00. The Academies will get

some financial assistance from the Petroleum Fund; the Dept of Administration is helping us with that.

Harry reported that the Academies are in the Governor's bonding bill for \$1.5 million. Elaine, Linda and Harry will prioritize the Academies needs to determine where this money will be spent.

Harry extends his well wishes to Paul Johnson on his board retirement.

Note: Mary McDevitt Kraljic arrives.

MDS – Deaf High School in St. Paul:

Linda explained that the Metro Deaf School is a K-8 program in St. Paul. They have applied for a grant to start a high school for Deaf/hh students through the Bill and Melinda Gates Foundation. This has put MSAD in a competitive situation for high school students. There are several metro schools with day programs. This new high school would open in the fall 2003. Linda's concerns are:

1. Fragmenting the population. Small groups of Deaf/HH teenagers at several sites. No one will have the critical mass necessary to provide programs with similarly-skilled peers.
2. Education is struggling financially all over the state. Are we providing services to students whom aren't currently being served, or are we duplicating services? Is this a good use of funding?
3. It was mentioned at a meeting that MDS would be contacting Linda Mitchell, up to date, no one has made that contact.
4. Frank Turk has informed Linda that CSD was asked for formal support of this grant. Their response was that they would be supportive if the grant was done "inclusively." Specifically they asked that MSAD be included in the planning.
5. We have some students that came to us from MDS last fall to begin their 9th grade year. These same students are being pressured to return to St Paul to this potential new high school. This is creating conflict.

Linda plans to contact Dyan Sherwood and ask for a meeting with them. She would like Frank Turk to attend along with Jim Potter. They will discuss some of the negative issues that have popped up. Linda will focus on promoting our program without criticizing other programs.

National Agenda:

Linda Mitchell gave directions to board members on how to find the web site of the National Agenda for Educating Deaf/HH Children. Linda is asking that the board members visit this web site, write their comments and provide feedback.. This is a collaborative effort by a group of organizations, including CEASD (administrators of schools and programs for the deaf), to create a document that will organize what should be part of the National Agenda for educating deaf and hard of hearing children. The administrators are looking for feedback and comment from parents, educators, deaf people and students. The deadline is September 15. After September 15, they hope to

put the document in to final form. It will be used as part of the continued discussion on the reauthorization of IDEA.

- **CEASD Conference Update:**

- Linda attended a CEASD conference in April. Linda felt the conference was worthwhile and successful. The focus was on transition services for deaf/hh students and school safety. Dr. Jane Fernandez, Provost, Gallaudet University spoke about the murders at Gallaudet. Dr. Fernandez talked about handling a crisis: dealing with students, parents and the media.

- **Information and Announcements:**

Deaf Worldwide: MSAD has tickets to the Deaf Worldwide event. Tickets are being sold in exchange for booth space at this event. Deaf Worldwide will be on Saturday June 1, at the Minneapolis Convention Center.

Harley-Davidson: Harley-Davidson donated over \$3,000.00 to our MSAD Foundation. They raised the money by selling tickets to raffle off the opportunity to purchase a 100th Anniversary model motorcycle. The Harley-Davidson Company continues their support to MSAD. Picture and article appeared in the Faribault Daily News.

Eric Plunkett: Joseph Mesa trial has come to a conclusion. Joseph was found guilty of murdering two Gallaudet students, one a graduate from MSAD, Eric Plunkett. Eric's parents kept us informed of the day-to-day happenings in the courtroom. MSAD staff and students sent cards and letters to the parents, offering support and prayers for them as they endured this painful experience.

Bus Loading Zone: MSAD will be adding a bus loading/drop off zone on the East Side of Smith Hall. One lane will be added for the buses to line up, single file. At present, the bus loading area is a safety concern because the buses are loading behind parked cars. There will be a sidewalk north of Smith Hall that will extend to the loading zone.

Graduation: MSAD's graduation will be May 31, 2002, in Noyes Hall Auditorium. We have confirmations from Representative Boudreau, Senator Neuville and Senator Day. Frank Turk, MSAD Alumnus and Senior Vice President of CSD, will be our commencement speaker.

Frechette Hall Apartment: The girls' dorm has a "senior apartment" which has been envied by the boys for many years. The boys now have a "senior apartment" in Frechette Hall. It is a nice apartment for the senior boys. They must earn the privilege to live there.

Funeral for Jason Rinkel: A former MSAD student was killed in a car accident in Texas. The wake and funeral is in Foley. The Academy extends its condolences to the Rinkel family.

Norena Hale: Elaine and Linda have met numerous times with Norena Hale. The meetings have been very productive. They appreciate the work that has been done by Barbara Case, in focusing on the question, "whose child is it?" Discussion continues regarding parameters, options, and statute language. There are a lot of decisions to be made, but it is coming together. The challenge is making decisions regarding what is best for the student and not: How much will it cost and who will pay? This is exciting material. It was suggested that Norena, or Barb, should present to the board at a future meeting.

Rhonda Miller: Rhonda Jo Miller, a graduate from MSAD, has been trying out with the Washington Mystics for the WNBA. Rhonda has been very successful. She made it through the first few cuts, but did not make the team. An article on Rhonda was in the Parade magazine of the Faribault Daily News last Sunday.

Financial Report:

Tom Schoenbauer reported on the Academies General Fund. As of May 1, 2002 the Academies have \$483,338.00 balance. This is the first year of a biennium; all monies will carry over to next year if not spent this fiscal year.

Elaine mentioned that the balance is due to our intense efforts not to spend any more than we have to, because of possible budget cuts. If budget reductions are not required the money could be released for necessary purchases such as equipment, textbooks, etc.

2002-2003 Budget:

Tom Schoenbauer handed out the 2002-2003 budget draft. This budget is made on a couple of assumptions:

1. Wages: contracts are not yet settled.
 - AFSMCE is at 3.5%. In the past we allowed for .5% for step increase. For AFSMCE, we budgeted a 4% increase.
 - MAPE, Commissioners Plan, Teachers have tentatively settled at 3%. We budgeted a 3.5% increase.
2. Insurance: We were told to expect a 11.55% increase in January
3. Salary increases include a one lump sum for the teachers (for those who are at the top of their lanes)

The budget draft is \$10,815,669.00. The funds available are \$10,580,100.00. With this budget the Academies are looking at a deficit. The budget does not include the carry over from this year. The deficit shows that there is not enough money to cover the same level of operations as we had this current year. Elaine reported on the options for next year, based on no reductions and if we can't balance the budget with current funds.

At this time, the Department of Finance does not know how the budget cuts will impact the Academies. We were told to plan for up to a 10% cut. Board options are:

1. Approve a budget on a tentative based information
2. Meet again in June to review the real numbers/budget

ON MOTION OF RICHARD BERGE AND A SECOND BY MARY MCDEVITT KRALJIC, THE BOARD APPROVES THIS BUDGET SUBJECT TO POSSIBLE REVISIONS DUE TO FUTURE BUDGET REDUCTIONS FROM THE STATE. THE SUPERINTENDENTS SHOULD PREPARE A LIST OF POSSIBLE REDUCTIONS AT THE 5% AND 10% LEVEL, TO BE PRESENTED TO THE EXECUTIVE COMMITTEE FOR REVIEW, PRIOR TO PRESENTING IT TO THE FULL BOARD. MOTION CARRIES UNANIMOUSLY.

Executive Committee Report:

Robert Duncan reported that the Executive Committee had met and discussed their progress in hiring a consultant for the Academies visioning process. The committee had not completed its reference checks on the two consultants. Once that is done, they will meet again.

Mary McDevitt Kraljic mentioned she made a request to the Department of Children, Families and Learning for discretionary dollars up to \$30,000.00, to help fund the Academies hiring a consultant on visioning. CFL will make their decision some time in June.

Site Council Reports: Linda Mitchell reported the names of the new members to the MSAD Site Council for the 2002-2003 school year. They are: Brian Stam, Carol Anderson, both Academic; Linda Gallea, MAPE; Lydia Christesen, Residential; Bill Walsh, Shared Services; and Dennis Berg will continue for MSADAA.

ON MOTION OF PAUL JOHNSON AND A SECOND BY JIM POTTER, THE BOARD APPROVES THE MINNESOTA STATE ACADEMY FOR THE DEAF'S NEWLY APPOINTED SITE COUNCIL REPRESENTATIVES. MOTION CARRIES UNANIMOUSLY.

Keith Kelley reported on the MSAD Site Council:

- GPA:
Principal, Athletic Director and teachers are drafting a proposal to raise the GPA from 1.5 to 2.0 for participation in sports and extracurricular activities. The final draft is not complete, but the general consensus is to raise the GPA to 2.0.
- Marketing MSAD
 - For the local community – Small groups will plan how to introduce MSAD to the community.
 - Open House - Parents will be involved in this marketing project.

Robert Duncan suggested that the Board should approve the Academies Student Handbook, annually.

It was decided that the Superintendents would present the handbook to the Board prior to the last meeting of the school year, starting in 2003.

Shelly Corcoran-Miller

- Info collection process – to determine parameters/guidelines for students to help them make decisions and budget their time.
- Public Relations committee – working on local awareness, who we are and what we do. The council is in the process of developing presentation teams that include staff from all areas.
- Alumni, Joel Sorenson (American Council for the Blind) developed a public service announcement that will be broadcast on radio stations across the state.
- An alumnus is offering to write a historical novel, she is asking our assistance in gathering information. The council plans to follow up on this. A special swing designed for the handicapped was donated and will be set up soon on the MSAB playground.

Capitol Budget:

Elaine Sveen reported that the Governor approved \$1.5 million of the bonding bill, cutting .5 million from the Governor's recommendations. Linda Mitchell mentioned that another part of the cut is phase 2 (Auditorium) of the Noyes Hall renovation.

Statute Changes:

Elaine Sveen reported that the bill passed regarding the change in language for the Academies tuition billing. We can now collect tuition on students age 0-21. This saves us \$167,000 in past monies and a total savings of about \$340,000 including current monies collected.

Hiring Budget Freeze:

Linda Mitchell reported that since the state's hiring freeze, the Academies have had to write and request waivers to pay for professional/technical contracts. Up to date, everything we have asked for has been approved, including the Mainstream Contract with the Faribault Public Schools. Elaine Sveen explained the handout regarding the state union contracts and how that affects the Academies.

Old Business:

Naming of Buildings Policy – 1st Reading:

ON MOTION OF RICHARD BERGE AND A SECOND BY ROBERT DUNCAN, THE NAMING OF BUILDING POLICY IS INTRODUCED FOR CONSIDERATION AND WILL BE BROUGHT BACK AT A FUTURE MEETING FOR ADOPTION. MOTION CARRIES UNANIMOUSLY.

Pledge of Allegiance: Elaine Sveen reported that the Governor vetoed a bill that required all schools to say the Pledge of Allegiance, so this is no longer an issue for the Board. Linda Mitchell mentioned that learning the Pledge of Allegiance is part of the MSAD curriculum.

LUNCH BREAK

New Business:

Out-of-State Tuition (MSAB):

Elaine Sveen reported that this past year the Academies charged a student from Iowa \$34,000.00 for tuition, a large increase from previous years. The current cost to educate a student (cost varies depending on enrollment) is \$45,000.00 to \$49,000.00 per student (this is today's estimate at MSAB). Elaine recommended that the tuition cost be:

- increased by 5%, raising the cost to \$36,000.00 for next year
- charge the full amount that it currently costs the Academies.

After a lengthy discussion, two separate motions were made.

ON MOTION OF RICHARD BERGE AND A SECOND BY MARY MCDEVITT KRALJIC, THE BOARD AGREES THE FEE FOR OUT-OF-STATE TUITION TO BE

1) FOR THE CURRENT STUDENT:

INCREASE THE TUITION TOWARD THE AVERAGE COST, INCREASING BY 20% THE DIFFERENCE OF LAST YEAR'S FEE AND THE CURRENT AVERAGE. THE GOAL IS TO CHARGE THE AVERAGE COST.

2) FOR ANY NEW STUDENTS:

CHARGE THE AVERAGE COST OF TUITION.

MOTION CARRIED UNANIMOUSLY.

ON MOTION OF RICHARD BERGE AND A SECOND BY JIM POTTER, THE ISSUE OF OUT-OF-STATE TUITION BE TAKEN UP BY THE SUPERINTENDENTS AND THE BUSINESS MANAGER TO COME UP WITH RECOMMENDATIONS FOR THE YEAR 2003-2004, TO BE PRESENTED TO THE BOARD AT THE FEBRUARY 2003 MEETING. MOTION CARRIED UNANIMOUSLY.

Minnesota High School League:

The Academies are renewing membership with the Minnesota State High School League; an annual requirement.

ON MOTION OF ROBERT DUNCAN AND A SECOND BY RICHARD BERGE, THE BOARD APPROVES THE MINNESOTA STATE HIGH SCHOOL LEAGUE MEMBERSHIP RENEWAL. MOTION CARRIED UNANIMOUSLY.

Minnesota State High School League Transfer Resolution:

Linda Mitchell explained the impact of the new resolution. A high school student, after ninth grade, gets one transfer. After that he/she can transfer, but can not be allowed to participate in athletic opportunities. For the Academies we are not considered a "transfer placement", placement is IEP driven. Linda will write a letter to Dave Stead explaining our unique situation.

New Board Member Selection Process/Progress:

Elaine Sveen reported that the Academies have an applicant for Paul Johnson's position on the Board. The interview with the Site Councils will be Friday May 24, 2:30 p.m., in Quinn Hall Auditorium.

Scheduled Board Meetings for the 2002-2003 Year:

August 22, 2002
November 21, 2002
January 23, 2003
March 27, 2003
May 22, 2003
June 26, 2003

Minnesota State Academy Calendar for the 2002-2003 School Year:

Elaine Sveen and Linda Mitchell asked that the board approve the 2002-2003 calendar today, although this item was listed as a first reading on the agenda.

ON MOTION OF ROBERT DUNCAN AND A SECOND BY RICHARD BERGE THE BOARD APPROVES THE ACADEMIES CALENDAR FOR THE 2002-2003 SCHOOL YEAR. MOTION CARRIED UNANIMOUSLY.

Announcements:

- Jim Potter showed the Board an afghan of MSAD campus. Sales of the afghan will contribute to a higher education scholarship fund for one boy and one girl.
- Linda Mitchell mentioned the Bruce Smith Golf Tournament at the Faribault Golf and Country Club, on June 17, 2002. Part of the monies raised will benefit the Academies athletic department.
- Linda Mitchell, on behalf of the Board, thanked Paul Johnson for his service on the Minnesota State Academies Board. As a gift, the Board purchased a maroon wool throw, embroidered with "Minnesota State Academies, 2002".
- Paul Johnson thanked the board and promised to help out as needed.
- Chair Koprowski mentioned that there will be plaques displayed at both schools that list all of the board members who serve on the Academies Board. Paul Johnson's name will be listed as one of the Founders of this Board.
- Elaine Sveen handed out MSAB coffee mugs to each board member.

Meeting Adjourned

Minnesota State Academies

Emergency Board Meeting

June 27, 2002

3:00 p.m.

Minnesota State Academy for the Blind

Present: Phil Koprowski, Chair, Richard Berge, Paul Johnson, Mary McDevitt Kraljic, James Potter, Shelly Miller, Elaine Sveen, Linda Mitchell. Mark Sathe participated via telephone.

Absent: Robert Duncan, Keith Kelley

Interpreters: Linda Gallea, Deb Timmers

Phil Koprowski, Chair, called the June 27, 2002 emergency meeting of the Board of the Minnesota State Academies to order.

Overview/Discussion of the State Academies 2002-2003 Budget

Information was distributed to the board, including a memo from the Governor's office dated June 20, 2002. The memo outlines state agency funding cuts required to meet the legislative mandate to reduce the state's general fund by \$58 million. The Minnesota State Academies' reduction in funding totals \$800,695. Elaine Sveen explained that the Academies were given discretion to determine how the budget reduction requirements would be met.

Tuition Bill

Elaine Sveen reported that the legislature passed a bill that changed the statutory language for Academies' tuition billing. This action resulted in eliminating the need to pay back \$340,000 and is therefore not part of the current budget reduction planning.

Budget Deficit and Future Forecast

The Minnesota State Academies' base budget was reduced by \$800,695 or 7.93%. This amount, in addition to a \$256,900 FY03 shortfall, necessitates a total budget reduction of over \$1 million. At this time, the Department of Finance is unable to provide a definite answer on whether or not the \$800,695 will be permanently eliminated from the base budget. There is approximately \$400,000 in carryover funds that will be applied to the new fiscal year and the budget deficit. Some of these savings were generated through fuel savings and salaries. Alternative funds have been identified to fund the July summer school. Elaine clarified that the carryover funds are a one-time savings only. State agencies have also been warned that additional cuts could be imposed during the fiscal year and the Academies could be asked to reduce the budget even further.

Superintendents' Proposal

The board reviewed the list of proposed/suggested budget cuts developed by the Superintendents. There was discussion regarding the list, how it was prioritized, and if the cuts are realistic. Elaine Sveen, Linda Mitchell, and Tom Schoenbauer concurred that the proposal had been carefully scrutinized based on a list

of priorities and in their judgment provided the means to achieve the goals set forth by the Governor's Office. Several options were reviewed:

- ❑ Cuts in the equipment and repair and replacement budgets.
- ❑ Some vacant positions would not be filled and existing staff would be utilized to cover additional responsibilities. Areas affected include information/technology, recreation, food service and maintenance. This may necessitate some reassignment of duties for staff. Both superintendents indicated they would continue to prioritize positions with a goal of avoiding staff layoffs. Linda Mitchell explained that there has been no change in terms of hiring in that waivers must be obtained and all new hires done with approval from the Department of Employee Relations.
- ❑ Decrease the school year by three days. Tom Schoenbauer indicated that unlike school districts, the academies are given a base appropriation and are not funded according to the number of days they are in session. It was also clarified that teacher contracts are based on an hourly rate of pay, not a specific number of workdays.
- ❑ Reduce teacher work hours by three hours per month.
- ❑ Extend student return time on Sunday by two hours. This would generate savings in food services, health services, and dorm staffing.

Another option is to offer voluntary reduction of work hours to all employees in accordance with union contract language. Mandatory reduction of hours does not generate savings because staff have the option of using paid vacation hours.

Other considerations might include shifting the on-call responsibility to the superintendents, retirement incentive, reduction in education center hours, further reductions in school days, reductions in substitute pay, travel, overtime, and possible layoffs. Phil Koprowski suggested another option might be to increase contract services between Minnesota State Academy for the Blind and the Faribault Public Schools.

Linda Mitchell spoke about the importance of finding options that are the least detrimental to the students and maintaining a high level of service.

Public Comment: Budget cuts are an emotional issue for everyone. Concern was expressed about the impact on teachers as opposed to other academy employees and that everyone needs to help with the budget situation.

Board members added that all staff would be asked to participate in the budget reduction process. Voluntary efforts will be monitored and the list reviewed to make changes as indicated. Efforts should be made to avoid cuts to direct services and keep this option as a last resort. It will also be important to document how the cuts negatively impact services and use that data to get more legislative support.

A motion was made that the Superintendents' proposed budget cuts be adopted and implemented in 2003. After discussion, it was suggested that \$50,000 be moved from the Repair and Replacement funds in order to reduce the school year by one day instead of three. This would also provide the option to reduce school days in the future if further cuts are imposed during the fiscal year. Amended motion made and carried.

MINNESOTA STATE ACADEMIES		BUDGET CUT
EQUIPMENT		50,000
REPAIRS & REPLACEMENTS		100,000
FIXED COSTS		300,000
SHORT TERM PROGRAMMING		276,783
VACANT POSITIONS		238,925
FOOD		15,000
REDUCE BY 1 SCHOOL DAY		25,000
REDUCE TEACHERS 3 HOURS A MONTH		36,000
REDUCE SEPA'S	???	
RETURN ON SUNDAY 2 HOURS		
DORM		41,000
HEALTH		3,000
NUTRITION		7,000
TOTAL		1,092,708
	LESS BUDGET CUT	800,695
	LESS FY 03	
SHORTAGE	256,900	

Announcements

Mary McDevitt Kraljic reported that the request to the Department of Children, Families and Learning for discretionary dollars to help fund a visioning consultant was denied.

Adjournment

A motion was made and carried to adjourn the emergency meeting of the Minnesota State Academies Board.

Richard Berge, Secretary of the Board

Date

**Minnesota State Academies
Board Meeting Minutes
August 22, 2002
Minnesota State Academy for the Blind**

Present: Phil Koprowski, Chair, Richard Berge, James Potter, Shelly Corcoran-Miller, Keith Kelley, Dale O'Brien, Robert Duncan, Mary McDevitt Kraljic, Linda Mitchell, Elaine Sveen

Absent: Mark Sathe

Interpreters: Jayne Grunz, Linda Gallea, Pat Clarke

Visitor: Sean Virnig

Phil Koprowski, Chair, called the August 22, 2002 meeting of the Board of the Minnesota State Academies to order. Dale O'Brien was welcomed as a new member to the Board. The Oath of Office was administered and signed. Board members introduced themselves to Dale and gave a brief overview of their role on the board.

Approval of Agenda: Mr. Koprowski noted that the closed session was eliminated from the agenda. A motion was made and carried to approve the agenda as noted. The Board Roster needs to be updated as follows:

- ☐ Add Dr. Berge's new fax number (507/333-5852)
- ☐ Delete the 800 # for the Minnesota Relay Service. Connection with the relay service can be made by dialing **711**.
- ☐ Delete the second e-mail address listed for Jim Potter.

Approval of Minutes: A motion was made and carried to approve the meeting minutes of May 23, 2002 and June 27, 2002.

Public Comment: None

Superintendents' Reports:

Elaine Sveen

MSAB Enrollment: Elaine Sveen reported that 52 students are enrolled this fall. There are two fewer residential students but two new day students. Elaine also reported that MSAB is being approached by school districts to provide services (teachers of the visually impaired and orientation and mobility) to meet growing needs. A contract is being established between MSAB and the Cannon Falls, Red Wing, Northfield districts. Dag Riseng, who has been hired to provide teacher and O & M services, will work out of Red Wing, however, he will also be a part of the MSAB campus.

Elaine explained that this contract will serve as a pilot program to determine how well a full service arrangement works. No administrative surcharge will be imposed as long as it is a pilot program but considered in the future. Services were provided in several areas over the summer and the number of students served increased by 27 in addition to the 25 O & M students. Two MSAB teachers attended university classes over the summer and are pursuing dual certification as teachers and O & M instructors.

Summer School 2002: Information was distributed to Board members regarding MSAB Summer School. A total of 79 students participated in the four summer school programs offered in June and July.

Goals Update/Goals for 2002-003: Outstanding progress was made during the past year on the MSAB public relations packet. There are between ten and twelve staff that have expressed interest in presenting school information throughout the community and various service organizations.

AER Update: Elaine spoke about the partnership between AER and the Hadley School for the Blind. This partnership will provide expanded opportunities for continuing education, particularly for paraprofessionals who work with the blind and visually impaired.

Information & Announcements:

- ❑ The MSAB Foundation approved \$4,000 for the purchase of textbooks at MSAB in addition to \$3,600 for curriculum planning.
- ❑ A banquet will be held in November as this year's Foundation fundraiser.
- ❑ Elaine talked about the loss of O & M instructor, Ray Stewardson, who died in an accident during the summer. Both Academies have experienced tremendous loss during the last year. A representative from the Employee Assistance Program is scheduled to meet with staff to provide grief counseling and to provide insight on helping students cope with this loss.

Financial Report:

Current Status: Tom Schoenbauer provided a financial update. He is currently in the process of closing out FY02. The General Fund Report was reviewed and Tom indicated there is a balance of \$517,710. Because it is the end of the first year of the biennium, this money can be carried over and will be applied to fixed costs. Tom also distributed the General Fund Budget for FY03.

The Finance Department has issued a directive to prepare the budget to reflect 10% less and to absorb inflationary costs. In addition, insurance costs are projected to be higher than anticipated. The next step is to determine an approach to take to the legislature to make it clear that the Academies cannot provide services to the numbers of students enrolled while implementing the

required budget cuts. There was discussion about ways to promote parent participation at the legislature as well as utilizing unions and other groups to convey this message.

Linda Mitchell stated that in recent conversations with legislators, they seemed genuinely surprised at the cuts imposed on the Academies and indicated that was not their intent. The superintendents believe the legislators do recognize their responsibility to make sure the Academies get enough funding to provide services to the students. The Executive Committee will meet to develop a plan of action for use in approaching the legislature.

Budget Reduction Implementation: Some measures are already in place to reduce the budget. Information was distributed regarding the reduction of school days and teacher hours as well as a memo from Human Resources advising staff in identified bargaining units about the possibility of a voluntary reduction of hours.

Linda Mitchell

North Star Academy Update: The North Star Academy plans to open in the fall of 2003. This public charter school is one of five star high schools being funded by the Gates Foundation with support from the University of Minnesota's Center for School Change. The academy will be the first high school in the nation to provide a bicultural-bilingual environment for deaf, hard-of-hearing, and deaf/blind students which focuses on the visual and cognitive strengths of visual learners. There is potential for collaboration with other schools, including MSAD, especially in the sports/activities programs.

North Central/CEASD Accreditation Update: Linda Mitchell updated the Board on the accreditation process currently underway at MSAD. We are presently in "year two" of the school improvement process. In July Linda went to Jacksonville, Illinois and met with the superintendent of the Illinois School for the Deaf and got information from them regarding their work on the NCA process for their school. They are currently in year four so they are a couple of steps ahead of us. It was helpful to meet with them and garner their advice about what to do and what not to do to make the process both practical and successful. Joan Forney, the ISD Superintendent, is getting the training to be an NCA Chairperson for site visits and we hope to be able to select her as our chair for our site visit. This fall we will be meeting with staff to solidify our school improvement goals and move forward with the planning for how those goals will be measured/assessed.

Noyes West Wing Completion: The newly renovated Noyes Hall was described as "awesome". Renovations include a new conference room that is awaiting arrival of the teleconference equipment. The outside steps are also being redesigned to provide more safety.

Sidewalks and Bus Zone: Harry Chappuis attended the meeting to provide a physical plant update. The replacement sidewalks will be completed by the evening of August 24. A new bus loading/drop off zone is also being added but won't be ready for a few more weeks. Harry also reported that the Minnesota Pollution Control Agency granted permission to leave the buried gas storage tanks in place. This process caused a project delay of about three months. The West

Cottage demolition project has been initiated by getting proposals from three architectural firms. The demolition could occur next spring at an approximate cost of \$600,000. The funding is provided through the \$1.5 million bonding money approved by the legislature. The Academies have been fortunate in receiving CAPRA funds to use for health and life safety issues on both campuses.

Information and Announcements:

- ❑ Linda Mitchell reported that MSAD students were very involved in sports activities during the summer months. She applauded the efforts of the coaches and their commitment to athletic programming. Various groups, including alumni, raised over \$7,000 by working at the Metrodome. This fundraising effort will allow MSAD teams to fly to different locations during the year to participate in sports tournaments. It was suggested that a note of appreciation to the coaching staff for their dedication and professionalism be included in their personnel file.
- ❑ Sean Virnig was introduced and welcomed as the new High School Principal at MSAD. Sean provided the board with some educational and work history and expressed his enthusiasm and excitement at being a new member of the MSAD administrative team. Welcome, Sean!
- ❑ Linda discussed various staffing issues and a restructuring of staff responsibilities aimed at reducing administrative costs. There continues to be a scarcity of qualified teaching staff as well as changes in requirements for teaching assistants. Linda informed the board that Thomas Zins is no longer employed at MSAD. She added that under advisement from the Attorney General's Office, no other information would be released at this time.
- ❑ MSAD suffered a massive computer crash during the summer. IT staff worked very hard and did a great job getting systems back on track. Unfortunately many of the IT summer projects were delayed because of the problems that occurred. There was discussion about a variety of technology issues, including "paperless" homework for students and the potential for installing mini-cams on student computers.

Board Member Reports: Jim Potter indicated that at a recent open meeting with the deaf community, requests were made to improve the Site Council process and have better communication between Site Council members and their constituency. These are issues better addressed by each of the Site Councils. Meetings are scheduled for September 4 at MSAB and September 10th at MSAD.

Other Reports and Inservice: None.

Legislative Update: Tom Schoenbauer reviewed the Agency Profile/Budget Narrative Proposal that was submitted for FY04/05.

Approval of the Consent Agenda: N/A.

Naming of Buildings (2nd Reading): A motion was made and carried to approve the policy.

Memberships: A motion was made and carried to approve payment for membership in the Minnesota School Board Association (MSBA). Membership in the State High School League was approved at a previous meeting and a final decision regarding membership in the Minnesota Rural Education Association (MREA) will be delayed until membership costs are determined.

Adjournment: A motion was made and carried to adjourn the MSA Board meeting. The next meeting will be held on **November 21, 2002 – MSAD Campus.**

Signed by: _____
Richard Berge, Secretary of the Board

**Minnesota State Academies
Board Meeting Minutes
November 21, 2002
Minnesota State Academy for the Deaf**

Present: Phil Koprowski, Chair, Richard Berge, James Potter, Shelly Corcoran-Miller, Keith Kelley, Dale O'Brien, Robert Duncan, Mary McDevitt Kraljic, Linda Mitchell, Elaine Sveen

Absent: Mark Sathe

Interpreters: Jayne Grunz, Linda Gallea

Visitor: Connie Telschow

Phil Koprowski, Chair, called the November 21, 2002 meeting of the Board of the Minnesota State Academies to order. Connie Telschow was introduced and welcomed as MSAB Site Council's new ex-officio. Connie will replace Shelly Corcoran-Miller starting in January 2003.

Approval of Agenda: A motion was made and carried to approve the agenda as presented.

The Board Roster needs updating as follows:

- Add Jim Potter's cell phone number - jimpotter@tmail.com
- Dr. Berge stated that his email address is the same, however the @ll.net is two L's, not two one's.
- Connie Telschow's work address should read 400 S.E. 6th Ave, Faribault.

Approval of Minutes: A motion was made and carried to approve the meeting minutes of August 22, 2002.

Public Comment: None

Superintendents' Reports:

Elaine Sveen

Improvement Plans Update: Wade Karli presented to the Board MSAB's Curriculum Improvement Plans and the Special Education Continuous Improvement Plan. Although these plans are not required, the Academies do submit them to CFL, as well as to our constituents, stake holders and school districts. These reports show accountability and improvement to date. The reports are submitted along with the Continuous Improvement Monitoring Plan (CIMP). CIMP is of two components:

1. Program improvement. This includes anything related to curriculum improvement
2. Program compliance issues. This includes anything that is Corrective Action Plan (CAP), relative to The Special Education System (TSES)

A motion was made and carried to approve the Improvement Plans and submit them to the State Department of Children, Families and Learning.

Playground Project: Elaine Sveen provided an update on the playground project. A playground committee was set up to determine what revisions/improvements are needed to make the playground more accessible and suitable to the population of MSAB. The proposal is to repair the current structures and develop a design for a new playground. There are two phases to the development of this structure, both are fully accessible. A scale-sized display board was used to explain the two phases of the project. The total cost is estimated to be \$85,000.00. A fundraising plan is in effect. To date, \$20,000.00 has been raised. Contributors include the local Lions Club, MSAB's Booster Club, and donations from individual families/memorials. The committee has also written for a grant and will contact local and state wide service organizations. The plan is to break ground in the spring of 2003.

Association of Education and Rehabilitation of the Blind and Visually Impaired (AER):

Elaine Sveen provided a calendar of events and activities for her work with AER. One of Elaine's main projects this year is to work on untapped resources in the field. Her goal is to partner information regarding critical issues, such as personnel prep, continuous improvement of educational opportunities for professionals, the protection of services and payment of services. Elaine is also working on The Instructional Material Accessibility Act. It has been introduced to Congress. If it passes, it would be possible to get a single file format from publishers, making it easier to translate documents into Braille. Jill Berg, an MSAB teacher, recently had training with current programs for translation.

Public Relations Update: Recently, MSAB trained 13 staff as public relations presenters. They will take the Academy's video and a packet of material to organizations and conferences around the state. An MSAB alumnus, Walt Kramer, a public relations person for an energy company in Duluth, was one of the lead trainers. Walt helped design and implement the training. A target study is planned for the Mankato area. Tracking will be done to determine what kind of an impact we have in that area. A presentation request form was included in the packet. This form is one of the tools used for tracking. All presentation materials, including this request form, will be available on the website.

West Cottage Demolition: Elaine reported that the \$600,000.00 demolition project of West Cottage, on MSAB's campus, is in motion. Minutes of the first meeting were included in the packet. The project is on schedule. Bids will be accepted this spring with demolition starting the summer or 2003.

Naming of Buildings Committee: A committee, set up through the MSAB Site Council, will be working towards identifying areas to be named. Information gathered will include input from the stakeholders. Recommendations will be brought to the board for approval.

After School Recreational Improvement Plan: Jan Gora, Residence Hall Director, was to present the after school recreational improvement plan to the board. Jan was not able to attend today's meeting. Elaine explained a draft of the after school program plan. The board decided to hold this item and invited Jan Gora to present this plan, in depth, at the next meeting.

Information and Announcements:

1. Elaine displayed and explained a tactile floor plan for MSAB. It would be the next big fund raising project, costing about \$10,000.00 initially. The Academy would have 3 copies of this floor plan. One would be located at the entrance and two would be portable, so orientation and mobility instructors could work with the students. It is an important tactile tool for students in a mobility program.
2. At the January meeting, Steve Wasserman, Technology Specialist, will explain the data base he has developed for the Academies.

Linda Mitchell

Internet Safety at MSAD: Linda Mitchell introduced Carrie Budahl and Dan Scissons, two IT personnel for the Minnesota State Academies. Carrie is responsible for 180 computers in 10 different buildings, on MSAD's campus. Dan works at MSAB but has been assisting on both campuses. Linda updated the board on activities the Academy has completed to educate students, staff and parents on Internet Safety.

- Commander Rick Anderson, of the Internet Crimes Against Children Task Force, St. Paul, a federal program that assists police departments with Internet crimes against children, did a presentation to MSAD's middle school and high school students.
- Due to a couple of situations involving inappropriate contact, MSAD students are aware of their rights to report such a crime, in order to protect themselves.
- A power point presentation on the Academies filtering and monitoring system was presented to parents.

Dan Scissons and Linda Mitchell displayed the filtering and monitoring power point presentation to the Board. This same system is utilized by MSAB.

EBD Programming Update: Linda Mitchell explained that MSAD had applied for a grant from CFL, for a 24 hour EBD program for deaf children. MSAD did not receive the grant. Linda recently met with staff from the Department of Human Services. They explained the rules necessary to obtain a Level Five Treatment program. Currently there are 20 Level 5 Treatment programs in the State of Minnesota, serving about 2,000 children annually, and operating at about 2/3 capacity. There is no treatment center in Minnesota specifically for deaf children. Linda will email two documents on mental health services to the board members. One explains all the Medical Assistance Services; the other explains the mental health services.

Linda plans to meet with Genie Potosky and her staff from DHS on December 4, 2002. They will discuss the Third Party billing process that allows schools to bill insurance companies for special education services. MSAD does provide EBD services during the school day. The program is modeled after the PACES program at the American School for the Deaf. Our program is a successfully, functioning program. However, the Academy is not currently set up to treat students with mental health issues. MSAD will continue efforts to set up a 24 hour EBD program.

NCA/CEASD Update: Linda Mitchell reported that Joan Forney from the Illinois School for the Deaf will present to the NCA steering committee and the education staff, on Friday November 22, 2002. Joan's school is accredited through the NCA process and she has attended training to be a "visiting chairperson." Her emphasis to our staff will be on President Bush's "No child left behind" act which has recently been passed by Congress. MSAD is combining the NCA accreditation with the CEASD accreditation. (CEASD provides accreditation for residential schools for the deaf and is the only organization that examines the residential part of programs.) Information from the CIMP report and our most recent Corrective Action Plan (CAT) from CFL will be incorporated into this accreditation.

Due Process Reporting Changes: Due to the amount of paperwork that is required of our teachers, MSAD teaching staff is trying to figure out how we can do what we are required to do, still communicate what we need to with parents and school districts, yet try to reduce the paper work load. In the past we have had 9 week quarters, with classes running either semesters or year long. Cory Graham, CFL, has advised us on how we might reduce some of the paper work as long as we make our plan clear to parents. Currently we report the following:

- progress reports (IEP Due Process requirement)
- mid-quarter reports
- report cards

The plan (which has been approved) is to have:

- semester as the formal grading time. (December and at the end of the year).
- Mid point of the semester would be a progress report (mid term grade).

This plan would reduce by half the formal reporting time. This is for MSAD high school students only, middle school and elementary are on trimesters.

In addition to the reporting process, parents are requesting a return to Parent/Teacher conferences similar to those that are done in public schools.

Information and Announcements:

1. Linda Mitchell and Pat Clarke attended the Midwest Superintendents Conference in October.
2. If time permits, Linda will do a power point presentation on the process used to develop national goals for the education of deaf children.
3. Kansas School for the Deaf had a bus accident. The assistant Coach of the football team was killed in the accident. They were in a Charter bus. This has inspired us to rethink hiring a charter bus rather than transporting students via school bus.
4. GPSD basketball is in February. If there is an overflow of fans, closed circuit T.V. will be set up in the gym's basement.
5. MSAD will have a new scoreboard, donated by C&S Vending.
6. Update on Boys Basketball schedule. December 10th JV game is cancelled.

Financial Report

Current Status: Tom Schoenbauer provided a financial update.

There was discussion as to whether some of the cuts made to staff could be reinstated. It was explained that \$1,000,000.00 was cut from the budget, affecting all areas of the Academies. If a

change were made in one department, cuts would have to be increased/taken from another department.

Early Retirement Incentive: In an effort to look for ways to assist in budget development for next year, an incentive for early retirement was discussed. Martina Hagen, Human Resources Director for both Academies, explained in a rough draft a possible process to encourage early retirement. There was discussion about:

- is the staff interested in such a package?
- are there qualified teachers available for hire?
- is this really an incentive?

Martina emphasized that this is in the early stages and continuation of this plan will be determined by employee feedback.

CFL Financial Audit: Tom Schoenbauer presented the CFL Fiscal Monitoring and Compliance Report. Because we are a state agency, we bill using a MAPS Accounts Receivable System. On the year end statement for fiscal year 2002, the Uniform Tuition Billing form was used. This form is sent to all school districts and to the Department of CFL.

Chair, Phil Koprowski, questioned if, on the letter to Amy Riley and George Holt, sixth paragraph, reading: "*Copies of all tuition invoices must **reach** resident districts...*" it should read: "*Copies of all tuition invoices must **be sent** to districts by September 15, 2002.*"

Errors in the procedure were noted. In the past, Tom had claimed fringe benefits, which are a non-reimbursable expenditure, under a federal code on EDRS. They were being included with salaries, which are a reimbursable expenditure. This has been corrected.

Other Reports and In-service

Legislative Update

Proposed Legislative Strategy: Included in the Board packet was Charlie Kyte's, Executive Director of the Minnesota Association of School Administrators, opinion of the election results and what it means to education in Minnesota.

Linda and Elaine are preparing for visits with the Legislators (there are 62, first time, legislators new to government business). Their goal is to educate the new members about the Academies and what we do. Linda distributed a handout, outlining timelines and strategy for meeting with Legislators. The Superintendents have met with Senator Day. He is very supportive of our Academies, and is willing to assist in setting up a meeting with our new Governor.

There was discussion on the budget cuts. It was decided to hold this discussion until spring when we know more about what the State of Minnesota's budget will be.

Information was shared regarding voluntary leave without pay which staff members have taken. Through mid November there have been 164 hours of voluntary leave without pay taken by staff. Chair Phil Koprowski, on behalf of the Board, thanks the staff who have given up their time, without pay, in an effort to help balance the budget.

Budget Narrative/Initiatives: Linda and Elaine shared the draft of the 2004-2005 Biennial Budget which is currently posted on the Department of Finance website. This document describes the Academies programs and outlines the budget.

The superintendents distributed handouts of possible Change Items. With direction from the Department of Finance and our Executive Budget Officer, the Academies designed their budget with a 10% reduction. This document is a tentative proposal which is not public information. This document will be used as a tool, by the Governor, to help him make recommendations for his budget which will come out in early January 2003. The superintendents do not see this proposal as feasible.

The plan is to ask Governor Tim Pawlenty to come to the Academies before January, and talk with him before he has completed his budget. We would like to be spared the cuts. **It was suggested to notify the Board when and if the Governor visits our campus.**

Proposed Legislative Strategy: Elaine and Linda talked about the two fact sheets that will be used in folders and as handouts for public relations purposes as they share information about the mission of the Academies.

Policy Manual Update: The Academies have been working on a project of setting up the Academies policy and procedure books. An updated Table of Contents was provided to be added to the books.

Statutory Changes: It was mentioned that Dr. Norena Hale, who was the Academies main contact person at the Dept of CFL, is now in the Division of Accountability and Compliance. Tom Lombard has replaced Norena as the Director of Special Education at CFL. The Superintendents plan to contact Tom and explain our past history and the work we have done with Norena and the Department of CFL. It was also mentioned that Dr. Norena Hale was given a national award called the Heritage Award, by the National Association of State Directors of Special Education. A motion was made and carried that a letter be sent to Dr. Norena Hale, congratulating her as the recipient of the prestigious Heritage Award, and thanking her for all she has done for the Academies.

Approval of Consent Agenda: N/A

Old Business: N/A

New Business

Personnel Committee: Last years Personnel Committee was Paul Johnson, Mark Sathe, Phil Koprowski and Richard Berge, Chair. This year's committee members are: Robert Duncan, Mark Sathe and Phil Koprowski. The Committee will set a date to meet.

New Statewide Technology Policy:

A motion was made and carried that the Statewide Technology Policy be introduced as a first reading.

MSHSL Cooperative Sponsorship Issue:

Under the Minnesota State High School League, MSAD is in several sports Cooperatives with Bethlehem Academy, Shattuck/St. Mary's and the Faribault High School. The schools are asking approval for dissolution of one Cooperative Sponsorship (Wrestling) in order to create a new one that includes Covent Academy. Mike Lockner, MSAD Athletic Director, asks the Board's approval of the:

- application for dissolution of the Wrestling Cooperative Sponsorship with Faribault High School, Bethlehem Academy, Shattuck/St. Mary's and MSAD.
- application of the new Wrestling Cooperative Sponsorship between Faribault High School, Bethlehem Academy, Shattuck/St. Mary's, MSAD and Covenant Academy.

A motion was made and carried to approve the dissolution of the Minnesota State High School League Wrestling Cooperative Sponsorship and to approve the new MSHSL Wrestling Cooperative Sponsorship.

Secretary Richard Berge signed the two applications.

Special Award:

Chair Phil Koprowski, on behalf of the MSA Board, presented a plaque to Shelly Corcoran-Miller in recognition of her outstanding service as an ex-officio Board member representing the MSAB Site Council from June 2000-December 2002.

Adjournment: A motion was made and carried to adjourn the MSA Board meeting. The next meeting will be held on January 23, 2003 – MSAB Campus. This will be an organizational meeting. Board members please bring your calendars for scheduling purposes.

**Minnesota State Academies
Board Meeting Minutes
January 23, 2003**

Minnesota State Academy for the Blind

Present: Phil Koprowski, Chair, James Potter, Mark Sathe, Dale O'Brien, Robert Duncan, Keith Kelley, Connie Telschow, Linda Mitchell, Elaine Sveen

Absent: Mary McDevitt Kraljic, Richard Berge

Interpreters: Traci Henning, Jayne Grunz, Pat Clarke

Phil Koprowski, Chair, called the January 23, 2003 meeting of the Board of the Minnesota State Academies to order.

Election of Officers: The results of the election of officers of the Minnesota State Academies Board for 2003-2004 are as follows:

A motion was made and carried to elect Robert Duncan as chair.

A motion was made and carried to elect Dale O'Brien as vice chair.

A motion was made and carried to elect Jim Potter as secretary.

A motion was made and carried to elect Mark Sathe as treasurer.

Approval of Agenda: A motion was made and carried to approve the agenda as presented.

Approval of Minutes: A motion was made and carried to approve the meeting minutes of November 21, 2002.

Public Comment: None

Superintendents' Reports:

Elaine Sveen

Board Calendar: The Board meeting calendar was reviewed. A June 26 meeting (MSAD) was added to the 2002-2003 schedule and a June 24 meeting (MSAB) was added to the 2003-2004 schedule. Jim Potter noted that he is unable to attend the May 22, 2003 meeting. A motion was made and carried to adopt the calendar with additions as noted.

Data Base Presentation: Steve Wasserman attended the meeting to report on the continuing development of MSAB's data base. He explained that work on the data base originally began as part of Y2K project funding. Essentially, the data base serves as a centralized electronic data store for many aspects of the school's functions, including student medical data, emergency contact information, school district information, attendance records, progress reports/report cards

and IEP information. The state MARSS reports are also generated from the data base. Steve explained that the data base does include the use of state-recommended forms that have been modified for Braille and adaptive technology needs.

One important function of the data base is that it allows residential staff to log student information on the system and eliminates the need to hand-write the information. Entering residential information also makes it more accessible to the visually-impaired/blind staff. There was discussion about the inability of staff to be able to revise information that has been entered into the data base. Jan Gora said this issue was discussed initially and the system was intentionally set up so that previously entered information could not be modified. If staff need to make a revision in the log information, they create a new entry and note the change.

A question was raised about data privacy issues and storing student information that can be accessed by multiple staff. Elaine Sveen responded that there is controlled access to the information based on a specific "need to know".

Part of the rationale for developing our own programming is to create a customized information system that is specific to MSAB needs. The development of the data base has been a long, slow process as the system is being developed, tested and operational all at the same time. This period of trial and error has caused some frustration for both IT staff and teachers.

MSAB is the proprietor of the data base software and future goals include the possibility of marketing the program to other schools for the blind. Steve is also working with MSAD to implement aspects of the data base for their use. The primary purpose of the data base is not its marketability but rather to centralize and store information that is also designed to accommodate the needs of blind/visually impaired staff.

After School Recreational Improvement Plan: Jan Gora, Residential Director, attended the meeting to present MSAB's After School Recreational Improvement Plan. This plan was developed as a result of staff and student concerns about competition for students' time after school. The Site Council was enlisted to assist in identifying areas of concern and asked for input on ideas for improvement. Their feedback helped provide a basis for the After School Programming Guiding Principles that were subsequently developed.

Extracurricular activities are an integral part of MSAB programming and an extension of the educational opportunities afforded to students. As a residential school, dorm staff need to assist in prioritizing students' after school activities. Jan noted that visually impaired/blind children must be taught recreation and leisure skills/activities which their sighted peers learn simply by watching others.

The redesign of the after school program includes eliminating mandatory recreation for academic students and providing increased opportunities/activities for the multi-challenged students by drawing on community resources such as the Riverbend Nature Center, Buckham Memorial Library, and Project A.B.L.E. Other social activities have been added in the residential setting such as card playing and a book club. The feedback from the residential staff has been very

positive. Work will continue on finalizing the Recreation Improvement Plan which Jan hopes to have fully implemented by next fall.

Dale O'Brien commended the work of this group and said that not only does it teach students to organize their time better but helps provide parents with a sound rationale for choosing MSAB.

Information and Announcements:

Elaine provided information to the group as follows:

- ❑ A news release, dated December 20, 2002, from the National Accreditation Council for Agencies Serving the Blind and Visually Impaired.
- ❑ A draft commentary co-authored by Elaine Sveen and Michael Bina, Hadley School for the Blind, for publication in the AER Review.
- ❑ A letter to parents regarding the naming of spaces at MSAB.
- ❑ A copy of a letter of appreciation sent to Dr. Norena Hale for her hard work and support of the State Academies.
- ❑ An update on the Playground Project and recognition of a contribution of \$221 made by Dale O'Brien's musical group from concert proceeds. Dale also expressed his willingness to offer a concert next fall/winter with proceeds to go to the Playground Project. Elaine expressed her appreciation to Dale for his group's support of this project. Total contributions to date total \$22,000.

No Child Left Behind (NCLB) Act: There was discussion about the paraprofessional training that will be required as part of NCLB legislation. Elaine Sveen, Wade Karli, Jan Gora, and Rilyn Colucy are working together on a plan that they hope to introduce in February. The training will be done through staff development and incorporate CFL Special Education Competencies, on-line materials, and components for visual disabilities. Meetings will be scheduled with the unions to discuss the training requirements.

There was discussion about the interpretation and implications of the NCLB legislation. Robert Duncan spoke about this act being a federal mandate that has no funding attached to it and the financial burden it will create for schools already struggling with budget reductions.

Linda Mitchell

Technology Update: Linda Mitchell provided a technology timeline and update for MSAD dating back to 1996. The current projects of cable wiring for Smith and Quinn Halls, the purchase of TV's and DVD/VCR's and T-viewers were done with \$30,000 in salary savings. These projects have not only enhanced the educational process in the classroom but made MSAD more technologically competitive with other schools.

NCA Update: Valerie Hoekstra and Nancy Sommers attended the meeting to provide an update of the NCA accreditation process. They are working closely with the Illinois School for the Deaf which has successfully completed the NCA process. Information is being gathered to develop

student profiles and to develop protocol for this process. Emphasis will be placed on the exploration of new ideas in the field of deaf education and the identification of what information is needed for future success, and the best methods for gathering that information. MSAD staff have been very cooperative and have demonstrated a willingness to make this challenging process as meaningful and helpful as possible.

Charter School Information: Superintendent Mitchell provided an update on the Minnesota North Star Academy. The academy is one of five new charter schools scheduled to open in St. Paul during the next two years. The St. Paul Star High School Project was created through the work of the University of Minnesota's Center for School Change and a \$3 million grant from the Bill and Melinda Gates Foundation. To date, the charter schools are – military, performing arts, Montessori, and the North Star Academy for deaf/hard-of-hearing. Linda said it is difficult to predict the impact that North Star will have on MSAD. It will certainly offer a new choice for families of older deaf children and provide expanded teaming opportunities among the five small high schools. Linda spoke of her concern about losing MSAD teachers who are currently commuting from the metro area.

Information and Announcements

Upcoming Events at MSAD:

- ❑ February 13-15 Great Plains Schools for the Deaf Basketball Tournament
- ❑ March 11 Deaf Day at the State Capitol
- ❑ April 4-6 CEASD Conference, Sioux Falls
- ❑ April 24-26 Spring Drama
- ❑ May 30 Graduation
- ❑ Linda also reported that MSAD students are selling bird houses as a fund raiser to build a garden in front of Noyes Hall.

Financial Report

Current Status: Tom Schoenbauer presented the Academies' general fund report. Tom is confident that the projected balance will be sufficient to fund the Academies through the end of the fiscal year. Because it is the end of the fiscal biennium, money cannot be carried forward so as year-end approaches, a spend-down will occur. A motion was made and carried to accept the general fund as presented.

Early Retirement Incentive: The superintendents reported there has been no further action taken on an early retirement proposal. They plan to meet with the unions to discuss ideas

further. Progress on developing/implementing such a plan could change quickly depending on the governor's budget recommendations made on February 18.

There was also discussion about the possibility of the legislature approving a Rule of 90 or Rule of 85 for state employees. Elaine reported that after severance and insurance payments, there would not be a significant budget savings. Additionally the Academies could potentially lose a large number of employees. The most critical element would be the cost of employee insurance. Bob Duncan suggested that discussion occur with legislators to promote the right of the Academies to levy for insurance. He also stated that the possibility of a Rule of 85 would generate a lot of support from the public schools.

Budget Overview Sessions with Staff: Elaine distributed a synopsis of the budget overview sessions she held with staff on January 15. The meetings were held in an effort to familiarize staff with items in the budget and to encourage staff to communicate directly with the superintendent about budget questions/concerns. Linda indicated that she has held budget meetings with shared services staff and plans to meet with education staff in the near future.

Trends for the Future: A handout was provided outlining "Ten Trends: Educating Children for a Profoundly Different Future", a publication produced by the Educational Research Service.

FY03 Governor's Recommendations: On January 14, Governor Pawlenty announced his first round of proposed agency operating budget reductions. In comparison to other state agencies, the State Academies were fortunate to be cut by \$39,538. It was later learned that the House Education Finance Committee changed the governor's recommendations to list no further reductions for the Academies this fiscal year. The superintendents feel very positive about the support that is being demonstrated by state legislators and believe it is a positive sign for the future.

Board Member Reports: The board congratulated Jim Potter for the article published on December 15 in the St. Cloud Times, highlighting his participation as "Signing Santa" in a local holiday celebration.

Site Council Reports:

MSAD: Keith Kelley reported that a lot of discussion occurred at the last Site Council meeting surrounding the issue of charter schools. He also reported that four committees are working on gathering information to present to the board - Public Relations, Staff Recruitment, Student Handbook, and PCI. Linda Mitchell suggested the committees present recommendations at the March board meeting.

MSAB: Connie Telschow stated the MSAB Site Council is currently involved in evaluating and making recommendations about the core curriculum and expanded core curriculum at MSAB.

Minnesota School Board Association (MSBA) Conference: Guest speakers at this year's conference included Governor Pawlenty and newly-appointed CFL Commissioner, Cheri Pierson Yecke. Board members described the governor's speech as both refreshing and respectful as he conveyed his commitment to keep budget cuts away from the classroom. With the appointment of a new commissioner, changes appear imminent in the Department of Children, Families and Learning, including a change in the agency title. Bob Duncan said that during this time of downsizing and budget cuts, it is important to recognize CFL staff for their gallant efforts in their work.

Legislative Update:

Budget Narrative Proposals: The Department of Finance asked the Academies to review the budget and come up with alternatives to cut an additional 10% from the budget. Several options discussed included: 1) salary freezes; 2) no employee insurance increases; 3) shared services with neighbors; 4) group purchasing; 5) retirement incentives; 6) fees for summer school; and, 7) renting out the facility for special events. These options were part of a discussion stage only and no final determination was made.

Update – Legislative Strategy. During the next few weeks, the superintendents will spend time at the legislature to meet with members of the Education Policy and Finance Committees. Future meetings will also include members of the Senate Education Committee. It was suggested that Dr. Berge be invited to attend the meetings as his schedule permits.

Alternate Funding: Linda Mitchell, Elaine Sveen, and Tom Schoenbauer compiled information regarding the issue of charter schools in relation to the Minnesota State Academies. The information provided to the board was based on conversation with school districts, CFL, the Charter School Association and review of the statutory language for establishing a charter school. This particular issue has been the subject of significant rumors circulating throughout the Academies during the past few weeks. Elaine pointed out that the original query came from the Department of Finance simply as an option to explore new funding streams for the Academies. The research provides sound rationale for answering legislative inquiries about the current operation of the Academies.

Policy Manual Update: Elaine provided a brief update on the transition to the new policy manual.

Statutory Changes: Elaine reported that because of the staffing changes at CFL, and the appointment of a new commissioner, there is no further information on this issue. It is expected that when a new State Special Education Director is named, this issue will resurface.

Personnel Committee: Mark Sathe reported that the Personnel Committee has not met since the last Board meeting. Dale O'Brien will replace Bob Duncan on this committee and a meeting will be scheduled soon.

New Statewide Technology Policy (2nd reading): A motion was made and carried to approve the Statewide Technology Policy.

Policies: The following policies were distributed to the Board for a first reading:

- ☐ Braille Competency
- ☐ General Records Retention
- ☐ Development, Adoption and Implementation of Policies

Thank you: A motion was made and carried to extend the Board's thanks to Phil Koprowski for his work as chair for the past year.

Adjournment: A motion was made and carried to adjourn the MSA Board meeting. The next meeting will be held on **March 27, 2003 – MSAD Campus.**

Signed by: _____signed 4/8/03_____
James Potter, Secretary of the Board

**Minnesota State Academies
Board Meeting Minutes
April 8, 2003**

Minnesota State Academy for the Deaf

Present: Robert Duncan, Chair, Phil Koprowski, Mary McDevitt Kralijic, Dale O'Brien, Jim Potter, Connie Telschow, Keith Kelley, Linda Mitchell, Elaine Sveen

Absent: Richard Berge, Mark Sathe

Interpreters: Jayne Grunz, Diane Skjeveland, Linda Gallea

Robert Duncan, Chair, called the April 8, 2003 meeting of the Board of the Minnesota State Academies to order.

Approval of Agenda: Add:

6.0 Approval of the Consent Agenda:

Minnesota State High School League membership resolution

Phil Koprowski's letter of resignation (June 30, 2003)

On a motion of Mary McDevitt Kralijic and a second by Phil Koprowski, the agenda was approve as amended. Motion carried unanimously.

Note: Board members received a letter from a staff member regarding method of policy development. This letter will be discussed at the May Board meeting.

Approval of Minutes: On a motion of Jim Potter and a second by Phil Koprowski, the meeting minutes of January 23, 2003 are hereby approved as written. Motion carried unanimously.

Public Comment: None

Superintendents' Report:

Elaine Sveen, MSAB

Lions Presentation: Debra Wasserman, MSAB social worker, and District Governor of the local Lions Club, presented to the board a certificate in honor of Ray Stewardson (a former employee of MSAB, Orientation and Mobility Specialist). The Faribault Lions Club, in partnership with the Leader Dog program, has a "Buy a Brick" fundraiser, to help fund building a dormitory for the students in training. The Lions Club, in honor of Ray's contribution to working with students who are blind and visually impaired, donated \$100.00 to place a brick in a garden at the Leader Dog school. On the brick will be Ray's name, and other information about him. Ray taught many students from MSAB and several of his students went on to attend the Leader Dog training. Deb will be attending training in August as part of her district governor training.

Robert Duncan, on behalf of the board, thanked Debra Wasserman and accepted Ray's certificate, and noted Ray as a legendary teacher who has done so much for the students at the Academies.

Agriculture in the Classroom Update: Rilyn Colucy shared with the board MSAB's Agriculture in the Classroom program. Last year's summer school program was centered on agriculture. All reading, math and writing outcomes, as well as the multiple disability programs

were taught with agriculture as the theme. MSAB was recognized nationally in the AITC newsletter. (Handout) Al Withers and Susan Anderson (University of Minnesota Education Specialist, who worked with Rilyn) were nominated for “Teaching in Excellence” and will attend a national convention this fall.

MSAB Handbook: Elaine presented a draft of MSAB’s student handbook to the board. The handbook will be a collection of all MSAB’s informational items for parents. The completed handbook will be sent to the board members in the May packet for review and adoption.

Profiles of Learning:

No Child Left Behind: Rilyn Colucy distributed handouts of “A Quick Key to Reading”, “A Quick Key to Math and Science”, and “A Quick Key to Technology”. (Three Handouts) The hand outs are updates on the No Child Left Behind (NCLB) issue and are accessible on the web at www.ncrel.org. or at the CFL website. To date, no decision has been made on the Profiles of Learning. Elaine Sveen shared MSAB’s approach to the requirements for Paraprofessionals under the NCLB Act. Training for the paraprofessionals, and Dorm staff, will be implemented immediately. The training consists of two parts: 1) On-line, Para Link, 2) MSAB Designed Competencies. (Handout) Para’s will be required to demonstrate knowledge of skills. Rilyn works in the Region 10 Task Force, and is involved in writing/training for teachers who work with Paraprofessionals.

Information and Announcements:

- **Playground Update:** Elaine reported that the Playground fundraising project was up to \$28,000.00. Donations have come from various contributors, grandparents, Malt-O-Meal, estates, etc. Elaine will approach the MSAB Foundation for the remainder of funds needed to complete Phase I. Planning will continue, construction will begin during the summer of 2003.
- **Eye Examination Report:** Elaine described the revised eye report. This report is necessary for teachers to conduct assessments to determine functional vision of a student. The Academies nursing staff works closely with the students’ ophthalmologists. For those children that are hard to test, this form helps estimate the degree of blindness, and may help the child receive quota money from the American Printing House for the Blind. Elaine explained the definition of legal blindness to the board.
- **Upcoming Events:**

Activity Day	April 11-13
Service Awards program	May 9
Awards Program	May 28
Baccalaureate	May 29
Graduation	May 30, 10:00 A.M.
Last Day of Classes	June 4

The board members discussed board representation at the Academies graduation ceremonies. Robert Duncan, Dale O’Brien, Jim Potter and Phil Koprowski mentioned they would be available to attend.

- Instructional Materials Accessibility Act, a single file format for schools to use to obtain materials for teaching, failed last year. It is back in the House this year and will be placed in regulation. This is important news for the Academies, in that teaching materials will be downloaded quickly and less costly.

Linda Mitchell

TEACCH Method/Gardening Project: Val Hoekstra, MSAD School Psychologist, explained to the board the TEACCH method. The TEACCH method is a Visual Structure that has three basic types of teaching: visual organization, visual clarity and visual instructions. With input from parents, doctors, and others from outside the Academies, a strategy was developed to use this method in some of our classrooms, especially with those students who have autistic-like behaviors. This method has been very successful with our students.

Mary Eide introduce her students to the Board, and showed a Power Point presentation, a documentation of their “Bird House” fundraiser/gardening project. Following the presentation, the Board toured Mary Eide’s classroom.

Reading/Language Resource Room & Program: Janet Pauley, MSAD’s Reading and Language Specialist, gave an explanation of the purpose and need for the Academy’s Reading and Language Resource Room. Janet provided background information on what it takes for a deaf student to learn to read, compared to teaching a hearing child. Janet explained the method of using a speech decoding process in teaching deaf/hard of hearing students how to read. The students that will be served through the Reading/Language Resource Room should meet the following criteria:

- IEP required/referral

- Review of assessments

- Student will benefit from small group/1:1 instruction

- Student is reading at an appropriate rate, or close to grade level

These students, given strategies, should be able to push past the 3rd/4th grade level and continue to improve through high school. Other students’ needs will be addressed in the classroom, with focus on language/reading instruction and vocabulary skills. The goal is to assist students who are capable of exceeding the 3rd/4th grade level, so they can continue on with secondary education.

Jim Potter expressed his dislike for any agency, especially the Academies, to state that “the average reading level for a deaf child is at a 4th grade level,” unless it is mentioned with “the average reading level for the hearing children is at a 6th grade level.” Jim asked the Academies to refrain from using that statement.

Organizational Structure K-12: Sean Virnig, K-12 Principal, explained the new administrative structure that was recently changed to make MSAD’s program more effective and efficient. The new structure includes a meeting schedule that allows for open communication between the school departments, core teams and education teams.

Sean Virnig reported on the Star School project, an ASL/English Bilingual program. The project is funded by a Federal grant, and set up by Dr. Steve Nover of the New Mexico School for the Deaf. Sean showed a Power Point presentation on the Star School Project. (a printed copy of the PP is included with the minutes) MSAD plans to send two teachers from the elementary department and one from the middle school to New Mexico for extensive training.

Chair Duncan thanked Sean Virnig for his positive role in providing leadership to the teaching staff at MSAD. Elaine Sveen thanked Sean Virnig for his work at the Legislature.

Information and Announcements:

- **CEASD Site Visit:** Linda Mitchell went to the Louisiana School for the Deaf to serve on a site visit team that evaluated the self-study process the Louisiana School had completed. The experience provided information that will be valuable to MSAD as we will be having our own site visit with a CEASD accreditation committee next year.
- **CEASD conference:** Linda will be serving on the Board of Directors for CEASD beginning on July 1, 2003 for a 3-year commitment.
- **Gym Update:** The construction worker who had an accident in our gym last January is paralyzed from the waist down and is in rehab at a clinic in Shakopee. Updates on his condition can be read at the family's web site: www.garygehrke.org. OSHA had previously recommended that railings be placed along the catwalk. This was a recommendation, not a citation. The fine for not following through on the recommendation is \$1250.00. The fine will be paid once the formal documentation is in place.
- **GPSD results:** The winter basketball tournament, consisting of 8 visiting teams, was a success. A profit of \$1800.00 was made.
- **Upcoming Events:**
 - April 22-26 Spring Drama
 - April 24-26 TDHH Conference
 - May 3 GPSD Track Meet
 - May 4-9 Space Camp
 - May 6 Statewide Track and Field day
 - May 9 Staff Recognition (Board representation will be Phil Koprowski)
 - May 15 Prom
 - May 29 Baccalaureate
 - May 30 Graduation (location yet to be determined)
 - June 4 Last day of School
 - June 6-8 Parent Child Institute

2003-2004 Proposed Calendar: Martina Hagen, Human Resources Director, presented an updated version of a proposed calendar for the 2003-2004 school year. (Handout)

The revisions include securing two of the pending issues:

- The start date, August 24th is secure.
- November 11, Veterans Holiday is secure. AFSCME agreed to work without penalty pay. They will receive an alternate holiday.

An additional pending item: cutting one school day from the calendar.

The current calendar has 173 days, due to the 2003-2004 budget allowing for only 172 days, we need to reduce by one school day. The Department Heads are looking to cut a day that does not interfere with the mainstream calendar.

On a motion of Phil Koprowski and a second by Dale O'Brien, the 172 day 2003-2004 calendar is hereby approved, as set by the Superintendents of the Minnesota State Academies. Motion carried unanimously.

Site Council Reports:

MSAD: Keith Kelley reported that the MSAD Site Council has 4 committees; Parent Child Institute, Public Relations/Marketing, Student Handbook and Staff Development. The committees met at the last meeting and will present to the Council at the April meeting. Jim Potter asks the Site Council to discuss criteria for an Honorary Degree/Diploma. (A diploma to be given to former students who had to leave the Academy before they graduated) Keith agreed to take the item to the Site Council.

MSAB: Due to lack of agenda items there was no meeting this month.

Approval of the Consent of Agenda:

1. **Minnesota State High School League Resolution**
2. **Phil Koprowski's letter of resignation** (Handout)

On a motion of Dale O'Brien and a second by Jim Potter, the Approval of the Consent Agenda is approved. Motion carried unanimously.

Elaine explained that the Governor's office requested a meeting to discuss the vacancy on the board. The process to fill the vacant Board position is:

- post the vacancy in the State Registry
- Superintendents meet with the Governor
- Site Councils from both schools interview applicants
- Site Councils provide a recommendation for appointment to the Governor's office
- Governor's office appoints the new board member.

On behalf of the Board, Chair Robert Duncan thanked Phil Koprowski for his service and leadership to the Board. Phil will be working with the Department of Defense in the Peace Corps and will be assigned a teaching job as a Special Education teacher in the Pacific, location yet to be determined.

Board Members Report: none

Financial Report

Current Status: Tom Schoenbauer presented the Academies' general fund report.

FY 03 Governor's Recommendations: Tom Schoenbauer explained the Governor's recommendation for the FY 03. Last June the Governor reduced the Academies budget by \$800,695.00. In February the Governor cancelled another \$40,000.00, for a total of \$840,695.00 for 03 fiscal year. Tom presented an itemized report of how the Academies balanced the 03 budget. The board recognized Tom Schoenbauer's expertise in balancing of the budget.

FY 04 Budget with Unknowns Listed: (1st reading) Tom Schoenbauer presented to the board a draft for fiscal year 04 that is in line with the Governor's proposal. Total funds available equal \$10,181,000.00. Looking at the current staffing positions for fiscal year 03, the Academies will need \$10,305.00 for fiscal year 04, leaving a \$124,983.00 deficit. The Academies will determine how to deal with this deficit by June 30, 2003. Tom will present that decision to the Board at the May meeting when more information is available. Elaine Sveen mentioned that this proposal is a short term solution to the budget problem and is not a long term strategy to balance the budget.

Out-of-State Tuition: Tom Schoenbauer presented the proposed FY 04 cost for Out-of-State tuition for the current MSAB student at \$39,190.00.

Budget Narrative: The Superintendents presented the Governor's Budget Narrative for FY's 04, 05, 06 and 07.

Legislative Progress/Visits: Elaine Sveen informed the board of the Superintendents recent visits to the Education Committees in both the House and the Senate. Linda and Elaine feel the Academies have support from both committees and intend to watch for pending legislation that could unintentionally have a negative effect on the Academies budget. There was some discussion of "Early Retirement Incentive" legislation that is being proposed and how that could impact the Academies.

Department of Education Reorganization: The Superintendents explained the new structure (chain of command) of the Dept of Education. The Department suffered many layoffs and were forced to reorganize.

Old Business

Personnel Committee: Committee members will set a date to meet.

Policies:

- **Braille Competency Policy (2nd reading)-**
On a motion of Phil Koprowski and a second by Jim Potter, the Braille Competency Policy is hereby approved. Motion carried unanimously.
- **General Records Retention Policy (2nd reading)**
On a motion of Dale O'Brien and a second by Phil Koprowski, the General Records Retention Policy is hereby approved. Motion carried unanimously.
- **Development, Adoption and Implementation of Policies (2nd reading)**
On a motion of Dale O'Brien and a second by Phil Koprowski, the Development, Adoption and Implementation of Policies Policy is hereby approved. Motion carried unanimously.

New Business: Robert Duncan, Chair, ordered that the May meeting agenda include discussion of a letter regarding the process of approving policies and input. Chair Duncan asked the Superintendents to respond to the employee who wrote the letter.

Announcements:

- Board member Mark Sathe had surgery recently. He is recovering and doing well.
- On April 22, board member Mark Sathe will be the recipient of the Silver Beaver Award, the highest award given by the Boy Scouts of America. All board members are invited to attend this event.
- Dr. Berge's absence from this meeting is due to the change in meeting schedule caused by the predicted winter storm on March 28, 2003.
- Jim Potter will not be able to attend the May meeting.

Adjournment: Meeting adjourned. The next board meeting will be held on
May 22, 2003 – MSAB Campus.

Signed by: _____
James Potter, Secretary of the Board

**Minnesota State Academies
Board Meeting Minutes
June 26, 2003**

Minnesota State Academy for the Deaf

Present: Robert Duncan, Chair, Richard Berge, Phil Koprowski, Mary McDevitt Kraljic, Dale O'Brien, Jim Potter, Connie Telschow, Linda Mitchell

Absent: Mark Sathe, Keith Kelley

Interpreters: Jayne Grunz, Linda Gallea

Robert Duncan, Chair, called the June 26, 2003 meeting of the Board of the Minnesota State Academies to order at 9:30 a.m.

Approval of Agenda: On a motion of Richard Berge and a second by Jim Potter, the agenda was approved with the addition of Elaine Sveen's project list, to be presented during the announcements. Motion carried.

Approval of Minutes: On a motion of Mary McDevitt Kraljic and a second by Phil Koprowski, the minutes of the June 4, 2003 board meeting were approved. Motion carried.

Public Comment: Rilyn Colucy (MSAB), Judy Sanders and Trudy Barrett of the National Federation of the Blind of Minnesota, directed comments to the board.

- Ms. Colucy addressed two issues – the budget and programs/services at MSAB. She asked that until a final decision is reached by the board regarding the superintendent vacancy, that 1) the superintendent salary monies remain in the budget, and 2) that no significant changes are made in MSAB's programs and services.
- Judy Sanders provided a brief overview of the National Federation of the Blind. It is a grass roots group of blind people in Minnesota, some of whom are graduates of MSAB, other blind schools, and public school systems. The organization is comprised of a diverse group of individuals who have a vested interest in the training and education that is available to blind/visually impaired individuals. Judy expressed her concern about MSAB's superintendent vacancy and the fear of sacrificing quality education in order to meet fiscal needs. Historically, operating the Academy for the Deaf and the Academy for the Blind with one superintendent has not been successful. Each school has unique needs and it is difficult to find a person who has expertise in both fields. Judy expressed her belief that combining the two schools under one leadership position would be disastrous for both.
- Trudy Barrett, also a member of the National Federation of the Blind, Minnesota, stated that based on her personal experience as a student at a combined deaf/blind school, she strongly recommends that each school has its own superintendent.

Dr. Duncan thanked the individuals for their input.

Financial Report:

- Tom Schoenbauer reported the Current Status Report remains unchanged since the last board meeting as no further information has been received regarding the state's \$17 million deficit and how it will affect state agencies. When asked about potential implications, Tom responded that when the state had a \$58 million shortfall, the academies were cut by \$840,000, the difference now being the current shortfall is spread over the biennium. Tom and Linda agreed that not having this information poses a dilemma in making good budget decisions.

- Tom distributed information on the FY04 Budget. The budget reflects a 9% increase in employee health insurance. The Department of Employee Relations and the Department of Finance continues to recommend 0% in wages and progression increases for the biennium, however, this issue is being negotiated between the state and the labor unions. If an increase were to occur, e.g. 1%, an additional \$72,000 would be needed to cover the cost.

Discussion centered on possible options to consider to balance the budget. Linda Mitchell suggested that one immediate solution would be to utilize the MSAB Superintendent salary in addition to the vacant Safety Director position. Dick Berge emphasized that he hopes people understand that hard decisions must be made in determining how to pay for whatever services are employed at the state academies.

There was discussion about the vacant positions at each academy. Currently there are three at MSAD, five at MSAB, and one shared services position, resulting in \$351,951 in salary savings. The positions include Speech Teacher, Middle School Teacher, Human Services Technicians (3), Music Teacher, Elementary Teacher, Multi-Challenged Teacher, and Safety Director.

Additional options to consider:

- 1) Voluntary reduction in hours
- 2) One less school day
- 3) One less teacher day
- 4) Three hours less a month for teachers.

Linda indicated that option #4 had such a negative impact last year that it would be a better option, though not desirable, to reduce the school year by one day. It was clarified that the state would not withdraw revenue for this type of reduction. Of these options, the board could take action on the second and fourth. The first is voluntary and the third would have to be negotiated. Linda stated that immediate decisions need to be made to address the budget situation; however, at some point there will be a need to look more closely at long term choices. Linda distributed a list of budget-saving suggestions that were compiled by the superintendents with input from staff.

It was agreed that it would be prudent to hold on to the vacant positions as long as possible, at least until more information is obtained on how the state's budget shortfall will impact the academies. Linda talked about the difficulty both academies are experiencing in filling positions and that some of the state salary ranges are no longer competitive with the private sector. Robert Duncan added that the reality is that all school districts are operating with a much leaner budget.

A motion was made by Phil Koprowski and seconded by Dale O'Brien to direct the administration to work out a balanced budget by eliminating \$150,215 and present it for consideration by the board. There was discussion about the need to include an adequate cushion in the budget for unforeseen costs, e.g. governor's unallotment, salary increases, etc. If the vacant positions remain unfilled, this savings would provide the needed cushion. Richard Berge asked how the academies would be hindered if the board directs administration not to fill the vacant positions. Linda Mitchell responded that hiring for fall is already behind schedule.

Richard Berge asked if the present motion were approved, if the administration is then authorized to fill positions. After discussion, Dr. Berge made a motion to amend the first motion by adding that hiring of the nine positions listed in Tom's report be put on hold. Jim Potter seconded the motion. Mary Krajlic asked if these positions are not filled, how long it would be before the academies would have to contract out for the services and what impact it would have on future applicant pools.

The first motion was carried with six voting in favor and one opposed. The second motion was carried with six voting in favor and one opposed.

Board Member Reports:

Robert Duncan invited Dr. Berge to present the Personnel Committee report. Dr. Duncan announced that discussion would be limited to issues related to the process of the committee and establishment of the advisory committee.

Richard Berge reported that the committee met on June 18 at 2:30 p.m. at MSAB. Minutes of that meeting were distributed for board review. The committee dealt with defining the task of the advisory committee and proceeded from that point. It was agreed that a consultant would not be hired at this point in the process but could be considered in the future. The following four recommendations were presented:

1. The work of the advisory committee will be narrow in scope, focusing on the task of studying options for filling the MSAB superintendent vacancy and how that process is related to the governance of both academies. A priority of the process will be to ensure quality programs at both schools and that resources are used in the best possible way.
2. The advisory committee will be made up of 11 members. Recognizing that they were not in a position to know who could serve on the committee most effectively, the Personnel Committee recommended that this task be assigned to the Site Councils. Each Site Council will select four individuals to serve on the committee (not required to be members of the Site Council). The remaining three members, one of whom will be a voting member of the board, will be named by the board. The Site Councils will submit names to Linda Mitchell by Wednesday, July 9. It was agreed that board members will also submit suggestions to Linda by July 9.
3. The advisory committee's report will be presented to the full board no later than October 1, 2003. Dr. Berge indicated there is some flexibility with this date if necessary.
4. A special meeting will be called in October for consideration of the advisory committee's formal report (oral and written). Dr. Berge spoke of the importance of allowing ample time for the board to digest the information and time to disseminate the information to others before formal action is taken by the board.

A point of clarification was made by Dr. Duncan that the superintendent position is the only position being studied at this point. There was discussion about individuals who are currently in leadership positions at the academies and their role on the advisory committee. Dr. Berge indicated the Personnel Committee suggested that these individuals serve in an ex-officio role to provide information to the committee but not serve as voting members. This is done in an effort to avoid potential conflict of interest.

A motion was made by Jim Potter and seconded by Richard Berge to approve the four recommendations of the Personnel Committee. Motion carried.

The board will meet on Monday, July 21, at 9:30 a.m. at MSAB for the purpose of selecting the three at large members of the advisory committee and for final approval of the committee membership roster.

Old Business

- MSAD Handbook (Second Reading). A motion was made by Richard Berge and seconded by Dale O'Brien to approve the MSAD Handbook. During discussion, Superintendent Mitchell distributed an addendum proposed by the principal in conjunction with the Athletic Director which reads, "Administration and/or the Athletic Director reserve(s) the right to review academic progress on an individual basis to determine eligibility for participation in athletic and all other extracurricular

activities". Linda reiterated that students must have a 2.0 grade point average in order to participate; however, this addendum allows staff discretion in a particular set of circumstances, to tell a student that he/she cannot participate in an activity for a specified time. Linda also indicated she will talk with Jim Potter about questions he raised pertaining to information in the handbook. Motion carried.

- Personnel Committee Recommendations: A motion was made by Phil Koprowski and seconded by Richard Berge to thank Elaine Sveen for her years of service to the Minnesota State Academies, to honor her for her work, and to accept her resignation from MSAB and wish her the best in her new position in Maryland. Motion carried.

Announcements

Linda Mitchell distributed the project list from Elaine Sveen. Thanks and good wishes were extended to Phil Koprowski.

Adjournment

A motion was made by Mary McDevitt Kraljic and seconded by Phil Koprowski to adjourn. Motion carried.

**NEXT MEETING: MONDAY, JULY 21, 2003
9:30 A.M. - MSAB CAMPUS**

Signed by: _____
James Potter, Secretary of the Board

**Minnesota State Academies
Board Meeting Minutes
July 21, 2003
Minnesota State Academy for the Blind**

Present: Robert Duncan, Chair, Richard Berge, Dale O'Brien, Jim Potter, Connie Telschow, Linda Mitchell, Mary McDevitt Kraljic (by phone)

Absent: Mark Sathe, Keith Kelley

Interpreters: Linda Gallea, Pat Clarke

Robert Duncan, Chair, called the July 21, 2003 special meeting of the Board of the Minnesota State Academies to order at 9:35 a.m.

Approval of Agenda: On a motion of Richard Berge and a second by Jim Potter, the agenda was approved. Motion carried.

Public Comment: Donna Reuvers, speech/language pathologist at MSAD, and president of SRSEA, indicated she had worked at the academies for many years, serving under one superintendent as well as two superintendents. While recognizing the current budget constraints and the difficult task the board faces in the months ahead, she emphasized the need to study the academies' entire structure, to consider all available options, and to look at all positions currently in place, including the number of administrative positions, keeping in mind that the children served must be the top priority.

Advisory Committee Formation and Process Planning: The following charge statement for the advisory committee was created:

The work of the advisory committee will be narrow in scope, focusing on the task of studying options for filling the top leadership positions at both academies. A priority of the process will be to include consideration of the long-term fiscal stability of the academies. The board encourages the advisory committee to use a facilitator to assist with the process.

The board agreed that the above statement captures the intended task of the advisory committee. Richard Berge noted that a timeline was not included in the statement. There was discussion about extending the deadline for the committee's report from October 1 to November 1, 2003. A motion was made by Bob Duncan, seconded by Richard Berge, to approve the charge statement and include a target date of November 1, 2003 for presentation of the advisory committee's final report to the board. Motion carried.

Selection of Advisory Committee Members: Linda Mitchell distributed the list of proposed members submitted to her. Four individuals were chosen by each academy Site Council. The remaining members will be named by the board.

Nancy Weidt (teacher/MSAB/Site Council member)
Shelly Miller (SEPA/MSAB/Site Council member)
Mary Kinde (SEPA/MSAB/Site Council member)
Joe Musel (MSAB alumni/Foundation member)
Keith Kelley (MSAD Site Council Board representative/MSAD parent)
Linda Gallea (MSAD Sign Language Coordinator/MAPE representative on MSAD Site Council)
Roxie Mitchell (teacher/MSAD)
Tim Jaech (retired superintendent at School for Deaf in Wisconsin/former MSAD teacher)
Dale O'Brien (MSAB parent/board member)
Jim Potter (board member)
Dick Berge (board member)
Walt Kramer (MSAB alumni/former Site Council member)

MSA Board Meeting

July 21, 2003

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Dr. Berge also suggested that Wayne Erickson, retired Special Education Director, would be a good candidate to serve on the committee.

A motion was made by Mary McDevitt Kraljic and seconded by Robert Duncan to approve the following individuals to serve on the advisory committee: Richard Berge, Jim Potter, Dale O'Brien, and Walt Kramer. Motion carried.

A motion was made by Richard Berge, seconded by Jim Potter, to approve the list of proposed committee members. Motion carried.

It was suggested that if Walt Kramer is not available to serve on the committee, Wayne Erickson be named as an alternate. A motion was made by Richard Berge and seconded by Jim Potter to approve Wayne Erickson as an alternate member of the advisory Committee. Motion carried.

Linda Mitchell will coordinate committee member calendars and determine the time and date for the first meeting. (Subsequent to adjournment, the first meeting was scheduled for Friday, August 1, 2003 at MSAB, 9:00 a.m.).

A motion was made by Richard Berge and seconded by Dale O'Brien to adjourn the meeting. Motion carried.

**NEXT BOARD MEETING: TUESDAY, AUGUST 19, 2003 (Note Change in Schedule)
9:30 A.M. - MSAD CAMPUS**

Signed by: _____
James Potter, Secretary of the Board

**Minnesota State Academies
Board Meeting Minutes
August 19, 2003**

Minnesota State Academy for the Deaf

Present: Robert Duncan, Chair, Richard Berge, Mary McDevitt Kraljic, Dale O'Brien, Jim Potter, Connie Telschow, Mark Sathe (via phone), Linda Mitchell

Absent: Keith Kelley

Interpreters: Rose Olejnicak, Donna Fowler

Robert Duncan, Chair, called the August 19, 2003 meeting of the Board of the Minnesota State Academies to order at 9:30 a.m.

Approval of Agenda: A motion was made by Richard Berge, seconded by Dale O'Brien to approve the agenda, with the addition of the Advisory Committee Consulting Proposal to 5.2.1. Motion carried.

Approval of Minutes: On a motion of Richard Berge and a second by Jim Potter, the minutes of the June 26, 2003 board meeting were approved, changing National Federation for the Blind to of the Blind. Motion carried. On a motion of Dale O'Brien and a second by Richard Berge, the minutes of the July 21, 2003 board meeting were approved. Motion carried.

Financial Report:

- Tom Schoenbauer presented the FY04 budget. In order to balance the budget, funding for three positions was unobligated: MSAD Middle School Teacher, MSAB Multi-Challenged Teacher, and Academies Safety Director. Tom indicated that a general fund reduction plan for the biennium (\$195,000) must be submitted to the Department of Finance by September 15, 2003. Labor union negotiations are ongoing so the issue of employee wage increases remains unknown. The outcome of negotiations will probably not be determined until late September. (SRSEA negotiations don't begin until the middle of September.) In addition to the \$195,000 reduction, a 1% increase (\$72,000) is built into the budget along with \$36,000 in progression increases, resulting in a deficit of \$208,000. Using the projected FY03 carry over funds of \$150,000 and \$10,000 from voluntary reduction in hours, an additional \$48,000 is needed to balance the budget.
- A letter was presented to the board from Harry Chappuis, Physical Plant Director, regarding his concern about the vacant Safety Director position. Linda Mitchell expressed her hesitation about hiring specific vacant positions for a short time and then having to impose lay offs. There was discussion about the possibility of contracting for Safety Director services or whether the major aspects of the position - training and onsite compliance issues - could be incorporated into an existing position. It was suggested that safety responsibilities be part of the Physical Plant Director position. Superintendent Mitchell talked about the possibility of obtaining training through other resources, i.e. Department of Employee Relations, shared services with the Department of Corrections, etc., and recommended this matter be addressed further once the Superintendent issue is resolved.
- Further discussion was held regarding salary savings. The three positions listed above are part of the nine vacant positions that are now frozen. If additional salary money is used from one of the remaining six positions, it would provide the necessary means to balance the budget. When asked how specific the budget reduction plan must be, Tom Schoenbauer responded that the plan submitted to the Department of Finance will detail the dollar amounts of the budget reduction but does not require the specifics of how that is achieved.

- Superintendent Mitchell recommended to the board that the academies budget be balanced by using carryover dollars from FY03 (\$150,000); voluntary reduction of hours (\$10,000); and salary savings (\$48,000) from the six vacant positions. A motion was made by Mary McDevitt Kraljic and seconded by Dale O'Brien to accept Superintendent Mitchell's recommendation to balance the budget. Motion carried.

Advisory Committee Report:

Dale O'Brien reported that the Advisory Committee held its first meeting on August 1, 2003 at MSAB. Walt Kramer was selected as chair of the committee and Roxie Mitchell as vice-chair. At that meeting, a subcommittee was formed to select a facilitator for the committee. Subcommittee members are Richard Berge, Roxie Mitchell and Nancy Weidt.

Richard Berge reported that the subcommittee met on August 12, 2003 and agreed that Dr. Berge would meet with Brian Boettcher to ask if he would be interested in serving as facilitator. A recommendation was presented to approve a contract for Dr. Brian Boettcher to serve as facilitator to the Advisory Committee as they study options for filling top leadership positions at both academies. Dr. Boettcher is a former school administrator, professor of educational administration and consultant. His fee for attending the five meetings is \$1500, prorated if lesser time is needed, plus expenses (mileage and meals).

A motion was made by Richard Berge and seconded by Jim Potter to accept the recommendation that Brian Boettcher serve as facilitator to the advisory committee. Dr. Berge noted he will be doing some personal work with Dr. Boettcher in the future absent any financial gain so it would not present a conflict of interest. Motion carried.

2002-2003 Annual Report on Curriculum Instruction and Student Performance: Rilyn Colucy, MSAB Curriculum Coordinator, presented the MSAB Annual Report on Curriculum, Instruction and Student Performance. A motion was made by Dale O'Brien and seconded by Richard Berge to accept the report. Motion carried.

Negotiations Update: Superintendent Mitchell reported that the negotiating teams have taken a break. A proposal is on the table and is going to the membership for a vote. This process usually takes about three weeks. Union leadership has made the recommendation to its members not to accept the state's offer, based primarily on the issue of significant increases proposed in employee-paid health insurance costs. Superintendent Mitchell indicated that a Strike Plan has been submitted to the Department of Employee Relations in the event that a strike is called by the labor unions.

Interim Superintendent Terms and Conditions of Employment: Linda Mitchell presented a letter to the board indicating her willingness to serve as interim superintendent under her current contract for the present time. A motion was made by Richard Berge and seconded by Dale O'Brien to lay over this issue until final recommendations have been made by the Advisory Committee. Motion carried. Dr. Duncan expressed his appreciation to Superintendent Mitchell.

MSAB Student Handbook: The Minnesota State Academy for the Blind Student/Parent Handbook was presented for a first reading. Linda Mitchell commented that it is very similar to MSAD's. It is her intention to make some changes to both handbooks that could strengthen the content and create a more positive approach. Dr. Berge asked if the handbook information relating to directory information is published in the local paper. Linda Mitchell will check on this. Mark Sathe recommended that in Section 1, Student Rights and Responsibilities, the words "right to expect" are added to each of the twelve statements.

MSA Board Meeting

August 19, 2003

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Announcements: Linda Mitchell said she had received a call about participating on the accreditation team for the Colorado School for the Blind. This will occur in October at no cost to the academies.

Linda also pointed out that the March 18 board meeting falls during spring break. A motion was made by Richard Berge and seconded by Dale O'Brien to change the March 25, 2004 meeting of the board to March 18, 2004. Motion carried.

Adjournment: A motion was made by Mary McDevitt Kraljic and seconded by Dale O'Brien to adjourn the board meeting. Motion carried.

**Next Meeting: November 20, 2003
9:30 a.m. - MSAB Campus**

Signed by: _____
James Potter, Secretary of the Board

**Minnesota State Academies
Board Meeting Minutes
November 20, 2003**

Minnesota State Academy for the Blind

Present: Robert Duncan, Chair, Richard Berge, Mary McDevitt Kraljic, Dale O'Brien, Jim Potter, Connie Telschow, Mark Sathe, Linda Mitchell

Absent: Keith Kelley

Interpreters: Jayne Grunz, Mary Jo Cristofaro

Presenters: Walt Kramer, Brian Boettcher, Tom Schoenbauer

Robert Duncan, Chair, called the November 20, 2003 meeting of the Board of the Minnesota State Academies to order at 12:17 p.m.

Approval of Agenda: A motion was made by Richard Berge, seconded by Dale O'Brien, to approve the agenda. Motion carried.

Approval of Minutes: A motion was made by Mary McDevitt Kraljic and seconded by Richard Berge to approve the minutes of the August 19, 2003 board meeting. Motion carried.

Financial Report: Tom Schoenbauer reviewed the academies' general fund report. The total budget balance of \$794,064 includes \$465,000 in our general fund which we are allowed to carry forward to next fiscal year. The remaining \$329,000 in dedicated dollars carries forward from year to year. It was agreed that the format used in this report will be used for future financial reports to the board.

Advisory Committee Report: Dr. Duncan stated that today the board would hear the recommendations of the Academies' Leadership Advisory Committee, take them under consideration, and then act on them at a future meeting. Walt Kramer, chair of the advisory committee, was introduced to present the report on behalf of the committee. Also in attendance was Dr. Brian Boettcher, facilitator for the committee. Copies of the committee report were distributed to board members.

Mr. Kramer reported that a 12-member committee was formed to study options for filling the top leadership positions at both academies. The committee based development of its recommendations on answers to three questions: 1) Should the committee recommend continuation of the administrative structure that existed prior to Elaine Sveen's departure and search for a successor? 2) Should the committee recommend that the board reorganize the existing administrative structure under a single superintendent? 3) Should the committee recommend a new model, and if so, what should that be?

Mr. Kramer described the process used by the committee to reach its conclusions. Information gathering was achieved through interviews with middle managers and various faculty and staff. In addition, open meetings, facilitated by Dr. Boettcher, were held at both academies on two separate occasions. Generally, the majority of middle managers voiced a preference for a top-level administrator on each campus and those below middle management appeared to prefer a one-leader model. Mr. Kramer stated that during this process, concerns surfaced about morale and communication issues at MSAB. While not directly related to their work, committee members agreed these issues should be brought to the attention of the board to look at strategies for both the short and long term.

In summary, the committee reached the following conclusions:

1. A change in administrative structure is supported by the data.
2. Such change should occur in phases to accommodate the situations of current employees.
3. The existing superintendent position at the Minnesota State Academy for the Blind, for which budget is available through June 2005, should be retained but developed as a directorship. Such a director should, in the committee's estimation, report directly to the Governance Board as should the superintendent at the Minnesota State Academy for the Deaf. To ensure needed communication regarding shared services for MSAB, the committee recommends a "dotted line" relationship (for communication purposes only) between the director of MSAB and the superintendent of MSAD.
4. Any structure developed now or in the future should be designed to enhance the perception of MSAB and MSAD as schools, not institutions. Those involved in such efforts should, in the committee's view, be careful to preserve such titles as "principal" and any others that would help achieve this purpose.
5. It is the committee's recommendation that the Governance Board initiate a search for such a director at MSAB. The ideal candidate would possess all required credentials. The committee encourages the board to keep in mind the wisdom of considering qualified blind and visually impaired individuals should they be among candidates who apply.
6. The committee further recommends that the Governance Board begin work soon on designing an administrative model for the Academies' future – one targeted to become effective not much more than three-to-five years hence. A logical and seemingly efficient model could consist of a CEO for the agency that encompasses the two academies. Such a CEO could interact with the legislature and develop strategic planning and marketing initiatives but would become involved in day-to-day operations only in extreme situations. Directors of each academy could shoulder responsibility for day-to-day academic and residential activity on each campus.

The report includes two appendices: A) Organization Charts and B) Resolution adopted by the National Federation of the Blind at its convention held on November 2, 2003.

Mr. Kramer and Dr. Boettcher answered questions related to the organization charts, channels of communication, and the supervision of shared services.

Board members expressed their thanks to Mr. Kramer and Dr. Boettcher for the leadership they provided to the committee and for their thorough and concise report. Dr. Duncan asked board members to look over and contemplate the information, stating that moving from Phase 1 to Phase 2 would be a challenging process. It was also suggested that as changes occur at the academies, consideration be given to expanding the role of the Resource Centers.

Negotiations Update: Superintendent Mitchell reported that while recently negotiated contracts do not contain much for employees to be excited about, with increased insurance costs and no salary increases, the majority of bargaining units have approved their contracts. SRSEA has signed a Memorandum of Understanding pertaining to the insurance piece and negotiations on remaining issues resume next week.

MSAB Student Handbook (2nd reading): A motion was made by Mark Sathe and seconded by Mary McDevitt Kraljic to approve the MSAB Handbook as presented. Motion carried.

New Business:

- **Pledge of Allegiance:** Linda Mitchell reviewed the procedure related to the new statutory requirements regarding recitation of the pledge of allegiance in schools. The academies plan to implement this policy either through use of the intercom system (MSAB), interactive television (MSAD) and/or by each individual classroom teacher (or teacher's surrogate). The superintendent expressed her appreciation to the local American Legion and Elks organizations for their donation of several flags to the academies.
- **Graduation Requirements:** Linda Mitchell reviewed the new Academy Graduation Requirements procedure that reflects changes in terminology as a result of the repeal of the Profiles of Learning legislation. This issue will require further discussion.

Announcements:

- The MSAB Holiday Program will be held on Friday, December 12 at 10:00 a.m. MSAD's program will be on Friday, December 19 at 9:30 a.m. MSAB will have their annual Dress-Up Dinner on December 9. Board members are welcome to attend these holiday events.
- Kudos to the MSAD Football team – this year's Northern States Champions!
- Superintendent Mitchell expressed sympathy to Jim Potter on the loss of his father, Maurice Potter. Mr. Potter was an icon at MSAD and he and his support of the school will certainly be missed by staff and students.

Information:

- Linda Mitchell reported that she had recently contacted the Minnesota Historical Society to determine their interest in collecting and preserving some of the academies' historical documents. Representatives from the historical society visited the campuses and explained how the archives are maintained and how records can be accessed through their agency. Many of the student records have been sent to the historical society but there are numerous other items such as ledgers, photos, and records that should be preserved. Linda indicated that the historical society is much better equipped to handle this task than the academies. Some decisions will need to be made in the future about what documents should be retained on site and what should be sent to St. Paul.
- Debra Wasserman provided an update on the MSAB Playground Project. Approximately \$62,000 has been raised to date with the first phase of the playground installed and paid for. Debra indicated that permission was received to send letters to Lion Clubs in the 5M2 District and the response has been very positive. So far, \$5,200 has been raised through that effort with \$5,100 donated from the Faribault Lions Club. An additional \$2,100 was donated by parents of current MSAB students. Significant donations are expected in the future and if enough funds are raised, the project will be completed this spring. Linda Mitchell invited board members to take a look at the new equipment after the meeting.

- There was discussion about the board's term coming to conclusion in January, 2004. Linda Mitchell spoke with John Berns in the governor's office and he indicated the governor has until the first of July to make new appointments. Unless a board member resigns, he/she would serve until a replacement is appointed. Mr. Berns also agreed that future terms of board members should be staggered and has the authority to implement that change.

Action on Advisory Committee Report: It was agreed that a special meeting will be held on January 9, 2004 at 1:00 p.m. at MSAB to discuss the Advisory Committee's report to the board and provide an opportunity for public comment before final action is taken.

Adjournment: A motion was made by Dale O'Brien and seconded by Richard Berge to adjourn the board meeting. Motion carried.

**Special Meeting: January 9, 2004
1:00 p.m. - MSAB Campus**

Signed by: _____
James Potter, Secretary of the Board

**Minnesota State Academies
Board Meeting Minutes
January 9, 2004**

Minnesota State Academy for the Blind

Present: Robert Duncan, Chair, Richard Berge, Mary McDevitt Kraljic, Dale O'Brien, Jim Potter, Walt Kramer, Linda Mitchell, Connie Telschow, Keith Kelley, Mark Sathe (by phone).

Interpreters: Jayne Grunz, Linda Gallea

Robert Duncan, Chair, called a special meeting of the Board of the Minnesota State Academies to order at 1:11 p.m. on January 9, 2004. He stated the intent of the meeting is to take public comment regarding the Academies' Leadership Advisory Committee's proposal and to give the board an opportunity to discuss the recommendations. No formal action will be taken at this meeting.

Approval of Agenda: A motion was made by Walt Kramer, seconded by Dale O'Brien, to approve the agenda. Motion carried.

Public Comment: Janiece Duffy, former student of MSAB and current chair of MSAB's Site Council, commented on the advisory committee proposal regarding action to be taken to replace Elaine Sveen. She stated that historically the two academies have been separate entities, with each school serving students with very different needs. According to Ms. Duffy, linking MSAB and MSAD at the top would result in no longer having separate identities. She also stated the proposal calls for creating another level of administration which is not cost effective. Ms. Duffy proposed that the administrative structure of the academies remain as it was – with a superintendent at each academy reporting directly to the board.

Judy Sanders, representing the National Federation of the Blind-Minnesota (NFB-Minnesota), stated that a resolution was adopted on November 2, 2003 by NFB-Minnesota at its semi-annual convention. A copy of the resolution was provided to the Advisory Committee and was included as an attachment to the committee's final report. The resolution calls for the Academy for the Blind to have a superintendent separate from the Minnesota State Academy for the Deaf; and further that the NFB urges the speedy appointment of a new superintendent at MSAB. Ms. Sanders expressed her hope that the board would decide to leave the administrative structure as it was when Elaine Sveen was here, stating it worked then and would continue to work in the future. Ms. Sanders asked two questions: 1) Are the two director positions called for in the proposal in addition to the principals, and 2) is legislative action required to change the administrative structure?

Two additional comments regarding the advisory committee's proposal were received via e-mail and read by Pat Clarke. Authors of the e-mail were Helen Jandro (Academies' nurse) and Nanette McDevitt (MSAD teacher).

Board Discussion of Proposal: Dr. Duncan stated that four members of the board served on the advisory committee – Richard Berge, Dale O'Brien, Jim Potter, and Keith Kelley. He also announced Governor's Pawlenty's recent appointment of Walt Kramer (who served as chair of the advisory committee) as a new board member and welcomed him to the group. The six conclusions listed in the committee's final report were read and comments provided by Mr. Kramer and Dr. Berge.

1. A change in administrative structure is supported by the data.
2. Such change should occur in phases to accommodate the situations of current employees.

3. The existing superintendent position at the Minnesota State Academy for the Blind, for which budget is available through June 2005, should be retained but developed as a directorship. Such a director should, in the committee's estimation, report directly to the Governance Board as should the superintendent at the Minnesota State Academy for the Deaf. To ensure needed communication regarding shared services for MSAB, the committee recommends a "dotted line" relationship (for communication purposes only) between the director of MSAB and the superintendent of MSAD.
4. Any structure developed now or in the future should be designed to enhance the perception of MSAB and MSAD as schools, not institutions. Those involved in such efforts should, in the committee's view, be careful to preserve such titles as "principal" and any others that would help achieve this purpose.
5. It is the committee's recommendation that the Governance Board initiate a search for such a director at MSAB. The ideal candidate would possess all required credentials. The committee encourages the board to keep in mind the wisdom of considering qualified blind and visually impaired individuals should they be among candidates who apply.
6. The committee further recommends that the Governance Board begin work soon on designing an administrative model for the Academies' future – one targeted to become effective not much more than three-to-five years hence. A logical and seemingly efficient model could consist of a CEO for the agency that encompasses the two academies. Such a CEO could interact with the legislature and develop strategic planning and marketing initiatives but would become involved in day-to-day operations only in extreme situations. Directors of each academy could shoulder responsibility for day-to-day academic and residential activity on each campus.

Board Discussion: Dr. Duncan opened the meeting for board discussion and clarification of issues. Dr. Berge asked what the board hoped to accomplish at today's meeting. Dr. Duncan responded that the meeting gave the public an opportunity to comment and also provided an opportunity for the board to discuss the proposal without the pressure of having to make a decision the same day.

Dr. Berge stated that there appeared to be a misconception by some that the committee's proposal suggests the creation of additional administrative positions. He clarified that Phase 1 includes the possibility of filling the superintendent position at MSAB, using a different title and perhaps different responsibilities. Jim Potter asked if the director position would replace the principal and said the board needs to be sensitive to the legislative perception about the number of students that are served at the academies in comparison to other schools.

Dr. Berge stated that the initial phase of the proposal does not outline any changes below the administrative level. Also, for now, the two principal positions would be maintained at each campus, with the understanding that this could change over time. Dr. Berge reiterated that the director at MSAB would be fully qualified and have the credentials necessary to pay attention to the needs of blind and visually impaired students. As far as specific director/superintendent responsibilities being defined by law, the board is charged with governing the academies and the statute does not stipulate a specific structure after that. Walt Kramer added that the committee's intent regarding specific responsibilities of the director was to leave enough room for the individual who comes on board to be able to make operational decisions/changes that he/she determines necessary.

Connie Telschow asked for clarification regarding the supervision of shared services and the dotted line relationship between the director of MSAB and the superintendent of MSAD. She questioned whether there would be a negative impact if all decisions had to go through the superintendent. Linda Mitchell responded that even though she and Elaine Sveen split supervision of shared services, it didn't mean that

all decisions regarding a particular shared service were made by the superintendent who supervised that area. Linda does not envision the director having to seek approval from the MSAD Superintendent for shared services issues. The dotted line relationship ensures that needed communication regarding shared services occurs between the superintendent of MSAD and the director of MSAB.

Dale O'Brien stated that while Phase 1 appears to be somewhat ambiguous at first, it would be better than making sweeping changes at this time. Phase 1 gives the board time to transition to the second phase of the proposal and determine a model that is most effective. Dr. Berge added that during this process it will be important to maintain the identity and focus of each school and the unique populations, using resources as effectively as possible. He also said that regardless of Elaine Sveen's resignation, statewide budget problems would have necessitated board review of the academies' structure. In Phase 2, it would be best to find a person who is dually qualified to serve both schools, however, the likelihood of finding such a person is almost non-existent. It is just as unlikely to expect to duplicate the effective working relationship that Linda and Elaine had.

Keith Kelley commented that it is important to attach a time line to the plan. Mark Sathe talked about a director position versus principal position and suggested that hiring a director could possibly broaden opportunities for visually impaired individuals to apply for the position. Walt Kramer responded the advisory committee did not discuss that as an option and did not intend to relax the criteria for the director position. Dr. Berge stated the board has the authority to determine the qualifications required for each position, as well as designing the position description. Using the term principal would require specific licensure according to state guidelines. Connie Telschow emphasized that care needs to be taken in the terminology that is used and how it is perceived by the public. The academies do not want to be identified as "institutions". Jim Potter indicated that Wisconsin and Kentucky are also taking up the philosophy of establishing directors rather than superintendents. Mary Kraljic McDevitt stated she would not support any kind of waiver or variance on the qualifications or credentials needed for the director position.

At this time, Dr. Duncan closed the discussion and stated the board will consider the proposal and take action (on Phase 1 only) at the meeting on **January 22, 2004, 1:00-4:00 p.m.** The meeting was adjourned at 2:15 p.m.

Signed by: _____
James Potter, Secretary of the Board

**Minnesota State Academies
Board Meeting Minutes
January 22, 2004**

Minnesota State Academy for the Deaf

Present: Robert Duncan, Chair, Walt Kramer, Richard Berge, Mary McDevitt Kraljic, Dale O'Brien, Jim Potter, Linda Mitchell, Connie Telschow

Absent: Keith Kelley, Mark Sathe

Interpreters: Jayne Grunz, Linda Gallea

Visitors: Janiece Duffy, Maxine and Melvin Schrader

Call to Order: Robert Duncan, Chair, called the meeting to order at 1:00 p.m. on January 22, 2004.

Approval of Agenda: A motion was made by Walt Kramer, seconded by Dale O'Brien, to approve the agenda. Motion carried.

Approval of November 20, 2003 and January 9, 2004 Minutes: A motion was made by Walt Kramer, seconded by Richard Berge, to approve the minutes of November 20, 2003. Motion carried. A motion was made by Richard Berge, seconded by Jim Potter, to approve the minutes of January 9, 2004 as amended. Motion carried.

Public Comment: Janiece Duffy, National Foundation of the Blind representative, and MSAB Site Council Chair, reiterated her concern about the Advisory Committee's proposal to fill the top leadership position at MSAB. She expressed her opinion that the proposal may create a slippery slope causing a loss of teachers and the potential for MSAB to be viewed more as an institution than an academy. When asked what action the board would be taking at the January 22 meeting, Dr. Duncan responded that action would be taken on Phase 1 only.

Election of Officers: The results of the election of officers of the Minnesota State Academies Board for 2004-2005 are as follows:

A motion was made and carried to re-elect Robert Duncan as chair.

A motion was made and carried to re-elect Dale O'Brien as vice chair.

A motion was made and carried to re-elect Jim Potter as secretary.

A motion was made and carried to re-elect Mark Sathe as treasurer.

Dale O'Brien volunteered to serve as the academies' Minnesota High School League representative. The representative acts as the board's contact person with the high school league.

Financial Report: Tom Schoenbauer reviewed budget information. Tom indicated that fuel costs are built into the budget; however, if the cold weather persists over a long period of time, it could cause budgetary concerns. Overall, the academies' budget is balanced through June of 2004. MSAB has surplus because of the vacant superintendent position. Summer school will be funded through compensatory funds. Since we are in the first year of the biennium, balances will carry forward, as will MSAB superintendent salary savings.

MSAB Site Council Report: A motion was made by Richard Berge and seconded by Walt Kramer to approve new Site Council members - Wade Karli, Jackie Ghylin, Michelle Huffmeier, Patty Rux, and Lynn Schafer, Larry Potter (student). Janiece Duffy is the new chair. Motion carried.

Connie Telschow reported the MSAB Site Council has begun reviewing duties and goals. Jim Potter stated there had been extensive discussion about the Site Councils at the Advisory Committee meetings and asked whether or not any action was planned to improve the group process. Linda Mitchell stated both Site Councils are preparing to discuss their parameters and get feedback from constituents. Connie added the Site Council has concerns about the Advisory Committee proposal, specifically adding an administrative layer in Phase 2. Walt Kramer responded that only Phase 1 is being voted on and it was not the intent of the advisory committee to present a plan (Phase 2) etched in stone but as a logical model that the board could consider in future planning. It is certainly the board's prerogative to adopt a plan that is different than the one proposed in the committee report.

Linda Mitchell reported that the MSAD Site Council is also working on reviewing their mission statement and goal setting for the year.

Advisory Committee Recommendations: Richard Berge introduced the following resolution regarding Phase 1 of the Academies' Leadership Advisory Committee Proposal:

Whereas the position of superintendent of the Minnesota State Academy of the Blind was vacated due to the resignation of the superintendent effective July 1, 2003, and

Whereas the Board of the State Academies felt it was necessary to examine and possibly re-prioritize use of resources available to the Academies due to lack of funding to support needed, but unfilled positions, and

Whereas the Board commissioned an Advisory Committee to examine the issue and report back to the Board with a plan and recommendation, and

Whereas the Advisory Committee has reported its plan and recommendations to the Board, and

Whereas the Board has accepted the Advisory Committee plan and recommendations and held a public hearing to receive comments on the plan and recommendations,

Be It Therefore Resolved that the State Academies Board implement the first stage of the plan to fill the primary leadership position at the Minnesota State Academy for the Blind with a person fully qualified in the visual education of blind and sight impaired students and in educational administration as a principal, and

Be It Further Resolved that the position be called Director of Minnesota State Academy for the Blind, and

Be It Further Resolved that the second phase of the Advisory Committee plan to also implement conversion of the head of the Minnesota State Academy for the Deaf to a

Director position with the overall administration of the Academies assigned to one qualified person be implemented on or before July 1, 2005.

Walt Kramer commented that July 2006 might be a more realistic time line for implementation of Phase 2. He suggested amending the resolution to read "by or before July 2006". A motion was made by Richard Berge and seconded by Walt Kramer to approve the resolution with that modification. Discussion followed with concern expressed by Mary McDevitt Kraljic about moving the implementation date back. Richard Berge stated this resolution sets the wheels in motion, defines a timeline for Phase 2, and provides an opportunity to open up discussion. Dr. Berge also stated there is at least a year's worth of work to be done before Phase 2 is in place. He also stated it is not the goal of the board to add an administrative level but rather to redirect resources. Connie Telschow asked for a clearer definition of the director position and needed qualifications. This position will require a background in education of the blind/visually impaired in addition to administrative experience. Motion carried.

A subcommittee was formed to work on a position description for the director position. Committee members include: Walt Kramer, Richard Berge, and Linda Mitchell. Martina Hagen, HRM Director, will be asked to serve as a resource to the subcommittee. The position description will be brought back to the board for approval at the March 17 meeting.

Policies:

Graduation Requirements (2nd reading): Linda Mitchell pointed out that the second paragraph of the policy states that "all" students must pass the Minnesota Basic Skills tests. This is somewhat confusing because the IEP process allows for exemptions of some academies' students. It was suggested that an introductory statement with this information be added so the policy itself is not changed.

Sean Virnig, MSAD Principal, presented information regarding credit requirement changes for MSAD students. Parents, students and teachers have been involved in the review process and have developed guidelines that are similar to public schools, requiring 24 credits in four years. With the board's approval, Sean hopes to implement these requirements for the class of 2008. A motion was made by Dale O'Brien, seconded by Walt Kramer, to approve the policy. Motion carried.

Pledge of Allegiance (2nd reading): A motion was made by Walt Kramer and seconded by Mary McDevitt Kraljic to approve the policy. Dr. Berge asked what the current practice is for reciting the pledge. Linda Mitchell responded MSAD elementary students recite in the morning and high school students on Fridays. MSAB teachers are waiting for the policy to determine what practice they will use. Motion carried.

Superintendent Mitchell presented three policies for a first reading. All three are modeled after MSBA policy language.

- **Hazing Policy:** All schools are required to have this policy in place. Jim Potter pointed out the term "Building Principal" needs to be changed. Linda Mitchell stated the title will be changed Human Rights Officer.
- **Removal of Students with IEP's from School Grounds:** Jim Potter expressed concern about the language referring to reasonable force and handcuffing students who rely on sign language to communicate.

- **Bullying Prohibition:** There was discussion about off campus activities of students and how far the academies' responsibility extends. Linda Mitchell will check with other residential schools for more information.

Superintendent Mitchell explained the procedure for distribution of policy information to staff. Once a first reading occurs by the board, a copy of the policy is sent electronically to all staff for feedback.

Announcements: The next board meeting will be held at MSAB on March 17, 2004 at 1:00 p.m. Since MSAB's graduation will occur on May 27, the board meeting scheduled for that day has been changed to May 20 at 1:00 p.m. The June 24 meeting will remain as scheduled.

Linda Mitchell informed the board that a Senate Committee toured both campuses on January 21. They enjoyed their visit and interaction with some of the students. Linda will be testifying on February 4 at the Education Finance Committee. On February 10 she will attend hearings on the bonding bills. Governor Pawlenty is recommending \$4.255 million in asset preservation for the academies. The road work and Phase 2 of Noyes Hall were not included in the Governor's recommendation.

Project At A Glance MSA Asset Preservation		
MSAB		
Chiller Replacement		\$250,000
Roof Replacement		900,000
MSAD		
Air Quality (Smith)		850,000
Air Quality (Quinn)		775,000
Air Quality (Rodman)		750,000
Fire Protection (Gym)		580,000
Asbestos Removal (Rodman)		150,000

Richard Berge asked if the academies had been involved in discussions with the Department of Corrections regarding the prison expansion and the impact on local traffic and roadways. Linda Mitchell said the discussions had been limited to heat/steam provisions which will continue as before.

Adjournment: A motion was made by Walt Kramer, seconded by Richard Berge to adjourn the meeting. Motion carried.

James Potter, Secretary of the Board

**Minnesota State Academies
Board Meeting Minutes
Wednesday, March 17, 2004**

Minnesota State Academy for the Blind

Present: Robert Duncan, Chair, Walt Kramer, Richard Berge, Mary McDevitt Kraljic, Jim Potter, Linda Mitchell, Connie Telschow, Mark Sathe (by phone)

Absent: Dale O'Brien, Keith Kelley

Interpreters: Jayne Grunz, Linda Gallea, Tonya Schlect (intern)

Call to Order: Robert Duncan, Chair, called the meeting to order at 1:07 p.m. on March 17, 2004.

Approval of Agenda: A motion was made by Walt Kramer, seconded by Richard Berge, to approve the agenda. Motion carried.

Approval of January 22, 2004 Minutes: A motion was made by Richard Berge, seconded by Walt Kramer, to approve the minutes of January 22, 2004. Mr. Kramer suggested the minutes reflect (under Public Comment) that Janiece Duffy is chair of the MSAB Site Council and member of the National Federation of the Blind. The minutes were approved as amended.

Public Comment: None.

Financial Report: Tom Schoenbauer provided a current status report on the academies' budget which is balanced through June 2004. A motion was made by Richard Berge and seconded by Walt Kramer to accept the financial report. Motion carried.

Tom presented a draft budget for FY05. The budget represents a 15% increase in employee insurance as well as a \$31,000 reduction in spending recommended by Governor Pawlenty. Linda Mitchell reported the academies were exempted from an across-the-board cut of 3% for other state agencies. Instead, the recommendations call for the academies to cut 10% of the 3%, totaling \$31,000. If the academies are to provide the same programs and retain the same number of positions, the projected deficit for FY05 is \$291,000. A complete review of ongoing costs, in terms of academies staffing, needs to occur to determine where resources are best utilized. Tom said there are three existing positions that have not been filled and are not included in the budget - two teachers (one on each campus) and a Safety Director. Dr. Duncan directed administration to present recommendations to the board in May for a balanced budget that meets the needs of the academies.

MSAB Site Council Report: Connie Telschow reported the MSAB Site Council met on March 4. Dr. Duncan attended the meeting to address concerns and answer questions regarding the director position at MSAB. The Site Council is currently working on a review of goals and objectives. Connie also shared information about several student activities at MSAB including a recent two-week Artist in Residency program, a flute-making project held in conjunction with the Faribault High School, and the Java Live Art Show. MSAB will be hosting the North Central Association of Schools for the Blind Forensics and Swimming Tournament on April 29-May 2.

Subcommittee Report: Dr. Berge provided an update on the subcommittee's work of developing a position description for a MSAB Director. This was initiated as a result of the Leadership Committee's recommendation to the board to institute a two-phase reorganization of the academies administrative structure. Dr. Berge, Walt Kramer, Linda Mitchell, and Martina Hagen have met three times. Judy Pearson, staffing representative from the Department of Employee Relations (DOER), joined the subcommittee at the meeting on March 9, 2004 to answer questions and provide input. After a preliminary review of the proposed position description, DOER is recommending that the CEO position be defined before moving ahead with the Director position. As a result, a motion was made by Richard Berge and seconded by Walt Kramer to approve the following resolution:

Whereas the Minnesota State Academies want to continue progress toward fulfillment of the Academies Leadership Committee recommendations,

Be It Therefore Resolved that the current Interim MSAB Superintendent and the MSAD Superintendent be named Minnesota State Academies Executive Director with overall responsibility for administration and supervision of the Minnesota State Academies, and

Be It Further Resolved that the MSA Executive Director be appointed to this position for a period of one year effective March 18, 2004, and

Be It Further Resolved that the existing Academies Subcommittee of Richard Berge, Walt Kramer, and staff members Linda Mitchell and Martina Hagen, develop the position descriptions recommended by the Academies Leadership Advisory Committee to complete the administrative reorganization of the academies, and

Be It Further Resolved that the subcommittee develop a plan for the necessary steps to fill positions and bring the reorganization plan to completion.

Mark Sathe suggested that it would seem efficient to extend the work-out-of-class assignment through the end of the 2004-2005 school year. Walt Kramer responded by informing Mark he had made the identical suggestion during a subcommittee meeting that preceded the board meeting. Walt said that to the best of the subcommittee's knowledge, the 12-month limit is consistent with standard procedure generally followed and authorized by DOER. The subcommittee recommended adherence to the one-year limit with the 12 months to begin immediately to help facilitate keeping the process on track. Motion approved.

The chair expressed his thanks to the subcommittee for their work.

Policies:

- **Hazing** (2nd reading): A motion was made by Mary McDevitt Kraljic and seconded by Richard Berge to approve the policy. Motion carried.
- **Removal of Students with IEP's from School Grounds** (2nd reading): A motion was made by Mary McDevitt Kraljic and seconded by Richard Berge to approve the policy. Motion carried.
- **Bullying Prohibition:** A motion was made by Mary McDevitt Kraljic and seconded by Walt Kramer to approve the policy. Motion carried.

Transporting Commuters from the Mall of America: Linda Mitchell talked about the possibility of providing daily transportation for students who live in the metro area. This would afford many students the opportunity to attend the academies and return home at night. In discussion with Faribault Transportation, the annual cost for this service would be approximately \$50,000. Board members agreed that this issue requires more research and discussion.

Information and Announcements:

Superintendent Mitchell and Harry Chappuis attended a Capital Investment Committee meeting at the state legislature on March 11, 2004. The Education Finance Committee unanimously ranked the academies number one on the project list, recommending approval of \$4.255 million for asset preservation.

Superintendent Mitchell shared two letters from individuals who wrote about their positive experiences with academy students. One was from Barry Kleider, MSAB Artist in Residency, and the other from Tom Lines, bus driver for a MSAD sports team event. Hats off to the students for their impressive public relations work!

Linda Mitchell has spoken with John Berns from the Governor's Office and the necessary paperwork has been received by his office for board member reappointments. The timelines for reappointments are now in the Governor's hands.

Linda Mitchell and Harry Chappuis are scheduled to give depositions on March 19 and 22 regarding the roof accident at MSAD.

Adjournment: A motion was made by Richard Berge and seconded by Walt Kramer to adjourn the meeting. Motion carried.

The next board meeting will be held at MSAD on May 20, 2004 at 1:00 p.m.

**Minnesota State Academies
Board Meeting Minutes
Thursday, June 24, 2004**

Minnesota State Academy for the Blind

Present: Robert Duncan, Chair, Richard Berge, Walt Kramer, Jim Potter, Dale O'Brien, Linda Mitchell, Connie Telschow. Mark Sathe participated by phone.

Absent: Mary McDevitt Kraljic

Interpreters: Linda Gallea, Pat Clarke

Call to Order: Robert Duncan, Chair, called the meeting to order at 9:10 a.m. on June 24, 2004 at the Minnesota State Academy for the Blind.

Approval of Agenda: A motion was made by Richard Berge, seconded by Walt Kramer, to approve the agenda. Motion carried.

Approval of May 20, 2004 Minutes: A motion was made by Walt Kramer, seconded by Richard Berge, to approve the board minutes of May 20, 2004. Motion carried.

Public Comment: None.

Financial Report: Tom Schoenbauer reviewed balances of the FY04 budget. A motion was made by Richard Berge and seconded by Walt Kramer to accept the financial report. Motion carried. There was discussion regarding the FY05 budget (approved at the May meeting). Linda Mitchell indicated there will be more discussion at a future date about some restructuring of the budget. She also reported that workers' compensation costs are going up significantly and will need to be worked into the budget.

MSAD Handbook: The MSAD handbook was sent to the board for review via e-mail. A motion was made by Walt Kramer, seconded by Dale O'Brien, to approve the document. Linda Mitchell stated that some minor editing is still needed, including the addition of the Tennessean Warning. Motion carried.

Board Meeting Schedule: A motion was made by Dale O'Brien, seconded by Walt Kramer, to approve the MSA Board meeting schedule for 2004-2005 (see attached). A suggestion was made to change the August meeting to September. Motion carried as amended. **Future meetings of the board (beginning in September) will be scheduled to meet at 9:00 a.m.**

Subcommittee Report: As a result of board action at the May 20, 2004 meeting, an advertisement was posted on the state register to receive Requests for Proposals from search firms to initiate a search for a director at MSAB. The advertisement generated six inquiries with one formal proposal submitted by BKB Associates. Dr. Brian Boettcher and Wayne Erickson from BKB Associates were in attendance to present their proposal to the board. Dr. Boettcher is a retired professor of educational administration at the Minnesota State University - Mankato and served as facilitator for the Academies Leadership Advisory Committee last fall. Mr. Erickson is

a former Director of Special Education in Minnesota. The firm conducts searches for school executives, primarily K-12, and has conducted 40+ successful searches.

Presentation: The search plan would be conducted in three phases: Phase 1 - development of a school profile; Phase 2 - advertising and recruiting; Phase 3 - compiling a pool of candidates that matches the school's profile and facilitating the interview/hiring process with a director appointment by July 1, 2005. The first phase would occur during the next two months, with a plan to meet with constituent groups in September and develop the profile in October. Preparation of advertising materials would be prepared immediately. BKB Associates' proposed cost is \$9,500 plus expenses (advertising, mileage, and meals).

The Board thanked Dr. Boettcher and Mr. Erickson for their presentation. The board then met to discuss the proposal and whether or not to proceed with BKB Associates or re-post the advertisement. Board members agreed that it is advantageous to be familiar with members of this firm and support was expressed for moving ahead with the process. A motion was made by Walt Kramer, seconded by Jim Potter, to accept the proposal from BKB Associates. **Discussion:** Dr. Berge indicated that he has worked with Dr. Boettcher as an associate, but would not participate, nor would he receive any profit, during this search. Motion carried.

There was discussion about the future role of the Academies Leadership Advisory Committee. It was agreed that Dr. Boettcher will work directly with Dr. Duncan, board chair. A motion was made by Jim Potter, seconded by Walt Kramer, to dissolve the Academies Leadership Advisory Committee. Motion carried.

Adjournment: A motion was made by Walt Kramer, seconded by Dale O'Brien, to adjourn the meeting. Motion carried.

**Next Meeting: September 16, 2004 at 9:00 a.m.
Minnesota State Academy for the Deaf**

James Potter, Secretary of the Board

**Minnesota State Academies
Board Meeting Minutes
November 18, 2004**

Minnesota State Academy for the Deaf

Present: Robert Duncan, Mary McDevitt Kraljic, Walt Kramer, Nadine Jacobson, Joyce Daugaard, Tim Jaech, Douglas DeWitt, Linda Mitchell, Connie Telschow, Carrie Budahl

Presenters: Brian Boettcher, Wayne Erickson

Interpreters: Linda Gallea, Pat Clarke

Call to Order: Dr. Robert Duncan called the meeting of the Minnesota State Academies Board to order at 1:30 p.m. on November 18, 2004. Dr. Duncan welcomed new members to the board.

Approval of Agenda: The following items were added to the agenda: Site Council reports (7.3); Interim Administrator (9.2); Board Retreat (9.3). A motion was made by Douglas DeWitt, seconded by Walt Kramer, to approve the agenda as amended. Motion carried.

Approval of June 24, 2004 Minutes: A motion was made by Walt Kramer, seconded by Mary McDevitt Kraljic, to approve the minutes of June 24, 2004. Motion carried.

Public Comment: None.

Election of Officers: The results of the election of officers of the Minnesota State Academies Board are as follows:

- A motion was made by Walt Kramer, seconded by Joyce Daugaard, to elect Robert Duncan as chair. Motion carried.
- A motion was made by Tim Jaech, seconded by Nadine Jacobson, to elect Walt Kramer as vice-chair. Motion carried.
- A motion was made by Douglas DeWitt, seconded by Walt Kramer, to elect Tim Jaech as clerk. Motion carried.
- A motion was made by Mary McDevitt Kraljic, seconded by Nadine Jacobson, to elect Joyce Daugaard as treasurer. Motion carried.

Meeting Schedule: A motion was made by Douglas DeWitt, seconded by Joyce Daugaard, to approve the following board meeting schedule: January 20 (MSAB), May 9 (MSAD), May 19 (MSAB), and June 16 (MSAD). All meetings will begin at 9:00 a.m.

Financial Report: Tom Schoenbauer provided a current status report on the academies' budget. A motion was made by Walt Kramer, seconded by Douglas DeWitt, to accept the financial report as presented. Motion carried.

BKB Director Search Update: Brian Boettcher and Wayne Erickson presented a report on the search for a director at MSAB. Background information was provided on how the academies' restructuring

occurred as a result of recommendations made by the Academies Leadership Advisory Committee, chaired by Walt Kramer. Tim Jaech also served as a member of that committee and Dr. Boettcher acted as a consultant. Based on the recommendations of the committee, the board approved an administrative structure that created an Academies Administrator position to oversee the residential academies, with a director at each school. On June 24, 2004, the board approved hiring BKB Associates to conduct a search for the MSAB director. During July and August, BKB met with board members, shared services staff, MSAB leadership staff, residential staff, teachers, aides, site councils and alumni. Each group was asked a series of questions, including positive attributes of the academy, what critical personal skills and areas of administrative expertise are needed by a director to be a successful leader of MSAB, and what challenges face the academy. It was the general consensus of each group that the successful candidate would possess experience and licensure in vision education. Mr. Erickson discussed the common themes that emerged from the input received by various groups at MSAB.

Mr. Erickson also provided information on the advertising strategy used and the resulting candidate pool: General education with administrative experience (2 candidates); general education with disability training and experience (3 candidates); special education preparation with licensure in ED AD and Special Ed (4 candidates); administration licensure, vision licensure and experience (2 candidates). There was discussion about the limited number of candidates who have vision licensure and if the board moves ahead to adopt the candidate profile, only two candidates would meet the qualifications posted for the director position. There was discussion by board members regarding hiring a visually impaired individual for the director position. It was suggested that the school would be best served if more time was taken to find a qualified blind person and that the application process should not be closed too quickly.

A motion was made by Walt Kramer, seconded by Douglas DeWitt, to begin to move the process ahead by establishing an interview team to interview the two candidates who meet all of the criteria. If there is not a good match, the board will consider moving ahead to the rest of the candidate pool. Following discussion, the motion carried. Walt Kramer will serve as the board representative on the interview team and Linda Mitchell will put together the remainder of the team. It was agreed that the two interviews would occur before the next board meeting on the 20th of January, 2005.

MSAD Site Council Report: Carried Budahl attended the meeting as representative of the MSAD Site Council. She explained that Alex Caddy will be the permanent representative; however, he was unable to attend the meeting. Carried reported the Site Council is working on the following projects: a new school logo and web site design; revision of the by-laws; redesigning the student handbook; and revising the academy's mission statement.

MSAB Site Council Report: Connie Telschow reported that her term as Site Council representative to the board will end soon. At the Site Council meeting on October 4, 2004, Connie was asked to present a resolution to the board regarding the search for a director at MSAB. The resolution reads as follows:

Whereas the MSAB Site Council was created in part to be advisory to the Governance Board, and

Whereas the Governance Board has recently undertaken the responsibility of hiring directors for both academies, and

Whereas the announcement written by its consulting firm, BKB Associates, currently specifies that "the most qualified" candidates' names and credentials be submitted to the Governance Board, and

Whereas it is expected that the number of qualified applicants will be manageable, and

Whereas this Site Council believes that the names and credentials of all eligible candidates for the position of director should be submitted to the Board for consideration,

Now therefore be it resolved by the Site Council in meeting assembled on this seventh day of October, 2004, in the city of Faribault, that this council instructs its elected representative or its chair to present this position, that names and credentials of all candidates be submitted to the Board, at its next meeting and urge its adoption.

In response, the board agreed that the spirit of the resolution is being met and names of all candidates have been made available to the board.

Connie reported on several recent and upcoming events at MSAB: playground dedication; chili supper; a survey that was sent to parents; a student video project that is underway as part of Art Awareness Week, and the annual dress-up dinner to be held on December 6.

Minnesota State High School League Representative: A motion was made by Walt Kramer, seconded by Tim Jaech, to accept Mary McDevitt Kraljic's offer to serve as the board representative to the Minnesota State High School League.

Interim Director: Dr. Duncan proposed that the board consider hiring an interim administrator at MSAB until the director position is filled. Because of the length of time the hiring process has taken, in addition to the upcoming legislative session being a major funding year, it would provide some assistance to Linda Mitchell to have an individual serve in this capacity. A motion was made by Douglas DeWitt, seconded by Walt Kramer, to move to fill an interim administrator position. Dr. Richard Berge has expressed some interest and Dr. Duncan will follow-up with him to work out the details. This position will be funded through budgeted salary for the vacant superintendent position.

Retreat: Dr. Duncan discussed the possibility of having a board retreat to focus on MSA Board operational issues and meeting protocol. Linda Mitchell will investigate having MSBA staff come and present.

Information and Announcements:

Board members are invited to attend the academies' holiday programs. MSAB's will be on December 10 and MSAD's on December 22. Outgoing board members will be acknowledged for their service to the academies in a brief ceremony as part of the programs.

MSAB Dress Up Dinner will be held on December 6. This year's theme is "Louisiana: Cradle of Jazz".

The MSAB Chili Supper was very successful. There was a great turnout and raised \$1500.

At a recent Foundation meeting, the board agreed to use funds from the playground account to purchase new picnic tables for MSAB.

Linda Mitchell discussed the estate settlement received by MSAB. The funds must be used specifically for facilities or equipment. Linda contacted the attorney and asked whether the endowment could be invested. She was informed that this was acceptable. A question was asked about the possibility of

turning the money over to the Foundation. Linda indicated this is not an option. The funds must be used specifically for facilities or equipment.

Adjournment: A motion was made by Douglass DeWitt, second by Walt Kramer to adjourn the meeting. Motion carried.

Tim Jaech commented that he would like to include the academies' Site Councils on the agenda for the next meeting which will be held at MSAB on January 20, 2005.

Tim Jaech, Secretary of the Board

**Minnesota State Academies
Board Meeting Minutes
January 28, 2005**

Minnesota State Academy for the Blind

Board Members Present: Walt Kramer, Nadine Jacobson, Joyce Daugaard, Douglas DeWitt, Linda Mitchell, Connie Telschow, Carrie Budahl,

Others Present: Richard Berge, Brian Boettcher, Olda Boubin

Absent: Robert Duncan, Mary McDevitt Kraljic, Tim Jaech

Visitors: Melvin and Maxine Schroeder

Call to Order: Vice Chair Walt Kramer called the meeting of the Minnesota State Academies Board to order at 9:20 a.m. on January 28, 2005.

Approval of Agenda: A motion was made by Douglas DeWitt, seconded by Joyce Daugaard, to approve the agenda. Motion carried.

Approval of November 18, 2004 Minutes: A motion was made by Joyce Daugaard, seconded by Nadine Jacobson, to approve the minutes of November 18, 2004. Motion carried.

Public Comment: None.

Financial Report: Tom Schoenbauer presented the financial report. A motion was made by Douglas DeWitt, seconded by Nadine Jacobson, to accept the financial report as presented. Motion carried.

BKB Director Search Update: Brian Boettcher provided a brief summary of the MSAB Director Search. After extensive advertising, two individuals applied who met all of the qualifications as determined by the board. Interviews were conducted on December 15, 2004 and January 5, 2005. Linda Mitchell introduced Olda Boubin to the board and announced that it was her privilege to recommend that he be hired as the new director of MSAB. Mr. Boubin expressed his appreciation for the opportunity to interview for the position and indicated he is looking forward to serving the board and the students of MSAB.

A motion was made by Douglas DeWitt, seconded by Joyce Daugaard, to approve Superintendent Mitchell's recommendation to hire Olda Boubin as the Director of the Minnesota State Academy for the Blind, and that matters pertaining to a start date and other logistical issues, be left to the discretion of Mr. Boubin, Linda Mitchell and the Human Resources Director. Mr. Kramer commented that it was a pleasure and a privilege to have been involved in the process from the ground floor and is delighted to have reached this point. Motion carried.

A motion was made by Douglas DeWitt, seconded by Joyce Daugaard, for the Board of the Minnesota State Academies go on record to express their thanks to BKB and Associates for their fine work in conducting the search for the director. Motion carried.

MSAD Site Council Report: Carrie Budahl attended the meeting as representative of the MSAD Site Council. Carrie reported the Site Council Public Relations Committee is working on a new school logo and a new web site. They are also seeking input from parents and staff to develop a new mission statement for the school. A TV production class is producing DVD's of various school activities, e.g. holiday programs, athletic events, to sell as a school fundraiser. Other issues being discussed include the Parent Child Institute (PCI), the accreditation process, a marketing plan for the MSAD logo, expanding the student computer contract to include media and textbooks, and revising the student handbook. Linda Mitchell talked about the Conference of Educational Administrators of Schools and Programs for the Deaf (CEASD) accreditation process, its residential component, and how it helps evaluate dormitory programs.

MSAB Site Council Report: Connie Telschow reported that she will continue to serve as the Site Council representative to the board until a replacement is appointed. Kathleen Robinson took over as the new chair of the council at the January meeting. Rilyn Colucy attended the January Site Council meeting to discuss/review MSAB curriculum. There was also discussion about the effectiveness of the Site Council and possibilities for increasing opportunities for Site Council members to meet with their constituent groups. Linda Mitchell informed the Site Council that she and Dr. Berge have begun meeting with legislators and will include the MSAB video as part of the public relations packet. Linda Mitchell added that the board will be provided with copies of Site Council by-laws for a first reading at the March board meeting.

New Business

Special Education Audit: A special education audit was conducted at the academies during the first week in January. Six monitors from the Department of Education spent a week between the two schools. Linda Mitchell reported that we have not received a formal report yet; however, both schools received positive feedback. There were minor citations related to due process issues, however, nothing surfaced that indicated systemic problems. Linda reported she believes it was an enlightening week for the monitors and said one of their suggestions included using the IEP process to help sell the schools and create more visibility in the state school districts. Linda also reported the Department of Education no longer requires corrective action plans and now includes their recommendations in the Continuous Improvement Monitoring Procedure (CIMP). When the final report is received, Sean Virnig and Wade Karli will share the specifics of the report with the board.

Legislative Update: Linda Mitchell, Tom Schoenbauer, and Richard Berge attended an Education Finance Committee meeting on January 26 to present the academies' capital bonding request. The request includes \$4,622,207 million in asset preservation funding which was recommended for approval last year but not acted upon by the legislature. Linda reported that Representative Patti Fritz has introduced a bill that adds two projects: 1) completion of Noyes Hall (\$1,722,872) and 2) safety improvements including construction of perimeter roadway improvements for each campus, construction of a new garage, and parking space for both campuses (\$1,607,724). With anticipated inflationary costs figured in, the total request is \$7,952,803. The governor is anxious to move forward with the bonding bill and legislative action is expected to occur in early February.

Mainstream Contract: Linda Mitchell and Dr. Berge reported on the current status of the mainstream contract between the Residential Academies and the Faribault Public Schools. For the past 25 years, the contract has provided an opportunity for academy students to attend classes with non-disabled peers at the public school. In November of 2003, the Minnesota Department of Education conducted a routine special

education audit of the Faribault Public Schools. The audit resulted in a 30-page written report which outlined problems with the way the mainstream contract is executed.

On January 3, 2005, Linda Mitchell, Dr. Berge, and Tom Schoenbauer attended a meeting with representatives from the school district, the Department of Finance, and the Department of Education to discuss and clarify the audit findings. While everyone is in agreement that changes are needed, these changes would have staffing and budgetary implications for the academies. Currently, there are 25 district employees who work with academies' students. It has been determined that six of these should be absorbed by the academies and not be part of the mainstream contract. Because of contractual issues, i.e. seniority, retirement benefits, etc., legislative action would be required for these individuals to become state employees. Initially, a budget increase of \$821,000 has been included to fund the necessary positions. The Academies Executive Budget Officer from the Department of Finance is involved and will assist in crafting the appropriate legislative language revisions.

The situation with the mainstream contract has also impacted the MSAB outreach service (itinerant vision teachers) contracts. Unlike other school districts in the state, current state law prohibits the academies from purchasing/selling services with other districts. As a result of the audit and questions regarding reimbursement for contract costs, three districts were advised by the state not to sign the outreach contracts. Again, a change in legislative language needs to occur that stipulates how payments for outreach services flow back to the state and not back into the academies' budget.

Linda Mitchell and Dr. Berge will attend the Faribault Public School Board work session on Monday evening, January 31, to present the academies' position regarding the mainstream contract and to reiterate their support of a continued cooperative relationship between the district and the academies.

A motion was made by Douglas DeWitt, seconded by Nadine Jacobson, that the Board of the Minnesota State Academies: 1) Supports the concept of the mainstream concept; 2) authorizes the academies' administration to work with the Department of Education, Faribault Public Schools, and the Department of Finance to adjust the contract language as appropriate; 3) authorizes the administration to work with local legislators to carry forward legislation to bring resolution to issues of concern with the mainstream contract. Motion carried.

Information and Announcements:

- Nadine Jacobson has been officially reappointed to the board for a term that runs until January 5, 2009.
- Unfortunately, because of the short notice provided by the governor's office, Joyce Daugaard was the only new board member who could attend the senate confirmation hearings held on January 20. Joyce reported there was some confusion at the hearing as Walt Kramer's name was the only one read. To date, another confirmation hearing has not been scheduled.
- Linda Mitchell talked about the recent tragedy at MSAD involving injuries to three staff and the death of an elementary teacher resulting from a car accident. Linda shared a letter from the director of Boldt Funeral Home which described the overwhelming support and caring that was shown not only by MSAD staff but from others all over the country. Linda said that it has been a very difficult time at MSAD and the Employee Assistance Program has been made available for staff as needed.

MSA Board Meeting

January 28, 2005

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- There was some discussion about the possibility of changing the date of the March board meeting. Subsequent to the meeting, a decision was made to meet on the 9th because of a previous commitment made with Jan Rhode from the Minnesota School Boards Association, to attend the meeting.
- Dr. Berge reported that he is finding his interim director appointment at MSAB to be both exciting and interesting. He talked about some of the student activities going on, including the photography project currently underway.

Adjournment: The meeting was adjourned at 11:30 a.m.

Tim Jaech, Secretary of the Board

**Minnesota State Academies
Board Meeting Minutes
March 9, 2005**

Minnesota State Academy for the Deaf

Board Members Present: Robert Duncan, Chair, Walt Kramer, Nadine Jacobson, Joyce Daugaard, Douglas DeWitt, Linda Mitchell, Mary McDevitt Kraljic, Tim Jaech, Alex Caddy, Connie Telschow

Others Present: Richard Berge

Interpreters: Linda Gallea; Pat Clarke

Call to Order: Dr. Robert Duncan, Chair, called the meeting of the Minnesota State Academies Board to order at 9:05 a.m. on March 9, 2005.

Approval of Agenda: A motion was made by Walt Kramer, seconded by Nadine Jacobson, to approve the agenda. Motion carried.

Approval of January 28, 2005 Minutes: A motion was made by Douglas DeWitt, seconded by Walt Kramer, to approve the minutes of January 28, 2005. Motion carried.

Public Comment: None.

Financial Report: Tom Schoenbauer presented the academies' financial report. Linda Mitchell explained that MSAD's budget is tight because of an arbitration ruling that required the academy to pay for a teacher position that was not included in the budget. Tim Jaech asked how the academies would be impacted if federal funding is decreased. Linda responded that the academies are fortunate not to rely heavily on federal funding. The schools are funded with state money and have strong support from the state legislature. Linda added that Tom Schoenbauer has been busy with the legislative auditors who are spending three weeks at MSAD.

Interpreter Interns: Linda Gallea introduced Betsy Virkus and Anne Elias who are working as interpreter interns at MSAD through May 6. Welcome!

MSAB Site Council Report: Connie Telschow provided a report from the MSAB Site Council meeting. Rose Hein will serve as vice chair of the Site Council and a new board representative will be chosen at the meeting on March 10, 2005. The Fundraising Committee continues to work on establishing guidelines for fundraising activities. There was also discussion regarding existing administrative positions at MSAB.

MSAD Site Council Report: Alex Caddy was introduced as the new MSAD Site Council representative to the board. He reported that concerns were raised at the last Site Council meeting regarding the tone of the fire alarms. There has been a good response to the Parent Child Institute (PCI) weekend planned for June 3-5 at MSAD for first time families of deaf and hard of hearing children. Alex will provide an update at the May meeting.

Tim Jaech suggested board discussion of issues related to the Site Councils that surfaced during the Leadership Advisory Committee interviews with staff. Linda Mitchell said one of the first steps needed is to take a look at how people are prepared to serve on the Site Council. It is important to provide training and direction for members to help clarify the role of the Site Councils, how they work with the board, and how they represent constituent groups.

Linda Mitchell said she would like to see similar by-laws for the Site Councils. She recognizes that some things are unique to each council; however, it would be easier if such things as terms of office and by-law review would be the same. She will ask a representative from each council to work on this project. Board members expressed their support of the idea of establishing similar by-laws to the extent possible and establishing goals that are measurable. Linda will report back on this issue at the next board meeting.

New Business

Academies Administrator Appointment: Dr. Duncan presented a resolution to the board to officially appoint Linda Mitchell as the permanent Academies Administrator.

"Whereas the Board of the Minnesota State Academies wants to fulfill the recommendations of the Academies Leadership Committee and complete the administrative reorganization of the Academies, and

Whereas the current Executive Director, Linda Mitchell, has been working in this position for the past twelve (12) months in a probationary status, and

Whereas the Board of the Minnesota State Academies is satisfied with the work Ms. Mitchell has done in these past twelve months,

Be it therefore resolved that Linda Mitchell be officially appointed to the position of Academies Executive Director, henceforth to be referred to as the **Minnesota State Academies Administrator.**"

A motion was made by Walt Kramer, seconded by Douglas DeWitt, to appoint Linda Mitchell as the Academies Administrator.

Discussion: Nadine Jacobson expressed her belief that the needs of the students at both academies would be better served with a superintendent at each school. Ms. Jacobson said this opinion did not in any way reflect dissatisfaction with Ms. Mitchell's work or her abilities. Walt Kramer stated that he had held a similar opinion at the onset of the restructuring process; however, after becoming more familiar with the idea of the academies making up one state agency, he believes it makes sense to appoint one administrator to oversee the agency, with directors on each campus to administer the day-to-day operation of the schools. It could also be beneficial to have a unified voice at the legislature when lobbying for the academies.

Connie Telschow stated the staff at MSAB continue to have concerns about the organizational structure and are confused about the roles of the administrators. She suggested that staff be provided with copies of the position descriptions for these positions. It was suggested that the issue of the schools being a state agency should be addressed with staff and students of the academies. Dr. Duncan stated the board has a responsibility to monitor this issue and will stay well informed. Joyce Daugaard said that with a new

director coming on board, it will create a natural opportunity to educate staff regarding the structure of the academies. Motion carried with one point of opposition.

Mainstream Contract: Linda Mitchell and Dr. Berge provided an update on the status of the mainstream contract with Faribault Public Schools. Over the past few weeks, meetings have been held with representatives of the Minnesota Department of Education and with fiscal analysts in the Department of Finance. Currently, a major point of discussion is determining which staff should be included in the mainstream contract and which should be academies employees. Duties of the staff have changed over the years and the Faribault district wants a clearer separation. If they elect to sever the contract employees, specific timelines will need to be met. Since the Faribault District employees are in a separate bargaining unit from academy employees, there are several issues such as seniority rights that would need to be worked out. The Department of Employee Relations will need to be involved in the discussion once the district makes a decision on the staffing issues.

Initially, a budget increase of \$821,000 has been included to fund the necessary positions. The Academies Executive Budget Officer from the Department of Finance is involved and will assist in crafting the appropriate legislative language revisions. Dr. Berge expects the mainstream contract to be resolved by the end of the legislative session and anticipates testifying within the next couple of weeks. .

Outreach issues affected by the mainstream contract are also under discussion. Dr. Berge said Department of Education officials have indicated that by changing the terminology to "purchase of service" rather than contract, no legislative language changes would need to occur.

Linda Mitchell and Dr. Berge will continue to keep the board apprised of this situation. Dr. Duncan thanked Dr. Berge for his work on this issue.

Legislative Update: Dr. Berge reported that he had participated in individual meetings with members of the House and Senate Education Committee. Senator Steve Kelly is planning to add a 2% budget increase for the Perpich Center for the Arts and wants to include the academies in his request. Linda Mitchell said the academies want to remain cognizant of when to be seen as a school district versus a state agency. We have been exempt from other state agency cuts in previous years. Linda also stated two major budget concerns are anticipated cost increases for health insurance and also the possibility of salary increases for staff. Negotiations are underway and because state employees have been under a salary freeze for four years, some change is expected. There has been no word from the governor on possible funding for either of these added costs.

There has been no final action on the bonding bill. The bill in the Senate includes priorities one and two – asset preservation and the completion of the Noyes Hall renovations. The House version includes only the asset preservation.

Policy Manual Development: Linda Mitchell presented a proposal to hire a pre-law student or a staffer from the Attorney General's office to take on the responsibility of policy development. The academies want to adopt MSBA policies; however, each policy needs to be reviewed to determine whether it applies to the state academies. Dr. Duncan suggested this be done as expeditiously as possible.

Policy #1400 Homegoing Inclement Weather (1st Reading): No substantive changes were made to the policy. A letter and form were added as Appendix A and are now the same for both academies. A 2nd reading will occur at the May meeting.

MSAD By-Law Review: As previous discussed, Linda Mitchell plans to ask representatives from the two Site Councils to meet to focus on revising the by-laws to be as similar as possible.

Information and Announcements:

- Linda will send out a special listing of all the spring events occurring at the academies.
- CEASD accreditation – March 29-April 1. (There will be an opportunity for board members to meet with the accreditation team.)
- May 6 Employee Recognition Day (held at MSAD)/MSAB Spring Program
- April 7-9 Spring Drama at MSAD

Adjournment: A motion was made by Walt Kramer, seconded by Nadine Jacobson to adjourn the meeting. Motion carried.

Tim Jaech, Secretary of the Board

Minnesota State Academies
Board Meeting
June 22, 2005 – 1:30 p.m.
Academy for the Deaf

Members Present: Robert Duncan, Richard Berge, Douglas DeWitt, Walt Kramer, Nadine Jacobson, Joyce Daugaard, Mary McDevitt-Kraljic, Tim Jaech, Alex Caddy, Mary Kinde

Others Present: Olda Boubin, Sean Virnig, Tom Schoenbauer, Martina Hagen, Jan Gora, Rilyn Colucy, Donna Reuvers, Jill Berg

Interpreters: Linda Gallea, Pat Clarke

Midwest Principals' Conference: The State Academies Board attended the Midwest Deaf Schools Principals' Conference being held at MSAD prior to the regular Academies Board meeting. They received information about the Levels Program currently being offered at MSAD and about the potential for establishing a Residential Treatment Center at MSAD.

Call to Order: Dr. Duncan called the meeting of the Minnesota State Academies Board to order at 2:50 p.m. on June 22, 2005. Tim Jaech expressed his appreciation to board members for their well wishes during his recent stay in the hospital.

Approval of Agenda: A motion was made by Walt Kramer, seconded by Joyce Daugaard, to approve the meeting agenda. Motion carried.

Approval of May 19, 2005 Meeting Minutes: A motion was made by Douglas DeWitt, seconded by Walt Kramer, to approve the minutes of the May 19, 2005 board meeting. Motion carried.

Dr. Duncan welcomed Olda Boubin as the new director of the Academy for the Blind.

Public Comment: Rilyn Colucy addressed the board to express her concern about the proposed plan to eliminate the curriculum specialist position at MSAB. She stated her opinion that shifting curriculum development to another position would have a negative impact. Rilyn also invited board members to attend a concert by blind pianist, Tony DeBlois, which will be held at MSAB in conjunction with Young Audiences of America, on September 16 at 10:00 a.m.

Financial Report: Richard Berge reported that although the state legislature has not completed work on the K-12 Education budget and no final allocation has been determined, the FY06 academies' budget has been prepared and is ready to submit. The current budget bill in both the house and the senate calls for flat funding for the academies and remains unchanged from the previous two years. June 30 is the deadline for the legislature to reach an agreement to avoid a government shutdown.

Tom Schoenbauer reviewed the Current Year Budget. Tom noted a new line item (1325) lists the discretionary dollars for the 2004-05 mainstream contract (\$235,000).

As noted above, the FY06 budget was compiled without knowing what legislative action will occur. Dr. Berge met with the academies' department heads to review current staffing and projected costs for next year (\$10,822,941). With a current appropriation of \$10,466,000, the academies are facing a deficit of \$357,000. It will be necessary to determine where the priorities are and look closely at the staffing needs on both campuses.

A motion was made by Walt Kramer, seconded by Nadine Jacobson, to accept the FY06 budget. Motion carried.

Academies Administrator Report: Dr. Berge talked about the potential for a government shutdown if the legislature fails to reach a budget agreement by June 30. In response to a request from the Department of Employee Relations (DOER), the Academies submitted a listing of critical/core programs that would need to continue in the event of a shutdown. A request for 14 staff was made to ensure the maintenance and security for buildings and grounds. Additional issues addressed included the potential for legal liability if the state did not meet the mandated individual education plans for students. A second document was submitted listing non-critical programs.

On June 15, 2005 the Academies were given permission to conduct critical operations involving security and maintenance as well as July summer programming at MSAD. Dr. Berge followed up with another memo on June 16 and requested that the Academy for the Blind also be included in the request to run summer programming. This request was granted resulting in approval for 100 staff to work during a shutdown. Dr. Berge further explained that a formal request goes into court on June 23 and final action will be determined on what is critical and core programming. Once we are informed of the court's decision, letters will be sent to parents and districts, outlining the course of action to be taken if a shutdown occurs.

Administrative Staffing Plan: A subcommittee of the board met on June 22, 2005 at 10:30 a.m. to discuss a proposed administrative staffing plan. Subcommittee members include: Robert Duncan, Richard Berge, Joyce Daugaard, and Douglas DeWitt. Martina Hagen, Human Resources Director, also attended the meeting. Visitors included Jill Berg and Olda Boubin. The charge of the subcommittee was to develop a plan to meet the leadership needs of the Academies from July 1 through the end of the year or until Linda Mitchell is able to resume her duties as Academies Administrator.

Dr. Berge presented the subcommittee's proposed administrative staffing plan:

Academies Administrator (1.0 FTE). Serves as chief executive officer for the Academies. In the absence of the Academies Administrator for medical reasons, an Interim Administrator will serve until such time as Ms. Mitchell can resume her responsibilities. This situation will be reviewed and the Board given an update at each meeting. The Interim Administrator will be employed as a .5 FTE state employee with the level of employment to vary as needed. Dr. Berge has agreed to continue part-time as Interim Academies Administrator until October when the situation will be re-evaluated.

MSAB:

1.0 FTE Director. Serves as the administrative and instructional leader for MSAB and is directly responsible for staff supervision, program development and program outreach. Reports directly to the Academies Administrator.

1.0 FTE Assistant Director. Serves as the administrator in charge in the absence of the Director. Assists with the day to day operation of the academy and has responsibility for curriculum development, transition program, development and monitoring of IEP's and other duties assigned by the director.

NOTE: This proposal results in a reduction from 3.0 FTE to 2.0 FTE administrative positions at MSAB and a reduction of 1.0 FTE in administrative positions at the Academies.

MSAD:

1.0 FTE Director. Serves as administrator and instructional leader for MSAD. Is directly responsible for staff supervision, program development and program outreach. Reports directly to the Academies Administrator.

1.0 FTE Assistant Director. Serves as administrator in charge in the absence of the Director. Assists the Director with the day-to-day operation of the Academy. Specific duties are outlined in the position description. NOTE: These duties require a change and reassignment of duties for Janet Pauley.

1.0 FTE Community Coordinator. Develops contacts with agencies, individuals, school districts and other organizations regarding MSAD programs and opportunities. Facilitates and coordinates meetings on behalf of MSAD. Reports to the MSAD Director.

A motion was made by Douglas DeWitt, seconded by Nadine Jacobson, to appoint Richard Berge as Interim Academies Director until October 1, 2005. Board members expressed their appreciation to Dr. Berge for his willingness to take on this responsibility and his commitment to serving the Academies. Motion carried.

A motion was made by Douglas DeWitt, seconded by Walt Kramer, to accept the FY06 Academies budget of \$10,466,000 and to direct the Academies Administrator and Directors to work together within the parameters of the allotted budget to design a staffing plan. A report will be presented at the next board meeting on how this task was accomplished. Motion carried.

Bonding Request: A motion was made by Douglas DeWitt, seconded by Walt Kramer, to approve the Academies Capitol Bonding Request for the next legislative session. It includes \$3.8 million for asset preservation; \$5.1 million for Frechette Hall Renovation; 1.5 million for roads and parking; and, \$1.6 million for West Wing Noyes Hall Phase Two. Motion carried.

Mainstream Contract Resolution: A motion was made by Douglas DeWitt, seconded by Walt Kramer, to approve the resolution which reads that no tuition would be charged to the Faribault School District for students attending the Academies who are residents of the Faribault School District and that no tuition would be charged to the Academies for students attending the Faribault School District for mainstreaming purposes. This resolution shall be in effect for the 2004-2005 school year. Motion carried.

Emotional Behavior Disorder (EBD) Residential Treatment Center Proposal: Board members had the opportunity to learn more about this program as part of a presentation at the Midwest Principals Conference being hosted by MSAD. There is general agreement that there are enough students throughout the region who could benefit from this type of program. Sean Virnig explained that there has been ongoing discussion over the course of four or five years about developing an EBD program. Regional representatives are looking at the possibility of grant money to fund the program and will meet again on July 14 to further discuss the options. If the program were to be housed in Pollard Hall at MSAD, the building would require renovation.

A motion was made by Walt Kramer, seconded by Joyce Daugaard, to support further discussion and planning for an EBD program on the MSAD campus. Discussion: Nadine Jacobson expressed her concern about the financial commitment this would create for the Academies and the need to protect against carrying the responsibility for operational costs. Sean Virnig provided clarification that the EBD program would be a separate residential program from the existing programs at MSAD. Joyce Daugaard agreed that there is a definite need for this type of program and suggested looking beyond the residential schools for students but to the large mainstream programs as well. Tim Jaech pointed out that there is a perception that exists about segregational programming for children but that the needs of the students must be defined.

Board members suggested that having a summary of the program would be helpful. An update will be provided at the next meeting. Ms. Jacobson added that she would be willing to support the program if someone will provide documentation of need. Motion carried.

MSAD Director's Report (Sean Virnig):

- MSAD is the proud host of the Midwest Principals' Conference being held June 22-June 24.

- Sean was elected to the CEASD National Board which positions MSAD as a model school.
- The Department of Education Continuing Improvement Monitoring Process (CIMP) Special Education Compliance Corrective Action Plan was submitted on June 13 and is in alignment with the CIMP that is due to the department on June 30. Sean is preparing to set up "fireside chats" at the regional deaf and hard of hearing services offices throughout Minnesota.
- Sean is working to revive the MSAD Literacy Center. This is consistent with the accreditation process as a part of student support services and IEP-driven activities. Coordination is being done by a state program administrator on staff.
- Sean is also working with the University of MN Department of Audiology for collaboration with manufacturers, mapping training and evaluations, resource sharing, and program development and implementation for MSAD students with cochlear implants.
- New positions needed at MSAD: Assistant Director; two interpreters, educational audiologist; and a half-time webmaster on professional contract.
- Sean is looking forward to working with the new MSAB director and the MSAD Assistant Director for short and long term planning at the Academies.

MSAB Director's Report: Olda Boubin reported that he arrived at MSAB on June 13. He has been spending time looking at the hierarchy of needs and use the information to guide decisions with the primary focus and priority being the services we provide to our students. He has also begun meeting with district special education directors to determine what needs exist in the districts and what services we could provide. Olda stated he is impressed with the staff and the progress of the students and is very glad to be part of the Academies.

Board Meeting Schedule:

August 12	MSAB
September 15	MSAD
November 17	MSAB
January 19	MSAD
March 9	MSAB
May 18	MSAD
June 15	MSAB

NOTE: All meetings are scheduled for 9:00 a.m.

Comments: Nadine Jacobson made a comment in reference to the curriculum responsibilities at MSAB and her concern that care needs to be taken to have high academic expectations of the students and provide them with the materials they need to meet those expectations.

Walt Kramer commented that the proposed administrative staffing plan calls for adding a layer of administration which the Leadership Advisory Committee tried to avoid doing.

Information and Announcements: Douglas DeWitt indicated that he will be leaving his position as Superintendent in Nevis effective June 30 and relocating to Fargo. He will therefore need to resign his position as an MSA board member. He indicated that it has been a privilege to serve on the board. On behalf of the board, Dr. Duncan expressed his appreciation and good luck to Doug.

MSA Board Meeting

June 22, 2005

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Adjournment: A motion was made by Walt Kramer, seconded by Douglas DeWitt, to adjourn the June 22, 2005 meeting of Academies Board. Motion carried.

Tim Jaech, Secretary of the Board

Minnesota State Academies
Board Meeting
August 12, 2005 – 9:00 a.m.
Academy for the Blind

Members Present: Robert Duncan, Richard Berge, Linda Mitchell, Walt Kramer (by phone), Nadine Jacobson, Mary McDevitt-Kraljic, Tim Jaech, Alex Caddy, and Mary Kinde

Others Present: Olda Boubin, Janet Pauley, Tom Schoenbauer, Martina Hagen

Interpreters: Linda Gallea, Annette Peters

Call to Order: Dr. Duncan called the meeting of the Minnesota State Academies Board to order at 9:00 a.m. on August 12, 2005.

Approval of Agenda: One addition was made to the agenda – (7.2) Douglas DeWitt's resignation from the Board. A motion was made by Walt Kramer, seconded by Nadine Jacobson, to approve the meeting agenda as amended. Motion carried.

Approval of the June 22, 005 Meeting Minutes: A motion was made by Mary McDevitt-Kraljic, seconded by Walt Kramer, to approve the minutes of the June 22, 2005 board meeting. Motion carried.

Financial Report:

FY05 Budget: Tom Schoenbauer reviewed the FY05 end of year budget. Tom noted the mainstream contract invoice has been received and paid. He also stated that during the special session, the legislature gave approval for state agencies to carry forward monies from the General Fund (100) to the next fiscal year. A motion was made by Walt Kramer, seconded by Nadine Jacobson, to accept the FY05 budget report as attached. Motion carried.

FY06 Budget: Tom presented the revised FY06 budget. The legislature approved an additional \$1 million to the Academies' budget for the next biennium, \$500,000 each fiscal year, for a final appropriation of \$10,966,000. Tom stated that \$127,000 will be needed each year for the mainstream contract. Members of the Board expressed their appreciation to Dr. Berge for his work at the legislature. A motion was made by Walt Kramer, seconded by Robert Duncan, to approve the revised FY06 budget as attached. Motion carried.

Academies Administrator Report:

Legislative Update: As noted in the financial report, the legislature approved additional funding for the Academies. Dr. Berge named several individuals at the legislature and the Department of Finance who were instrumental in this effort. Dr. Berge suggested the Academies need to initiate an educational effort as soon as possible with members of the legislature and the Department of Education to develop a legislative platform. Legislators should be invited to visit the Academies to observe our operation so they better understand how we function as a state agency. Currently there is a general lack of understanding about how the Academies are funded. Other professionals who need to get involved in this effort are the state's Special Education Directors. The Academies did not fare as well as public schools in funding because we are not defined as a public school but as a state agency. While public school funding resulted in a 4% increase for each year of the biennium, the Academies received a 4.78% increase the first year, and 0% the second.

Mary McDevitt-Kraljic commended Dr. Berge for his work at the legislature and maintaining the Academies' relationship with the legislature. Mary suggested the Academies become involved in the Special Education Directors' quarterly meetings, not as a public relations effort but rather to educate that group about the Academies. Linda Mitchell said that in the past we have been unsuccessful in getting on the agenda of those meetings. The directors will meet this fall (October/November) and Mary indicated her willingness to assist with getting the Academies involved in the meeting. She also suggested the Academies work with Commissioner Seagren's cabinet to provide the Department of Education with suggestions on how to facilitate educating legislators and others about the Academies.

Dr. Duncan asked the administration to develop a legislative strategic plan to be discussed at the September 15 Board meeting. Dr. Berge stated this effort also carries to staff at the academies; they need to understand how all this works and give their support. Mary Kinde suggested that involving the Site Council would be a good start.

North Dakota School for the Deaf: Dr. Berge reported that the North Dakota School for the Deaf. is interested in sharing MSAD curriculum via telecommunication. The school is small, 25-30 students, and is having a difficult time providing programs to their students. Clarification was provided that MSAD would offer actual instruction through the teleconferencing. A meeting will be held this fall to further discuss this proposal.

EBD Residential Treatment Center: Another initiative currently under consideration is the development of an Emotional Behavior Disorder (EBD) Residential Treatment Center to be housed on the MSAD campus. This program would serve a small but difficult deaf/hard of hearing student population. As discussed at a meeting in July, the plan would include housing the students in Pollard Hall. Renovation of this building was included in our bonding request. A follow-up meeting is scheduled for September 28.

Other Information: The MSAB chiller, which was also part of our bonding request, collapsed during the final week of the July summer program. Dr. Berge wrote a letter to the Department of Administration asking for emergency replacement of the chiller. The request was approved and work has started on replacement. The new chiller is scheduled to be operational by the time staff return to work on August 22.

Mary Kinde expressed thanks to the Academy for the Deaf for their assistance during this time to house MSAB summer school students. Tim Jaech added that this is a wonderful example of sharing operations between the two schools.

Negotiations Update: Martina Hagen provided an update on union negotiation results for AFSCME and MAPE employees. A tentative agreement was reached on July 28 at 4:30 a.m. The State and the unions agreed to a 2% employee pay increase for each of the two contract years. The insurance package will stay relatively the same with a 0% increase in FY06 and an approximate 10% increase in FY07. Martina explained that the cost of the 10% increase would be to the state with just a slight increase to employees. Martina also informed the Board that a committee has been formed to look at the impact of the state shutdown. MMA, Managers Plan, and SRSEA groups continue to negotiate.

There was brief discussion about current position vacancies at the Academies. A status report on staffing will be provided at the September meeting. Linda Mitchell added that after a review of how the Technology Department is managed and coordinated, a decision was made to include the IT staff in the Academies shared services and will report directly to the Academies Administrator. Dan Scissions and Carrie Budahl will be working together to develop a long range Technology Plan.

MSAD Director's Report: Janet Pauley, MSAD Assistant Director, reported on MSAD's summer program. The theme for the two week program was animals and the students enjoyed several field trips. Janet also stated that summer school provides a good draw for new students - there are 17 new students enrolled for fall. Three positions remain vacant at MSAD – an audiologist and two interpreters. Mary Ann Thompson is retiring effective September 7 and the residential director position will be filled on an interim basis. Linda Mitchell said consideration is being given to changing the requirements for this position and possibly combining teacher and/or administrative experience with the existing position duties. Tim Jaech stated he was pleased to hear that changes/updates are being planned for the residential program.

MSAB Director's Report: Olda Boubin provided a recap of MSAB's summer programming. In June, nine students participated in the LIFE Program and 20 students attended the two week academic program. In July, three students attended the Basic Skills Remediation class and 34 attended the Bridges camp.

An area of concern for MSAB is the vacant speech therapist position and the need to contract for this service. Olda is continuing his conversations with area Special Education Directors about enlarging the scope of services that MSAB provides to the districts. Nadine Jacobson welcomed Olda to the Academies and encouraged him to get acquainted with the students as soon as possible. Olda congratulated MSAB teachers, Lori Klein and Connie Telschow, on the successful completion of their master's coursework and certification requirements for orientation and mobility. Lori and Connie are now dually certified as Teachers of the Visually Impaired and Orientation and Mobility Specialists. Congratulations!!

New Business:

Dr. Berge acknowledged the resignation of Douglas DeWitt from the Board as he has relocated to another state. Contact will be made with the Secretary of State's office to initiate the application process to fill the vacant position on the MSA Board.

Information and Announcements:

Linda Mitchell announced that she will be returning to work on a part time basis. She and Dr. Berge will meet to coordinate schedules.

Lisa Mueller, Executive Budget Officer, along with Brent Gustafson, Jayne Rankin, and Jim King from the Department of Finance, will be at the Academies on August 31. The group will conduct a site visit to review the Academies' bonding request.

Dr. Berge asked that agenda items for the September board meeting be submitted by September 5.

Adjournment: The August 12, 2005 meeting of the Board of the Minnesota State Academies adjourned at 11:00 a.m.

Next Meeting: Thursday, September 15, 9:00 a.m. – Minnesota State Academy for the Deaf Campus

Minnesota State Academies
Board Meeting
September 15, 2005 – 9:00 a.m.
Academy for the Deaf

Members Present: Robert Duncan, Richard Berge, Linda Mitchell, Walt Kramer, Nadine Jacobson, Mary McDevitt-Kraljic, Alex Caddy, Mary Kinde, Joyce Daugaard

Others Present: Olda Boubin, Sean Virnig, Tom Schoenbauer

Interpreters: Linda Gallea, Janie Cook

Call to Order: Dr. Duncan called the meeting of the Minnesota State Academies Board to order at 9:00 a.m. on September 15, 2005.

Approval of Agenda: A motion was made by Walt Kramer, seconded by Joyce Daugaard, to approve the meeting agenda. Motion carried.

Approval of the August 12, 005 Meeting Minutes: A motion was made by Nadine Jacobson, seconded by Walt Kramer, to approve the minutes of the August 12, 2005 board meeting. Motion carried.

Financial Report:

FY06 Budget: Tom Schoenbauer reviewed the FY06 budget as attached. He indicated the Academies are relying heavily on compensatory monies and the funds are dwindling because of receiving less funding and lower enrollment. Tom also reported the projected increase in heating costs is an area of concern and will need to be monitored closely.

Academies Administrator Report:

Department of Finance Site Visit: Dr. Berge reported that on August 31, four individuals from the Department of Finance conducted a site visit to the Academies in regard to the Academies' bonding request. A total of \$4.5 million is being requested for asset preservation which includes renovation of MSAD's Pollard Hall, currently under consideration for housing a student treatment unit. The group also toured Frechette Hall and Noyes Auditorium. Parking and safety are also part of the request. At MSAD new parking spaces would be created to help eliminate traffic around the circle; at MSAB the road behind the dorms would be closed off and moved farther to the south. There was discussion about the potential for developing an autism program at MSAB which would require expansion of the residential section of the building.

Site Council Training: On Monday, September 19, Dr. Berge and Linda Mitchell will meet with two individuals from Minnesota State University-Mankato to discuss training needs for the Academies' Site Councils. The purpose of the training is to clarify the role and responsibilities of the group so they are better equipped to serve as an effective input source for the Academies.

Technology: Dr. Berge reported the technology staff have been moved into the Shared Services department. This change will allow each school to draw on the expertise of the IT staff to address specific technology needs and services. The Technology Committee will reconvene and meet on a regular basis to help determine how to organize technology needs and to set goals. There was discussion about updating the Academies Technology Plan and submitting it to the state. Once approved, this will

be the basis for submitting an e-rate funding application to the federal government. Linda Mitchell indicated that e-rates are a potential source of significant funding and suggested consideration of hiring a consultant to assist with development of the technology plan.

MSAD Director's Report: Sean Virnig provided a summary of MSAD's Continuous Improvement Monitoring Process (CIMP) report. The report included information regarding district general information, significant trends, self review implementation and monitoring, and a data management plan. Sean reported the CIMP report will serve as the basis for his work plan for this year. Also, a CIMP Committee has been added to the Site Council and is a continuation of North Central Accreditation (NCA) Committee efforts. MSAD's current enrollment is 138.

- **Literacy Center Update:** The center is part of student support services and includes IEP-driven activities. The center currently provides services during the school day for ten students with language goals. Preparations are underway for the official opening in January. Sean also spoke about the collaborative effort that is occurring between MSAD and the U of M Department of Educational Psychology to improve student reading and math skills.
- **Update on Positions:** Two full-time interpreter positions have been filled. Also, Janet Pauley has assumed the Assistant Director position and is assisting Sean with day-to-day school operations. Sean spoke of the difficulty in recruiting an educational audiologist and indicated that filling this position will be one his biggest challenges this year. Sean also talked about the importance of contracting with a web master to keep MSAD's web site up to date.
- **Future Goals:** Sean outlined these goals: 1) Establishment of a vocational program study group as well as regional and satellite programs to enhance MSAD's ability to share expertise in programming and increase enrollment. 2) Adoption of public school district curriculum and collaboration with Directors of Special Education. There is a genuine concern that the Academies are not working with special education directors in the state and direction is needed on how to approach this issue. Mary McDevitt Kraljic addressed this issue and reiterated that the Academies should become involved in the statewide directors of education quarterly meetings. The Academies would be welcome at the meetings and would serve as an excellent avenue for raising awareness about the two schools.

MSAB Director's Report: Olda Boubin reported that Jennifer Stroing will be joining the MSAB staff on November 1 as an Orientation and Mobility Instructor/Vision Teacher. Jennifer will teach in the multi-challenged classrooms until MSAB needs more outreach personnel. Since the start of school, outreach contracts have expanded considerably. The five year goal is to expand outreach and have MSAB serve as a center to provide services to students throughout the state. MSAB's enrollment is currently at 48.

Wade Karli and Olda continue to meet with district special education directors in an effort to build relationships with the school districts and make them aware of what MSAB can offer to meet their needs, including the possibility of short term placement for students. It is important to get input from the districts to build the program. Linda Mitchell added it is important to let districts know not only what we are but what we are not.

Wade Karli reported on MSAB's monitoring and compliance validation activities of last January 2005. Upon receiving the validation report in May, 2005, the school had until June 30 to develop an action plan to address the findings of the validation team. This action plan was incorporated into the annual Continuous Improvement Monitoring Process (CIMP) report, submitted to the Department of Education in June, and approved in August. During the January validation visit, the team conducted a

file and record review, pulling approximately fifteen student files (33%). In May, an exit interview was conducted to discuss the findings of the review. Overall, the results were very positive. There were minimal citations such as missing dates and missing three year evaluations for new students. Some of the problems were directly related to the implementation of a new student database at MSAB. No systemic issues were reported. Some "best practice" suggestions referred to the adaptations section of the IEPs; evaluation report statements; including more medical information in the evaluations and using the IEPs as a public relations tool. During the exit interview, representatives from the Department of Education indicated how impressed they were with the school and provided many positive comments. Linda Mitchell reported that the Academies will establish an agency-wide system for due process this year.

MSAD Site Council Report: The Site Council had its first meeting of the school year on September 13. Alex Caddy reported there are four vacant positions on the MSAD Site Council – dormitory, academic, and two students. At their last meeting, the Site Council reviewed the by-laws and discussed some changes that need to be made. The MSAD Director will attend meetings on an ongoing basis. They discussed meeting formats, goals that meet accreditation requirements, and development of committees, including a strategic planning committee.

MSAB Site Council Report: MSAB Site Council met on September 8. Mary Kinde reported the 140th Anniversary Committee is busy planning and with a \$200 donation from the Alumni Association, put together a 16 month calendar to give to each student. Buttons, featuring the theme - "140 Years of Making Futures" - will be made to commemorate the school's anniversary. Board members were presented with a calendar and a button. The Anniversary Committee and the Site Council continue to discuss the importance of preserving MSAB's historical items. It was suggested that the Minnesota Historical Society be contacted for assistance as they have an internship program that deals with preservation of historical materials. Dr. Berge was presented with a card of thanks from the Site Council for all he has done for the Academies while serving as MSAB Interim Director and Interim Administrator. Board members were invited to attend the holiday dress up dinner scheduled for either December 5 or 6. (Subsequent to the meeting, the date for the dinner has been set for Monday, December 5.)

Academies Administrator Work Plan: Linda Mitchell reported she has received medical approval to return to work on a part-time basis. Dr. Berge will continue to work until the middle of October and will represent the Academies at the MASA Conference in Duluth. Linda also expressed her appreciation to Dr. Berge for his commitment to the Academies and all he has done during the past several months.

Legislative Strategic Plan: Dr. Berge presented a draft of a legislative strategic plan for 2005-2006 as attached. The plan includes four goals: 1) Review and clarify the role, responsibilities, organization, and funding of the Minnesota State Academies with the Minnesota Department of Education, key legislative committees, and state administration. 2) Establish a legislative platform and strategies in preparation for the 2006 and 2007 legislative sessions. 3) Generate grassroots support for MSA legislative programs from staff, parents, and support organizations. 4) To promote support for the MSA capital bonding request. After discussion, it was agreed that the board will review #2, Legislative Platform, at the November meeting. Please provide input to Linda Mitchell as soon as possible.

A motion was made by Walt Kramer, seconded by Nadine Jacobson, to approve the draft of the Legislative Strategic Plan. Motion carried.

Proposed Goals fro MSA for 2005-2006: Dr. Berge also presented proposed goals for the Minnesota State Academies for 2005-2006. They include: 1) Fully implement MSA administrative re-organization plan. 2) Develop and implement a legislative strategic plan. 3) Establish and activate MSA Technology Committee as a shared service for the Academies. 4) Reorganize and streamline due process for MSA as

an agency. Discussion will occur at the November 17 meeting regarding the reorganization of the Academies.

A motion was made by Mary McDevitt Kraljic, seconded by Walt Kramer, to accept the proposal goals. Motion carried.

Information and Announcements:

September 16 Tony DeBlois Concert at MSAB
October 1 MSAD Homecoming
October 23 MSAB Chili Dog Supper (3:00 -7:00 pm)

Linda Mitchell announced that a collaborative effort is occurring for the first time between Shattuck-St. Mary's and MSAD. A MSAD student is attending classes there and in exchange, a MSAD teacher is teaching ASL at Shattuck. This is a wonderful example of the Academies' effort to reach out to local schools and build relationships with them.

Congratulations to MSAD senior, Amy Siebert, who has achieved a 4.0 for twelve quarters.

The Faribault School District has a new Superintendent – Gwendolyn Jackson. Linda plans to have a conversation with her regarding the mainstream contract once she has settled into her new position.

Adjournment: A motion was made by Walt Kramer, seconded by Joyce Daugaard, to adjourn the September 15, 2005 meeting of the Board of the Minnesota State Academies. Motion carried.

Next Meeting: Thursday, November 17, 9:00 a.m. – Minnesota State Academy for the Blind Campus

Tim Jaech, Secretary of the Board

Minnesota State Academies
Board Meeting
November 17, 2005 – 9:00 a.m.
Academy for the Blind

Members Present: Robert Duncan, Linda Mitchell, Joyce Daugaard, Walt Kramer, Nadine Jacobson, Mary McDevitt Kraljic, Tim Jaech, Alex Caddy, and Mary Kinde

Others Present: Richard Berge, Olda Boubin, Sean Virnig, Tom Schoenbauer

Interpreters: Linda Gallea, Pat Clarke

Call to Order: Dr. Duncan called the meeting of the Minnesota State Academies Board to order at 9:00 a.m. on November 17, 2005.

Approval of Agenda: One addition was made to the agenda under new business – (7.6) Salary Discussion. A motion was made by Walt Kramer, seconded by Tim Jaech, to approve the meeting agenda as amended. Motion carried.

Approval of the September 15, 2005 Meeting Minutes: A motion was made by Nadine Jacobson, seconded by Walt Kramer, to approve the minutes of the September 15, 2005 board meeting. Motion carried.

Financial Report:

FY06 Budget: Tom Schoenbauer reviewed the FY06 budget. A question was asked regarding the negative balances in some categories this early in the fiscal year. Tom explained these are projected year-end balances, not current deficits. Tom also reported that energy costs will need to be closely monitored. An additional \$75,000 was budgeted in this area and Tom hopes to carry the reserve to next year. Category 1552 under dedicated dollars reflects a Department of Corrections' contract increase of \$50,000 for steam heat for MSAB. A motion was made by Walt Kramer, seconded by Joyce Daugaard, to accept the FY06 budget as attached. Motion carried.

Academies Administrator Report:

Legislative Update: Linda Mitchell reported that the bonding committee visit to the academies on November 3 was both informative and productive. The group toured MSAD, asked good questions about the academies' bonding request and offered advice to promote the success of the projects. A meeting is planned for the first part of December with the Department of Human Services and Volunteers of America to further discuss the development of an Emotional Behavior Disorder (EBD) Residential Treatment Center to be housed in Pollard Hall. Linda noted that Representative Fritz and Senator Day plan to attend that meeting. The Governor's final budget recommendations are expected to be announced in early December.

Site Council Training: Linda Mitchell reported the recent Site Council training has been excellent. The presenters have done an exceptional job as they provided a combination of work done together with both councils and then separately. Follow-up training sessions will be held on December 10 at MSAB and on December 13 at MSAD.

North Dakota Update: Tom Schoenbauer and Linda Mitchell traveled to Fergus Falls on October 19 to meet with the interim superintendent of the North Dakota School for the Deaf. Currently there are 29 students enrolled in their school and Linda reported while they do not seem overly concerned about the low enrollment, they are having difficulty finding qualified teachers, particularly in their math and science departments. They are interested in connecting with MSAD via teleconferencing for instruction in these subjects and are willing to pay the cost of staffing. Linda suggested this arrangement would facilitate the concept of the academies being a regional school and the need to look at reciprocal agreements with those states in closest proximity to us.

Meeting with Norena Hale: Linda Mitchell, Sean Virnig, and Olda Boubin met with Norena Hale from the Minnesota Department of Education on November 7, 2005. Part of the discussion centered on whether or not the academies are a school district or a service provider to other school districts. As an outcome of the meeting, it was suggested that a meeting be set up with Alice Seagren, Commissioner of Education, to discuss the possibility of developing a task force that would study the situation and ultimately make a recommendation to the legislature.

Meeting with Faribault Superintendent: Dr. Berge met with Gwen Jackson, Faribault School District's new superintendent. The initial contacts with Dr. Jackson have been very positive, especially regarding a collaborative effort between the district and the academies with staff development and shared services. Follow-up conversation will include curriculum development. Dr. Duncan suggested that Dr. Jackson be invited to an academies board meeting. Linda Mitchell will arrange.

MSAD Director's Report: Sean Virnig reported that MSAD's "Companion" will be a monthly publication and available on MSAD's web site and will also be sent via e-mail to school districts, parents, etc. Sean also reported on highlights from the CEASD (Conference of Educational Administrators of Schools for the Deaf) Board meeting and NASDSE (National Association of School Directors of Special Education) meeting.

Sean provided an overview of the training that is underway for Site Council members. The presenters facilitated small group activities, team building activities and discussions about the purpose of the Site Council. Sean indicated MSAD's Continuous Improvement Monitoring Process (CIMP) should be the focus of the Site Council which will help monitor and implement goals in the CIMP report as well as improve communications. The Site Council is in the process of setting up subcommittees for each goal. The training is helping to set a new direction for the Site Council.

MSAB Director's Report: Olda Boubin reported on the recent "Artist in Residency" program at MSAB, under the direction of Rhonda Lund. Rhonda joined the meeting and talked about the mask making and story telling projects. The students made animal masks and will put together stories to go with their masks. The masks will be on display at the holiday program scheduled on November 23.

Olda expressed his appreciation to Linda Mitchell and Dr. Berge for the outstanding opportunity provided by the Site Council training. The presenters are providing learning tools that are applicable to more than just the Site Council. Olda also reported that he attended and enjoyed the APH Conference in October which provided a good opportunity to meet and network with others.

Olda also attended the Minnesota Rural Education Association Conference in Alexandria October 27-28. A variety of issues were discussed including curriculum funding and sharing resources. Olda expressed concern that the academies need to further define the mission of our schools and develop a plan to promote it statewide.

Olda reported that MSAB was the recipient of a generous gift from the Pierce family which will be used to establish a tactile library for the multi-challenged classrooms.

MSAD Site Council Report: Alex Caddy reported the training has been a wonderful, positive experience and a valuable learning process. Alex expressed his thanks to Sean for allowing the student body government to be involved in this training experience.

Alex indicated that staff are asking why the MSAD Residential Director position has not been filled. Linda Mitchell explained this process has been delayed because the Department of Employee Relations (DOER) has not approved the reclassification of the position. It is a complicated, frustrating process as smaller state agencies do not have discretionary authority to determine the classification levels of positions. As a result of DOER's involvement, the process is taking longer to finalize.

MSAB Site Council Report: Mary Kinde also spoke of the recent Site Council training and said it is much needed and much appreciated. Half of the Site Council is now made up of new members so the timing of the training is good.

Old Business:

Academies Restructuring: A motion was made by Walt Kramer, seconded by Mary McDevitt Kraljic, to approve the academies' restructuring plan as attached. There was discussion about the residential directors and who they report to. A motion was made by Walt Kramer and seconded by Mary McDevitt Kraljic, to table this discussion. Linda Mitchell will develop a revised plan to include the reclassification of the dorm directors and present it at the January 19 meeting.

Legislative Plan: Linda Mitchell stated there is a real need to educate the world as to who the academies are and what we do. As an example, over 70% of the Special Education Directors throughout the state have changed within the past few years. It is also important to the success of the academies to have friends in the legislature who are well acquainted with the mission of the academies. Linda stated that a strategic plan will be developed once the Governor releases his final budget recommendations.

New Business:

Sign Communication Proficiency Interview (SCPI) Presentation: Linda Gallea, MSAD SCPI Coordinator, addressed the board to provide an overview of the SCPI process. In 1985, based on legislative action, MSAD implemented an integrated staff sign language communication skills assessment development program. This process included establishment of sign language communication skill level standards for staff based on the SCPI Rating Scale. These skill level standards were based on: 1) amount of contact a staff person has with deaf persons, i.e. students, staff and/or parents; 2) type of contact, i.e. primarily one-to-one or group contact; 3) subject matter involved, e.g. counseling, story telling, academic subjects and giving direction or explanations for specific activities. The SCPI is widely used among schools and agencies serving persons who are deaf and hard-of-hearing.

Sign language communication skill level standards have been established for MSAD staff positions based on the SCPI Rating Scale, in addition to timelines for achieving these standards. Due to extenuating circumstances, a staff member may apply for a timeline extension or reasonable accommodations. A staff member who does not achieve his/her skill standards and does not receive approval for a timeline extension is either transferred or placed in a vacant position for which there is no required level or for which he/she has achieved the skill level standard or if this is not possible, the staff member is dismissed from employment at MSAD.

In response to this presentation, a motion was made by Tim Jaech, seconded by Joyce Daugaard, for the Board to approve establishment of a committee to study SCPI levels as they pertain to classification levels at MSAD. Discussion followed about the SCPI process and the possibility that some levels may need to be adjusted. It was also suggested that the issue goes beyond signing but should include a review of Braille competency levels as well. Shared services staff are also at issue. The committee will consist of Linda Gallea, Tim Jaech, Joyce Daugaard, and Nadine Jacobson. Motion carried.

A second motion was made to grant an extension to the end of the school year to an individual who needs to meet the intermediate sign language level. Discussion included the fact that this particular individual holds a specialized position which would be difficult to fill, if granting an extension would undermine the importance of the SCPI process, and that if an extension is approved, the reasons need to be clearly communicated to staff. Motion carried with two opposing votes.

Boardbook: Linda Mitchell proposed the board consider implementing www.boardbook.org which is a paperless process for board meetings. Everything is done electronically by accessing this web site. Linda will present more information at a future meeting.

Mainstream Agreement: The agreement between the Faribault School District and the Minnesota State Academies requires approval on an annual basis. A motion was made by Mary McDevitt Kraljic, seconded by Nadine Jacobson, to approve the Mainstream Agreement with the Faribault Public Schools. Motion carried.

Salary Discussion: Linda Mitchell received notice on November 16, 2005 that she is eligible for a salary increase, with the board's approval, based on satisfactory performance. A motion was made by Walt Kramer, seconded by Tim Jaech, to support the appropriate pay increase for Linda Mitchell. Motion carried.

Special Recognition: A motion was made by Robert Duncan, seconded by Walt Kramer, to thank Dr. Richard Berge for his outstanding work for the academies during Linda Mitchell's absence. Dr. Berge was presented with a pencil (to match his pen) in appreciation for taking time away from his retirement to help out when it was greatly needed. Assemblies were held at each campus, giving the students an opportunity to recognize and thank Dr. Berge. Dr. Berge thanked the board and stated that it was an enjoyable and interesting time. Motion carried.

Information and Announcements:

The MSAB Holiday Program will be held on November 23 at 10:00 a.m. and the annual dress-up dinner will be held on December 5. Board members are invited to attend both events.

Linda Mitchell provided an update on the 6.5 staff positions affected by the previous mainstream contract. Discussion continues on how to resolve issues related to seniority, etc.

Linda also talked about recent staff changes in the Department of Education. Barb Troolin will take over as Director of the Special Education Department effective January 2, 2006.

Adjournment: A motion was made by Walt Kramer, seconded by Mary McDevitt Kraljic, to adjourn the November 17, 2005 meeting of the Board of the Minnesota State Academies.

MSA Board Meeting

November 17, 2005

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Next Meeting: Thursday, January 19, 2006 - 9:00 a.m. – Minnesota State Academy for the Deaf Campus. Election of officers will take place at the January meeting. Anyone interested in serving should notify Linda Mitchell. Walt Kramer expressed an interest in serving as chair of the board.

Tim Jaech, Secretary of the Board

Minnesota State Academies
Board Meeting
January 19, 2006 – 9:00 a.m.
Academy for the Deaf

Members Present: Robert Duncan, Linda Mitchell, Joyce Daugaard, Walt Kramer, Nadine Jacobson, Mary McDevitt Kraljic, Tim Jaech, Alex Caddy, and Mary Kinde

Others Present: Olda Boubin, Sean Virnig, Tom Schoenbauer

Interpreters: Linda Gallea, Pat Clarke

Call to Order: Dr. Duncan called the meeting of the Minnesota State Academies Board to order at 9:00 a.m. on January 19, 2006.

Approval of Agenda: A motion was made by Walt Kramer, seconded by Tim Jaech, to approve the meeting agenda. Motion carried.

Approval of the November 17, 2005 Meeting Minutes: A motion was made by Nadine Jacobson, seconded by Walt Kramer, to approve the minutes of the November 17, 2005 Board meeting. Motion carried.

Public Comment: Lisa Skjeveland, parent of two young deaf children, presented a letter and addressed the Board regarding the future of the pre-school program. She expressed concern about possible changes in the program including relocating off the MSAD campus and being operated by the Faribault Public Schools. Dr. Duncan thanked Ms. Skjeveland for her input.

Election of Officers: The results of the election of officers of the Minnesota State Academies Board are as follows:

- A motion was made by Nadine Jacobson, seconded by Tim Jaech, to elect Walt Kramer as chair. Motion carried.
- A motion was made by Walt Kramer, seconded by Tim Jaech, to elect Joyce Daugaard as vice-chair. Motion carried.
- A motion was made by Robert Duncan, seconded by Walt Kramer, to elect Tim Jaech as clerk. Motion carried.
- A motion was made by Walt Kramer, seconded by Nadine Jacobson, to elect Robert Duncan as treasurer. Motion carried.

Code of Conduct: Board members reviewed and signed the Board of the Minnesota State Academies Code of Conduct. Nadine Jacobson questioned the use of the word "recessions" in the fourth paragraph. Linda Mitchell will follow up on revising the document.

Public Roster: Board members were asked to complete the public information form and return it to Linda Mitchell.

Oath of Office: Dr. Duncan read the Minnesota State Academies Board Member Oath of Office. A motion was made by Walt Kramer, seconded by Nadine Jacobson, for the record to reflect that all Board members took the oath of office. Motion carried.

A motion was made by Walt Kramer, seconded by Nadine Jacobson, to express appreciation to Dr. Duncan for his service as chair of the Board for the past three years. Motion carried.

The Board took a brief break and Walt Kramer re-convened the meeting as chair.

Financial Report:

FY06 Budget: Tom Schoenbauer reviewed the FY06 budget. Tom clarified that the balance in each category reflects the amount after obligations are paid. Tom indicated he hopes to use carryover funds to cover the deficit in the Child Nutrition category. There was discussion about how the energy costs have impacted the budget.

There was also discussion about the issue of compensatory funds. In the past, these funds have been used to fund summer school. However, because the Academies are receiving fewer compensatory dollars and using what there is for other budget needs, there will be a shortage to fund summer school. Linda Mitchell stated she plans to discuss the issue of compensatory funds with Alice Seagren when they meet on January 25. There is a discrepancy between what some school districts believe they are obligated to pay in compensatory aid and what the auditors believe should be collected. The auditors recommended getting a ruling from the Attorney General's office on this issue. Compensatory aid is based on the number of students who qualify for free and reduced lunch. A motion was made by Joyce Daugaard, seconded by Nadine Jacobson, to accept the financial report. Motion carried.

Legislative Audit Report: Linda Mitchell spoke briefly about the December article published in the Star Tribune related to the Academies audit report. Linda said it came as a surprise since the reporter had not contacted her with questions or clarification prior to running the article. After discussion, it was determined that Walt Kramer and Nadine Jacobson had not received a copy of the report from the Governor's Office. Joyce Daugaard suggested it would be helpful if a summary of the report be made available. Mary McDevitt Kraljic added that the summary should also include action steps to be taken as a result of the audit. Robert Duncan made a motion, seconded by Tim Jaech, to table this discussion until the March meeting after all Board members have had an opportunity to review the report. Motion carried. Nadine Jacobson expressed her appreciation to Linda Mitchell and Tom Schoenbauer for their work on this difficult issue.

Academies Administrator Report:

Legislative Update: Linda Mitchell reported the Academies received very good news when the Governor's budget recommendations were released. Not only did the schools receive \$2.5 million for asset preservation, but received an additional \$5.6 million for renovation of Frechette Hall, the boys' dorm on the MSAD campus. Funds for renovation of Pollard Hall were not approved so initial discussion has occurred regarding renovating one wing in Frechette for the mental health program that was planned for Pollard Hall. Linda Mitchell indicated that both Shattuck and the Faribault School District have expressed interest in leasing Pollard which would create another option for generating revenue for the Academies. It could also be used to establish a secondary dormitory. Linda reported this is the third time the request for roads and parking has been passed over so this project will be incorporated into asset

preservation in future bonding requests. For detailed information on the bonding bill, go to the Department of Finance web site for an explanation of each project: www.finance.state.mn.us

Academies Restructuring: Linda Mitchell updated the Board on the reclassification process for the Residential Directors. Currently the classification of these positions is Assistant Group Supervisor. A request has been made to DOER for approval to elevate the positions to Group Supervisor. Three of the Academies' Residential Program Lead (RPL) positions would then be reclassified to Assistant Group Supervisors and the remaining RPL's would remain at their current level. Judy Pearson from the Department of Employee Relations is scheduled to visit the Academies in the next couple of weeks to discuss these changes. The Board will be updated at the meeting in March.

MSAD Director's Report: Sean Virnig reported that MSAD student, Amy Siebert, earned 1,000 career points in basketball during the January 19 game against Cannon Valley Lutheran. Amy also has the distinction of earning a 4.0 for each quarter of school. Congratulations to Amy on her academic and athletic accomplishments! Sean talked about the statewide effort that is occurring to promote the new Free and Appropriate Public Education (FAPE) guidelines for deaf and hard of hearing children. Sean also commented on the importance of finding funds so the PASS program can be held this summer at MSAD.

MSAB Director's Report: Olda Boubin reported that a new teacher was hired at MSAB to help meet the increased demands of outreach services being provided to school districts. MSAB has recently contracted with a large district in the metro area (#917) to provide outreach services. Olda hopes to fill a half-time position to fill the hole created by this contract. A new elementary classroom was also created to better meet the vision and autism needs of students. Students are currently participating in a collaborative art project with students from the Perpich Center for the Arts.

Sean and Olda reported they have been working together to develop a plan to promote the Academies throughout the state. Recently they collaborated on preparing a power point presentation for the Minnesota School Board convention and will use that in their ongoing effort to educate people about the Academies. They talked about their plan to use a two-fold approach by going into the communities and talking to Special Education Directors and to use public meeting forums to help make parents aware of the services the Academies can provide. They would appreciate any guidance or input the Board can provide. Walt Kramer commended Olda and Sean on their efforts and offered the suggestion of utilizing the internet to promote the Academies and/or video that could be put on the web.

Nadine Jacobson added that there is confusion about deafness and blindness and it is important to help the public understand the schools serve very different populations. Mary McDevitt Kraljic suggested that an effort be made to provide Directors of Special Education with the facts rather than taking a marketing approach. Parents, the more important group, need much different information than what directors want to know. Joyce Daugaard also recommended a greater presence on the web.

Discussion about this will continue at the next meeting.

MSAD Site Council Report: Alex Caddy reported the final training session for the MSAD Council is scheduled for Tuesday, February 14. Regular meetings will begin again in March.

MSAB Site Council Report: Mary Kinde reported that Olda facilitated a training session on January 5 for the MSAB Site Council. Two short term goals were established – to work more closely with State

Services for the Blind (SSB) and to collaborate with SSB staff to further develop and update the MSAB web site. The final training session at MSAB is scheduled for Thursday, February 2.

Old Business:

Mainstream Staffing Update: A meeting was held on January 10 with the employees affected by the mainstream contract. Postings have gone up for the positions and interview teams will be established with interviews anticipated to occur in February. Linda explained there are two different groups affected - one group (psychologist and social worker positions) has been with the Faribault School District and is part of the seniority roster with other district staff. These employees have the option of bumping into the Faribault school system or interviewing for the Academies' vacant positions. The other employees are a separate group without district seniority rights. There is no option for them to bump into the Faribault system, however, they can interview for the posted positions. A total of seven positions are affected, including two pre-school teacher positions that have not been posted. Linda anticipates the entire process will be completed by the end of March.

New Business:

Academies Pre-School Program: Linda Mitchell provided some background on the pre-school program and how it has been impacted by the issues related to the mainstream agreement. As previously discussed, the pre-school program is located on the MSAD campus and has been considered a shared program between the Academies and Faribault schools. One of the results of the district audit was the finding that the pre-school program should not be a shared program and should be run by the Faribault School District. The issues facing the district are whether to lease space at MSAD and keep it in its present location or move it to where the rest of the pre-school programming is done. Linda stated that initial conversations with the Special Education Director indicate that Faribault is willing to keep the program on campus. At issue is whether or not they would be willing to accept students from other school districts. If not, it would have a negative impact on our program. There are 10-11 pre-school students that can no longer be counted in the Academies enrollment. Linda suggested this may be another topic of conversation for Department of Education officials.

Personnel Committee: A motion was made by Joyce Dugaard, seconded by Mary McDevitt Kraljic, to form a personnel committee as a standing committee for the immediate purpose of evaluating the Academies Administrator. Motion carried. The committee, consisting of Walt Kramer, Joyce Dugaard, and Tim Jaech (Robert Duncan, alternate), will meet after the Board meeting to determine a place and time for their meeting. A motion was made by Tim Jaech, seconded by Robert Duncan, to close this discussion. Motion carried.

Information and Announcements:

Olda Boubin, Harry Chappuis, and Tom Schoenbauer attended a meeting on January 6, 2006, along with Representative Fritz, Senator Day, Sheriff Cook and other county officials regarding a proposed building site for a new county jail. At that meeting, the county expressed interest in acquiring the MSAB track field for the jail so they can partner with the Department of Corrections for various services. Another meeting is scheduled for February 24. Linda Mitchell will keep the Board apprised of this situation.

Linda reported the Academies collected over \$3,000 for the Hurricane Katrina fund. Congratulations to the MSAD high school students who did a terrific job of raising \$1,500. Contributions will be accepted until the end of the school year.

The National School Board Association Conference is being held in Chicago, April 8-11.

Linda presented for the chair's signature, an Application for Dissolution of Cooperative Sponsorship for Boys Swimming and Diving. Linda explained there is a cooperative sponsorship among Faribault Public School, Bethlehem Academy and MSAD. Because of the number of students at each school, Faribault has to participate in a higher level of competition so they are requesting dissolution of the sponsorship. Sean Virnig expressed concern about the precedent being set by signing the document. Linda has discussed this issue with Superintendent Jackson and stated the dissolution would not change services for the Academies' students. She received assurance that Faribault schools will create a co-op if the Academies have a student who wishes to participate. A motion was made by Bob Duncan, seconded by Nadine Jacobson, to move forward and sign the Application for Dissolution of the Cooperative Sponsorship. Motion carried. One opposing vote.

Adjournment: A motion was made by Joyce Daugaard, seconded by Nadine Jacobson, to adjourn the January 19, 2006 meeting of the Board of the Minnesota State Academies.

Next Meeting: Thursday, March 9, 2006 - 9:00 a.m. – Minnesota State Academy for the Blind Campus. The regular business meeting will be held in the morning. The afternoon session will be used for goal setting and long range planning with Dr. Berge facilitating that discussion.

Tim Jaech, Secretary of the Board

Minnesota State Academies
Board Meeting
March 9, 2006 – 9:00 a.m.
Academy for the Blind

Members Present: Walt Kramer, Chair; Robert Duncan, Linda Mitchell, Joyce Daugaard, Nadine Jacobson, Mary McDevitt Kraljic, Tim Jaech, Alex Caddy, and Mary Kinde

Others Present: Olda Boubin, Sean Virnig, Tom Schoenbauer, Wade Karli, Debra Wall, Gwen Jackson

Interpreters: Linda Gallea, Janie Cook

Call to Order: Walt Kramer, Chair, called the meeting of the Minnesota State Academies Board to order at 9:07 a.m. on Thursday, March 9, 2006.

Approval of Agenda: Joyce Daugaard asked that the SCPI report be added to the agenda. A motion was made by Robert Duncan, seconded by Nadine Jacobson, to approve the meeting agenda as amended. Motion carried.

Approval of the January 19, 2006 Meeting Minutes: A motion was made by Robert Duncan, seconded by Joyce Daugaard, to approve the minutes of the January 19, 2006 Board meeting. Motion carried.

Public Comment: None.

Financial Report:

FY06 Budget: Tom Schoenbauer reviewed the FY06 budget. There is a \$32,000 deficit in the Agency Fixed Cost category due to lower student enrollment. Tom plans to make up the deficit by shifting dollars from the workers comp fund.

There was discussion about the monies received from the Microsoft settlement. MSAD received approximately \$22,000 and MSAB \$12,000. There was considerable discussion about technology needs at the Academies. MSAB is in need of more and updated assistive technology. Mary McDevitt Kraljic suggested this issue is more appropriate to go to the Site Councils and be integrated into the goal setting for the Academies. Robert Duncan suggested the board have more information regarding technology needs prior to the board retreat if it requires special legislation. Nadine Jacobson added that if the Academies are to provide superior service, they need to be on the cutting edge of technology. A request was made to present a plan at the next Board meeting on how the technology money is to be used.

Tim Jaech asked about the authorization process used for shifting funds from a particular category to cover a deficit in another. Tom Schoenbauer responded the appropriation for the Academies is looked at as a whole and line items can be shifted without special state authority. Linda Mitchell indicated the budget is set up for internal control and significant shifting of funds does not happen often because of Tom's experience and ability at designing the budget.

A motion was made by Mary McDevitt Kraljic, seconded by Joyce Daugaard, to accept the year-to-date budget report. Motion carried.

Legislative Audit Report: Tom Schoenbauer reviewed the summary of the Legislative Audit Report and the Academies' response to the report. A motion was made by Tim Jaech, seconded by Mary McDevitt Kraljik, to revise the format of the audit response document to reflect the author, date, position titles, and various functions. Motion carried.

A second motion was made by Nadine Jacobson, seconded by Joyce Daugaard, to accept the report on the legislative audit findings as revised. Motion carried.

Academies Administrator Report:

Legislative Update: Linda Mitchell reported the Academies testified at the House Education Finance Committee on the first day of the session on March 1. Barb Seykora, chair of the committee, had requested that parents provide testimony about why they chose the Academies for their child over public school. Sally Burkhartsmeier testified on behalf of MSAD and Vicky Keller for MSAB. Linda indicated they provided impressive, emotional and inspiring stories about their children attending the Academies.

Sean Virnig also related some of his experiences growing up in Frechette Hall on the MSAD campus. Harry Chappuis and Linda Mitchell provided information and answered questions regarding the Academies' bonding requests. The Academies will testify before the Senate Education Committee on March 14.

Academies Restructuring: Linda Mitchell updated the Board on the reclassification process for the Academies' Residential Directors. Linda and Martina Hagen met with Judy Pearson from the Department of Employee Relations and are hoping to hear soon about the results of the request for a position upgrade.

Faribault Public School Superintendent: Dr. Gwen Jackson was welcomed and introduced to the Board. Dr. Jackson indicated she had been interviewed on March 8 for a position on the Academies' Board and stated a decision is expected by the end of March, early April. Dr. Jackson stated she appreciates the relationship she has established with the Academies Administrator and hopes to continue to establish partnerships between the Faribault Public Schools and the Academies.

Directors' Report: Olda Boubin and Sean Virnig presented the power point they've put together as a public relations tool for the Academies. In an effort to address enrollment concerns, they plan to go into school districts state wide and explain the services the Academies can provide as well as set up public forums for parents. Board members commended the directors on the presentation. Some suggestions for improvement included warming it up and making it more personable, adding pictures, and perhaps some parent testimony. It was suggested that Olda and Sean go into the districts, especially the larger districts, and ask what services are needed. It will be important to establish a dialogue with the district special education staff.

MSAD Site Council Report: Alex Caddy reported two goals have been established for the coming year: 1) Sending a survey to all MSAD parents and alumni regarding services for students. 2) Working to increase the enrollment of MSAD by improving the school web site and creating a new vision statement – "Build Our Future Together". Alex also spoke about the need for MSAD to build curriculum and the plan to use CIMP money to accomplish that task.

MSAB Site Council Report: Mary Kinde reported the MSAB Site Council met on March 2. They discussed progress on goals, i.e. collaboration with State Services for the Blind and re-designing of the web site. The majority of the meeting was spent on revising the by-laws which is required every five

years. The by-laws will be approved by the Site Council at the April meeting and will then be presented to the Board for approval.

Old Business:

Mainstream Staffing Update: Linda Mitchell reported the remaining positions have been posted and applications accepted.

Pre-School Program: Debra Wall, Special Education Director for the Faribault School District, provided an update on the pre-school program. Ms. Wall indicated the district is willing to continue the program by leasing space in Quinn Hall on the MSAD campus and paying the cost of the program staff. Parents have expressed their desire to retain the current teachers in the program as they are exemplary and valued staff. Ms. Wall indicated the district's recommendation, and the smoothest solution, is to continue to operate the program as it is now. Ms. Wall also reassured the group that other school districts would be welcome to participate in the pre-school program.

A motion was made by Robert Duncan, seconded by Nadine Jacobson, to continue with the preschool program as is. Motion carried.

Personnel Committee Report: Tim Jaech, chair of the Personnel Committee, reported that the committee, Tim Jaech, Walt Kramer, and Joyce Daugaard, met in St. Paul on February 7 and on February 28. In summary, the committee agreed on the following:

1. There has been significant movement to meet the goals established for 2005 and recommends that Linda Mitchell receive a performance increase of 2%.
2. Goals will be established for 2006 that are measurable and include a time frame for completion. Board members are encouraged to provide input. The 2006 goals will be provided to the Board via e-mail prior to the May 18 board meeting. Since Board action cannot be taken through e-mail, it was suggested that the goals be discussed at the April meeting with Dr. Berge.

A motion was made by Mary McDevitt Kraljic, seconded by Tim Jaech, to approve the Personnel Committee's recommendation based on achievements during 2005. Motion carried. Robert Duncan expressed appreciation to the committee for their work.

Sign Communication Proficiency Interview (SCPI): Joyce Daugaard reported that she, Tim Jaech, Linda Gallea, and Nadine Jacobson met to review the SCPI process, specifically as applied to the Academies' Dietician position. The committee was asked to assess if the sign language requirements for this position are at an acceptable level or whether they should be modified. The committee concluded that making a decision on a specific individual is not in the purview of the committee's responsibilities. It was also agreed that the SCPI process is valid and was approved by the Academies Board in 1999. The committee agreed there is no reason to change the policy. The committee endorses SCPI as a tool to measure sign language proficiency for staff. A motion was made by Mary McDevitt Kraljic, seconded by Tim Jaech, to accept the report of the committee. Motion carried.

New Business:

Art Program: Wade Karli, Assistant Director at MSAB, reported that MSAB students are once again participating in an art program sponsored by Young Audiences of Minnesota and Very Special Arts of Minnesota. The spring residency will end with a permanent copper flower and creature garden in the

school's playground area. The students are also completing a collaborative arts program with the Perpich Center for the Arts Education. They completed a three-week intensive course of "art making across boundaries". As part of this process, the students had the opportunity to visit each campus. The two schools are exploring ways to have another project next year.

Strategic Planning: Dr. Richard Berge submitted A Proposal to Provide Strategic Planning Consulting Services for the Minnesota State Academies. The proposal includes a two-phase planning process with the purpose of developing a long-range strategic plan. The proposed cost is \$3100 for the first phase and \$4900 for the second phase. A motion was made by Mary McDevitt Kraljik, seconded by Nadine Jacobson, to accept Dr. Berge's proposal for Phase I. Motion carried. Dr. Berge will meet with the Board on April 20 to begin this process. There will be a short business meeting at 9:30 and Dr. Berge will begin his session at 10:00 a.m. with an approximate 1:30 p.m. finish time.

Rice County Proposal: Linda Mitchell presented a draft of a letter addressed to Richard Cook, Rice County Sheriff, in regard to discussions about building a new jail on Seitz Field on the MSAB Campus. There has been initial discussion between the Department of Corrections and the county about acquiring the land which currently holds the school's running track, as a building site. In her letter, Linda states the Academies are not interested in pursuing a proposal that would utilize that piece of land for building a new county jail. Another meeting is scheduled for March 17 which Linda Mitchell will attend. A motion was made by Nadine Jacobson, seconded by Joyce Daugaard, to approve the letter as drafted. Motion carried. It was agreed that the letter will be dually signed by the Academies Administrator and Chair of the Academies Board.

Information and Announcements:

Board Meeting Dates: It was agreed that Board meetings will be scheduled on May 18 and June 15.

Adjournment: A motion was made by Tim Jaech, seconded by Joyce Daugaard, to adjourn the March 9, 2006 meeting of the Board of the Minnesota State Academies. Motion carried.

Next Meeting: There will be a special workshop for the Board on April 20 from 9:30-2:00 for the purpose of a Strategic Planning Session facilitated by Dr. Berge. The next regular meeting of the Board will be on Thursday, May 18, 2006 - 9:00 a.m. – Minnesota State Academy for the Deaf.

Tim Jaech, Secretary of the Board

Minnesota State Academies
Board Meeting & Strategic Planning Session
April 20, 2006 – 9:30 a.m.
Faribault City Hall

Members Present: Walt Kramer, Chair, Robert Duncan, Linda Mitchell, Joyce Daugaard, Walt Kramer, Nadine Jacobson, Mary McDevitt Kraljic, Tim Jaech, Alex Caddy, and Mary Kinde

Interpreters: Janie Cook; Nettie Peters

Call to Order: Mr. Kramer called the meeting of the Minnesota State Academies Board to order at 9:40 a.m. on April 20, 2006.

Approval of Agenda: A motion was made by Joyce Daugaard, seconded by Bob Duncan, to approve the meeting agenda. Motion carried.

Closed Session: A motion was made by Bob Duncan, seconded by Tim Jaech, to close the meeting. Motion carried.

Personnel Committee Update: Tim Jaech provided the Board with information regarding the goals that were established for the Academies Administrator in 2006. Linda Mitchell originally presented a list of goals to the committee which the committee reviewed and discussed with her. The committee met and established additional goals which resulted in a list of twenty goals for 2006, arranged by timelines. Several goals were deferred to 2007. There was discussion about moving the goal regarding technology to an earlier timeline. There was also discussion about an accreditation process for MSAB. Nadine Jacobson cautioned that this goal needs to be approached with careful consideration.

There was discussion about the need to add a goal that addresses academic outcomes at the Academies. It was agreed that Mary McDevitt Kraljic and Joyce Daugaard will work together to draft this goal.

Academies Administrator Report: Linda Mitchell updated the Board on her medical situation. She is on the list for a heart transplant. She explained she could receive a call within the next six to nine months. Her hospital stay would be for about a week to ten days with a six month recovery time. She said Dr. Berge has indicated his willingness to step in and serve once again as Interim Administrator during her absence. She also stated she plans to meet with staff on both campuses to answer any questions people might have and clear up any misconceptions about her medical situation. Linda plans to meet periodically with Dr. Berge to keep him updated on issues at the Academies including progress on goals.

MSAD Director Fellowship: Linda Mitchell announced that to both her dismay and delight, Sean Virnig has been offered a Bush Fellowship to complete his doctorate. Sean is requesting an 18-month leave of absence to pursue this educational opportunity. Linda suggested that Roxie Mitchell is currently working on her administrative degree and would be an excellent candidate to fill in for Sean. Linda recommended the Board approve Sean's request for a leave. Sean addressed the Board and said this has been a difficult decision but an opportunity too valuable to pass up. The Board discussed Sean's request and suggested he provide updates to the Board at six month intervals. This will allow the Board to better plan and prepare for the future. Members of the board expressed concern about being left with no director at the end of Sean's fellowship and suggested that he inform the Board no later than the 12th month of his fellowship on his plans for returning to MSAD. There was also concern about MSAD losing academic momentum during Sean's absence. It was agreed that there are several questions that need to be directed to the

Human Resource Department. This matter was tabled until the May 18 Board meeting. The Board extended congratulations to Sean on this honor.

Open Meeting: A motion was made by Joyce Daugaard, seconded by Nadine Jacobson, to open the meeting of the Board. Motion carried.

A motion was made by Tim Jaech, seconded by Mary McDevitt Kraljic to table action on Sean Virnig's request for a leave of absence until May 18. The Board will vote on this request at that meeting after being provided with information from Human Resources on matters pertaining to Sean's leave of absence. Motion carried.

A motion was made by Robert Duncan, seconded by Nadine Jacobson, to approve Dr. Berge's appointment as Interim Academies' Administrator during Linda Mitchell's medical leave. It was suggested the chair of the Board meet with Linda Mitchell and Richard Berge in the near future to deal with interim business. Motion carried.

A motion was made by Nadine Jacobson, seconded by Tim Jaech, to accept the goals for the Academies Administrator for 2006 and authorize Mary McDevitt Kraljic and Joyce Daugaard to craft a goal specific to academic achievement at the Academies. Motion carried. Linda Mitchell added that it is very helpful for her to have the goals and understand the intentions and interests of the Board.

A motion was made by Joyce Daugaard, seconded by Mary McDevitt Kraljic, to adjourn the meeting. Motion carried.

The Board proceeded into the strategic planning session facilitated by Dr. Richard Berge and Robin Salter.

Minnesota State Academies
Board Meeting
May 18, 2006 – 9:00 a.m.
Academy for the Deaf

Members Present: Walt Kramer, Chair; Robert Duncan, Richard Berge, Joyce Daugaard, Nadine Jacobson, Mary McDevitt Kraljic, Alex Caddy, and Mary Kinde

Others Present: Olda Boubin, Sean Virnig, Tom Schoenbauer, Martina Hagen

Interpreters: Janie Cook, Nettie Peters

Call to Order: Walt Kramer, Chair, called the meeting of the Minnesota State Academies Board to order at 9:05 a.m. on Thursday, May 18, 2006.

Approval of Agenda: Kramer made these modifications to the agenda: Public comment moved to number 9; 6.1 (Virnig request) moved to 4.2.2 (restructuring); In Tim Jaech' absence, Kramer will provide Personnel Committee report. A motion was made by Nadine Jacobson, seconded by Joyce Daugaard, to approve the meeting agenda as amended. Motion carried.

Approval of the March 9, 2006 and April 20, 2006 Meeting Minutes: The March meeting minutes were amended to reflect that Linda Gallea served on the SCPI Committee. A motion was made by Robert Duncan, seconded by Joyce Daugaard, to approve the meeting minutes of March 9, 2006 as amended and the minutes of the April 20, 2006 meeting. Motion carried.

Financial Report:

FY06 Budget: Tom Schoenbauer reviewed the FY06 budget. The deficit in the technology category will be made up when reimbursement is received from Microsoft. Tom also pointed out that the appointment of an Interim Administrator will impact the budget. A motion was made by Robert Duncan, seconded by Joyce Daugaard, to accept the year-to-date budget report. Motion carried.

FY07 Draft Budget: Tom explained that the Academies' appropriation is made on the base number of 175 students. With declining enrollment, there is currently a deficit of \$35,000 which will require some "tweaking" of the budget. Tom also expressed some concern that only \$21,000 more was budgeted this year for operations support which includes utility costs. The '07 budget will be presented at the June 23 Board meeting for final approval.

Academies Administrator Report:

Interim Administrator: Dr. Berge provided a brief update on Linda Mitchell's medical status. A letter was sent to all parents from the chair of the Board informing them that Dr. Berge had been appointed as the Academies Interim Administrator during Ms. Mitchell's absence. Dr. Berge read a letter from Linda Mitchell requesting a medical leave of absence effective May 9, 2006. Clarification was provided that a one year leave of absence, commencing after all sick leave has been utilized, may be granted. A motion was made by Nadine Jacobson, seconded by Joyce Daugaard, to grant Linda Mitchell a leave of absence. Motion carried.

Legislative Update: Dr. Berge reported on the status of the bonding bill. The Academies received the requested dollars for asset preservation; however, the funding for Frechette Hall renovation was pulled

from both the House and Senate on May 17. Dr. Berge will continue to follow and monitor the bonding bill but he is not hopeful that the renovation money will be restored. He also reported the collaborative planning with the Department of Human Services and Volunteers of America to house a treatment program in Frechette Hall will be delayed until the next legislative bonding session in 2008.

Academies Restructuring: Martina Hagen, Director of Human Resources, addressed the Board regarding the reclassification process for the Residential Directors. She and Linda Mitchell have been working closely with the Department of Employee Relations (DOER) while they complete a HAY evaluation on the position. This process assigns points for each level of responsibility which DOER uses to determine the appropriate classification. Ms. Hagen explained that based on the one-superintendent model, the plan calls for each campus to have a Dean of Students who would take on additional administrative responsibility. In order to hire the kind of qualified applicant needed for this position, it is necessary to attach more money to the position. Dr. Berge added that there is an educational component to the position and includes more than supervising dormitory staff and residential activities. Martina stated they have been trying to upgrade the Residential Director position since 1994. One of the problems is that DOER compares the Academies' structure to the Department of Human Services organizational structure, which is not applicable. There was lengthy discussion about this issue and some concern expressed about adding another administrative layer to the Academies.

MSAD Director Leave of Absence Request: As discussed at the April meeting, the Board received more information regarding Sean Virnig's request for a leave of absence from his position at MSAD. Martina Hagen clarified that the managerial contract allows for a one year leave of absence at which point an extension may be requested. It was agreed that at the one year mark, Mr. Virnig will apprise the Board in writing of his future plans. Virnig also requested approval from the Board for reimbursement of travel costs for two CEASD trips during his leave. The cost would be approximately \$1500 and would come from staff development funds. Tom Schoenbauer will research this request and the Board will take action at the June 23 meeting. A motion was made by Mary McDevitt Kraljic, seconded by Joyce Daugaard, to grant Sean Virnig a one year leave of absence, effective August 21, 2006. Motion carried.

MSAD Director's Report: Sean Virnig reported the North Central Association (NCA) notified MSAD that the school has been "Accredited without Warning" for the 2005-2006 school year. This action was taken on April 5, 2006 at the Board of Trustees meeting of the NCA Commission on Accreditation and School Improvement. Congratulations to Sean and his staff on this accomplishment!

A letter was shared regarding the plan for unification of the North Central Association (NCA), Commission on Accreditation and School Improvement (CASI), the Southern Association of Colleges and Schools (SACS) and the National Study of School Evaluation (NSSE). A motion was made by Mary McDevitt Kraljic, seconded by Robert Duncan, that on behalf of the Minnesota State Academy for the Deaf, the Board approves the proposed unification of the current separate entities of NCA, CASI, SACS, and NSSE into one organization. Motion carried.

MSAB Director's Report: Olda Boubin reported that MSAB will have eight graduates this spring. He also gave a brief report on summer school enrollment. He spoke of planning that is underway for next year, including the use of probes to evaluate each student on an individual basis in reading and math.

Wellness Policy (1st reading): Jill Kes, Academies RN Supervisor, presented the Wellness Policy developed by the Academies' Wellness Committee. This project was undertaken in response to a federal mandate to have a policy in place by the 2006-2007 school year. The Wellness Committee was comprised of representatives from several work areas. Ms. Kes described several measures the Academies have taken to promote student health and wellness.

MSAD Site Council Report: Alex Caddy reported the Site Council met on April 11, 2006. Dr. Berge attended the meeting as part of the strategic planning process. On April 25, the council discussed vision, mission, and belief statements. They reviewed survey information for the MSAD logo, vision, belief and mission statements. The Site Council approved a Tate Hall logo as well as a vision statement – “Building Our Future Together”. The CIMP report is on hold until the next meeting. Caddy added that the Parent Child Institute was cancelled at MSAD this year because of the Residential Director vacancy. On May 9, the CIMP report was put on hold until the next meeting. He also thanked Dr. Berge for agreeing to serve as the Academies Interim Administrator during Linda Mitchell’s absence.

MSAB Site Council Report: Mary Kinde reported the MSAB Site Council held its last meeting of the year on May 11. The by-laws were revised and approved and will be presented to the Board for approval on June 23. The group discussed belief statements and possible fundraising projects for next year. The next meeting is scheduled for September 7 and meetings will be held on the first Thursday of each month. Kinde will check on the length of terms of the Site Council representatives on the Board.

Old Business:

Personnel Committee Report: Dr. Berge will meet with the Personnel Committee to discuss the list of goals that were established for the Academies Administrator to determine what is realistically possible to achieve during Linda Mitchell’s absence. He also suggested the goals be reviewed to determine how they fit in with the strategic planning process. Joyce Daugaard and Mary McDevitt Kraljic reported they have asked Sean Virnig for input to write the goal for academic outcomes. This will be discussed at the June meeting.

Minnesota State High School League Membership: A motion was by Robert Duncan, seconded by Mary McDevitt Kraljic, to approve the Academies’ membership in the state high school league. Motion carried.

Information and Announcements:

Business Manager Position Vacancy: Tom Schoenbauer’s last day at the Academies will be July 7. His position has been advertised on the Department of Employee Relations website as well as in local papers. Dr. Berge indicated that Tom is willing to assist with transition issues and year end budget activities. Robert Duncan volunteered to serve on the interview team (Walt Kramer agreed to serve as backup) for the Business Manager position.

Board Meeting Dates: It was agreed that a draft schedule will be prepared and presented at the June 23 meeting for discussion and approval. It was suggested that meetings begin in September.

Adjournment: A motion was made by Mary McDevitt Kraljic, seconded by Robert Duncan, to adjourn the May 18, 2006 meeting of the Board. Motion carried.

Next Meeting: Friday, June 23, 2006 – MSAB Campus.

Minnesota State Academies
Board Meeting
June 23, 2006 – 9:00 a.m.
Academy for the Blind

Members Present: Walt Kramer, Chair; Robert Duncan, Richard Berge, Joyce Daugaard, Nadine Jacobson, Mary McDevitt Kraljic, Alex Caddy, and Mary Kinde

Others Present: Olda Boubin, Roxie Mitchell, Tom Schoenbauer

Interpreters: Deb Kasper, Nettie Peters

Call to Order: Walt Kramer, Chair, called the meeting of the Minnesota State Academies Board to order at 9:10 a.m. on Friday, June 23, 2006.

Approval of Agenda: Dr. Berge made one change to the agenda: Add a development proposal for a Minnesota State Academies logo. A motion was made by Robert Duncan, seconded by Nadine Jacobson, to approve the meeting agenda as amended. Motion carried.

Approval of the May 18, 2006 Meeting Minutes: Alex Caddy made corrections to the MSAD Site Council report. A motion was made by Robert Duncan, seconded by Mary McDevitt Kraljic, to approve the meeting minutes of May 18, 2006 as amended. Motion carried.

Public Comment: Rene' Perrance and Steven Wasserman addressed the board and expressed concern regarding personnel issues at the Academies.

Academies Administrator Report (by Richard Berge, Interim Administrator):

- Dr. Berge provided an update on Linda Mitchell's medical progress.
- Business Manager interviews are scheduled for June 21-22. Six candidates were chosen out of approximately 28 applicants and four were chosen for a second interview. Tom Schoenbauer's last day at the Academies will be July 7. Dr. Berge hopes to have the new Business Manager on board by mid-July.
- Dr. Berge attended a meeting on June 13 to discuss city-wide emergency preparedness for schools located in Faribault. He also attended a meeting at the Department of Education on June 20 to discuss mainstreaming issues.
- Dr. Berge contacted John Burns in the Governor's Office regarding the vacancies on the Academies Board. Mr. Burns said that the positions, including the one from which Tim Jaech just resigned, will be filled relatively quickly. He also informed Dr. Berge that Joyce Daugaard will be reappointed to the Board by July 1 and that he is taking another look at Gwen Jackson's application. In response to a question about whether site council representatives would have an opportunity to interview candidates for board seats as in the past, Dr. Berge responded that it is up to the Governor's Office to make that determination.
- Interviews for Food Service Director will be conducted in July.

Jaech Resignation: A motion was made by Joyce Daugaard, seconded by Nadine Jacobson, to accept the resignation of Tim Jaech from the Academies Board, effective June 22, 2006. Motion carried. (Jaech has since moved to California.)

Participation in Community and/or State Professional Organizations for the Interim Academies

Administrator: A motion was made by Joyce Daugaard, seconded by Mary McDevitt Kraljic, to approve the Board's support of the Interim Administrator's participation in community organizations. Motion carried.

Legislative Update: There have been some changes in the funding mechanism for the Academies. Compensatory funds will now come directly from the Minnesota Department of Education rather than the school districts. As previously reported, the Legislature did not approve the renovation of Frechette Hall as part of the capital bonding bill. Approval was given, however, for \$25,000 in planning dollars for the presenting the proposal again. A meeting will be held in August to further discuss the planning for a treatment center to be established on the MSAD campus.

Financial Report (by Tom Schoenbauer):

FY06 Budget: Schoenbauer reviewed the FY06 budget. Approximately \$99,000 from the General Fund can be carried forward to next year with \$32,000 going to Operations Support (energy costs). A motion was made by Mary McDevitt Kraljic, seconded by Joyce Daugaard, to accept the year-to-date budget report. Motion carried.

FY07 Draft Budget: Tom Schoenbauer presented the Academies '07 budget for Board approval. A motion was made by Mary McDevitt Kraljic, seconded by Joyce Daugaard, to approve the budget.

The Board acknowledged Schoenbauer for his 32 years of service to the State of Minnesota and expressed appreciation for his excellent work as Business Manager.

MSAD Interim Director's Report (by Roxie Mitchell): Mitchell reported continued concerns regarding declining enrollment at MSAD. Current enrollment numbers for fall are at 120 with potential enrollment of eight (8) additional students. That is down from 134 students at the end of the 2005-06 school year. Mitchell outlined some of the current needs at MSAD including:

- Expansion of the EBD program and creating a regional school concept.
- Carving a niche as a school using English and ASL.
- Providing an ASL specialist to work with teachers/student support services staff
- Changing image to that of a public residential school as opposed to an "institution".
- Revitalizing the academic and vocational curricula.
- Expanding technology applications in the classroom.
- Addressing transition needs of students age 18-21.
- Agency needs include brand marketing, more structured staff development, and improved technology.

The following priorities should be considered for MSAD:

- EBD program and services
- ASL English focus
- Staff development activities
- Transition plus program
- Career and technology education training and program development
- Expanded outreach assessment services
- Video phone tutoring for deaf and hard of hearing students in Greater Minnesota and outside the state.

MSAB Director's Report (by Olda Boubin):

- MSAB hosted a very successful Parent Child Institute on June 9-10. Twenty-three (23) families participated. Boubin stated that he heard the same concerns from families, especially the need to better educate children early on which emphasizes the need to create some short-term programs for pre-school children.
- MSAB's Alumni Weekend was held on June 4-5 focusing on the school's 140th Anniversary.
- Seven students participated in the LIFE program at MSAB. The three-week program included having the students go to various work sites, learn to prepare meals and acquire other independent living skills.
- Thirty-nine (39) students are enrolled in the July summer program.
- Approximately fifty (50) students are enrolled for fall with several new students. The numbers for the residential program are higher than in recent years.
- Plans are underway to use reading probes to measure reading, fluency, etc. Boubin described the reading probes as a road map to looking at curriculum needs at MSAB. Joyce Daugaard suggested using the data to make instructional decisions.
- Beginning this fall, the first five periods of the school day will involve regular curriculum with the last two periods of the day being used for expanded core curriculum.

Personnel Committee Report (by Joyce Daugaard): Daugaard provided a report of the MSA Personnel Committee. The committee met and revised the Academies Administrator goals so the objectives and strategic plan are in concert with each other. Five major categories were developed: Strategic Plan – Phase II; Human Resource Administration; Technology; Budget and Legislation, and MSA Board Operations and Procedures. Timelines were deleted.

MSAD Site Council Report (by Alex Caddy): MSAD Site Council will have its first fall meeting on September 12. Caddy distributed a copy of a pre-design plan for Frechette Hall renovation. He indicated Site Council members have expressed some concern about having the treatment program in Frechette Hall and prefer to have it housed in Pollard Hall. Dr. Berge responded that the treatment program will require significant funding in either location. The \$25,000 planning dollars that Dr. Berge referred to earlier, can be used only for Frechette Hall.

MSAB Site Council Report (by Mary Kinde): Kinde presented the revised Site Council By-Laws for Board approval. She also reported that she is the new chair of the Site Council and that she had already shared her concerns during the public comment discussion.

OLD BUSINESS:

Personnel Committee Recommendations: A motion was made by Mary McDevitt Kraljic, seconded by Robert Duncan, to accept the revised objectives for inclusion in the Phase I of the Academies' Strategic Plan. Motion carried.

Status of Academic Performance Goal: Joyce Daugaard reported that she discussed this with Sean Virnig. He and Roxie Mitchell will provide copies of the reading and math goal that were developed as part of the CIMP process. Daugaard and McDevitt Kraljic will use this information to draft a possible academic improvement goal for 2006-07.

Academies Restructuring: Dr. Berge indicated the original restructuring proposal will continue to be evaluated. No action will be taken at this time to move forward with a Dean of Students position. There was discussion about changing the reporting of the Residential Directors to the Directors rather than the

Academies Administrator. Implementing this change would reflect the intent of the Leadership Advisory Committee's recommendations made in 2003. A motion was made by Robert Duncan, seconded by Mary McDevitt Kraljic, to approve the reporting of the Residential Directors at MSAB and MSAD to the Directors of each school. Motion carried.

Salary Increases: A motion was made by Mary McDevitt Kraljic, seconded by Joyce Daugaard, to approve a 2% salary increase for the Interim Academies Administrator, Academies Administrator, and the Directors as provided in the Managers Plan. The increase will be effective July 1, 2006. Motion carried.

MSAB Site Council By-Laws: A motion was made by Mary McDevitt Kraljic, seconded by Joyce Daugaard, to approve the MSAB Site Council By-Laws as revised. Motion carried.

Virnig Conference Reimbursement Request: Dr. Berge explained that Sean Virnig cannot be reimbursed directly for CEASD conference fees while he is on leave. However, he may be reimbursed on a contractual basis as a private vendor. A motion was made by Mary McDevitt Kraljic, seconded by Nadine Jacobson, to approve the reimbursement for costs to Virnig associated with his representation of MSAD as a private vendor at CEASD events. It is also requested that Virnig provide a report to the Board on conference activities and events. In the event that Virnig does not return to service at MSAD following his leave of absence, the Board requests that he reimburse the Academy.

Wellness Policy (2nd Reading): A motion was made by Robert Duncan, seconded by Nadine Jacobson, to approve the Academies Wellness Policy. Motion carried.

Academies Strategic Planning: A motion was made by Mary McDevitt Kraljic, seconded by Joyce Daugaard, to approve moving ahead to Phase 2 of the Strategic Planning in view of the ongoing changes and work completed in Phase 1. Discussion followed regarding the importance of keeping the process open to community members and staff at the Academies and gathering their input. It was agreed that the consultant should participate in at least one Site Council meeting on each campus as well as spend time at each school. Motion carried. (Note: Dr. Berge recused himself from making a recommendation on this issue.)

A motion was made by Mary McDevitt Kraljic, seconded by Joyce Daugaard, to approve the Minnesota State Academies Board continuing relationship with Concentric Consulting as the provider of the Phase 2 Strategic Planning with a proposed fee of \$4900 during the 06-07 fiscal year. Motion carried.

Academies Calendar 2006-2007: A motion was made by Joyce Daugaard, seconded by Nadine Jacobson, to approve the calendar for the 2006-2007 school year. Motion carried.

MSA Board Meeting Schedule: A motion was made by Robert Duncan, seconded by Mary McDevitt Kraljic, to approve the proposed Board meeting schedule with the exception of the August meeting date (deleted). Motion carried. Meetings will be held on the following dates: September 21, 2006 (MSAB); November 16 (MSAD); January 18, 2007 (MSAB); March 8 (MSAD); April 26 (MSAB); and June 21 (MSAD). All meetings are scheduled to meet from 9:00 a.m. to noon. Motion carried.

NEW BUSINESS:

Academies Logo: Dr. Berge explained that a new logo needs to be developed for the Academies. The cost is estimated to be between \$250-\$1500 and would be taken from the Board budget. The logo will be used on letterhead, envelopes, etc. A motion was made by Joyce Daugaard, seconded by Robert Duncan,

to authorize the Academies Administrator to move ahead with development of an agency logo. Motion carried.

Board Clerk: With the resignation of Tim Jaech from the Board, a new clerk needs to be elected. A motion was made by Robert Duncan, seconded by Walt Kramer, to elect Nadine Jacobson as the MSA Board Clerk. Motion carried.

A motion was made by Joyce Daugaard, seconded by Mary McDevitt Kraljic, to approve Nadine Jacobson to replace Jaech on the Personnel Committee. Motion carried.

Information & Announcements: Dr. Berge indicated that he had met with Tim Jaech prior to his departure to California and presented him with a card and blanket in appreciation for serving as an Academies Board member.

Adjournment: A motion was made by Mary McDevitt Kraljic, seconded by Walt Kramer, to adjourn the June 23, 2006 meeting of the Board. Motion carried.

Next Meeting: September 21, 2006 – MSAB Campus.

Nadine Jacobson, Secretary of the Board

Minnesota State Academies
Board Meeting
September 21, 2006 – 9:00 a.m.
Academy for the Blind

Members Present: Walt Kramer, Chair; Dr. Richard Berge, Dr. Robert Duncan, Dr. Gwendolyn Jackson, Joyce Daugaard, Nadine Jacobson, Mary McDevitt Kraljic, Alex Caddy, and Mary Kinde

Others Present: Olda Boubin, Roxie Mitchell, John Lang, Katy McCusker, Linda Mitchell, Sean Virnig

Interpreters: Linda Gallea, Nettie Peters

Call to Order: Walt Kramer, Chair, called the meeting of the Minnesota State Academies Board to order at 9:02 a.m. on Thursday September 21, 2006.

Approval of Agenda: Two additions to the agenda:

- Under New Business: add MSBA resolution
- Under Public Comment: Demonstration of a portable scanner by Nadine Jacobson

A motion was made by Joyce Daugaard, seconded by Nadine Jacobson, to approve the meeting agenda as amended. Motion carried.

New Member: Walt Kramer, Chair, introduced and welcomed Dr. Gwendolyn Jackson, the newest member to the Academies Board. Dr. Jackson was appointed to the board position of Present or Former Superintendent, replacing Dr. Douglas DeWitt.

Approval of the June 23, 2006 Meeting Minutes: Corrections to June meeting minutes:

- Deb Kasper's name is spelled with a K, not a C.
- MSAD Site Council report. Wording changed from "...expressed some concern about having the treatment program in Pollard Hall and prefer to have it housed in Frechette." to read "expressed some concern about having the treatment program in Frechette Hall and prefer to have it housed in Pollard Hall."

A motion was made by Dr. Duncan, seconded by Joyce Daugaard, to approve the meeting minutes of June 23, 2006 as amended. Motion carried.

Public Comment: Nadine Jacobson demonstrated a portable scanner known as the KNFB Reader. Such a device can be helpful for blind students. The portable scanner has a camera that takes a picture of a document and translates it to Braille or speech. Cost is about \$3,500.

ADMINISTRATIVE REPORTS

Academies Administrator Report (by Dr. Richard Berge, Interim Administrator):

Board Operation Items

- Dr. Berge asked for board action on the appointment of Dr. Gwendolyn Jackson and reappointment of Joyce Daugaard to the Academies board. A motion was made by Nadine Jacobson, seconded by Dr. Duncan, to accept the appointment of Dr. Jackson and reappointment of Joyce Daugaard. Motion carried.
- Lola Brand (now the Board's clerical support) distributed MSA Board Orientation Manuals to each board member.
- Dr. Berge announced new employees to the Business Department:
 - John Lang has replaced Tom Schoenbauer, who retired, as Director of Business Services.

- Erlene Fitzpatrick, formally of shared services under Harry Chappuis, replaced Rick Caron, who resigned, as Senior Accountant. That leaves a vacant position under Harry Chappuis in the maintenance department. Harry plans to use this opportunity to evaluate restructuring his department.
- Dr. Berge reported that enrollments are up at MSAD and MSAB.
- Dr. Berge mentioned that the academies are working on phase II of the strategic planning. Concentric Consulting Services have met with both Site Councils to gather information to assist in updating their current mission statements, and establishing vision statements and objectives. Feedback will be shared at the November meetings.
- Dr. Berge and Dr. Jackson explained an Educational Summit that will take place on October 10. All of Faribault's educational institutions are involved in this event. All MSA board members were invited to attend.
- Dr. Berge introduced Katy McCusker, new Director of Food Services.

Legislative Update: Britta Reitan, Department of Finance representative, who works with the academies, assisted in writing our biennial budget profile, a first step in the budget setting process, which becomes part of the Governor's proposed budget. Dr. Berge explained that the academies are working on the 2008/2009 fiscal years budget which begins July 1, 2007. There are three narrative pieces; one for the academies as an agency, and one profile for each of the schools separately. Dr. Berge, along with Tom Schoenbauer and John Lang, has rewritten all three profiles, with Ms. Reitan's assistance. They will continue to work together to complete our budget request. This is separate from the Capitol Bonding request which will take place in 2008. There was discussion on technology and funding for updating old equipment.

A motion was made by Nadine Jacobson, seconded by Joyce Daugaard, that the Academies board support efforts by administration to develop an approach to pursue finances for Capital Funding. This funding would include technology needs. Follow-up on this approach, including any necessary legislative activity, is also supported. Motion carried.

Financial Report (by John Lang):

Dr. Berge introduced John Lang as the academies new Director of Business Services.

Academies Profiles: John gave an explanation of why an update was necessary for the agency profile and narratives. The purpose of the profile is for each agency to explain why it should be considered for more money. Our updates replaced information on why the academies were established with current statistics. This information was compiled by the Academies Directors and Dr. Berge. John mentioned that there is a projected surplus in the state's budget.

FY06 Budget: John Lang reviewed the FY06 budget. Dr. Berge mentioned that since this is the first year of the biennium, the \$121,885 (1% of the total budget) left in the general fund can be carried over to next year. A motion was made by Mary McDevitt Kraljic, seconded by Joyce Daugaard, to accept the year-to-date budget report. Motion carried.

FY07 Draft Budget: John Lang presented the Academies '07 budget for Board approval. He and the academies directors plan to review the overall budget to search for additional savings. A motion was made by Joyce Daugaard, seconded by Mary McDevitt Kraljic, to approve the budget. Motion carried.

MSAD Interim Director's Report (by Roxie Mitchell):

- MSAD's enrollment is at 136 students (47 Residential/89 Day). There are 24 new students.
- Homecoming is September 23.
- Strategic Planning questionnaire is being distributed to all stakeholders.
- Progress and Monitoring: Dr. Sue Rose and Dr. Pat McAnally have met with staff to share data and strategies on teaching reading and writing skills to deaf students.

- Five staff will attend the Kansas Learning Strategies workshop which is planned by Faribault Public Schools and held on MSAD campus.
- Accreditation Process: scores from the review team were excellent. We have only one returning committee member. Roxie is in the process of recruiting new members and reviewing the current goals.
- Pat Clarke's position has been dissolved and responsibilities have been delegated to other staff. Pat will work one day a week to provide tours at MSAD. She will be paid as an intermittent teacher.

Resignation of Mike George: Mike George, teacher at MSAD, resigned from his position to take a job at the Iowa School for the Deaf. A motion was made by Nadine Jacobson, seconded by Joyce Daugaard, that the board accept Mike George's resignation. Motion carried.

Research Project: Nanette McDevitt, a former MSAD teacher who is now studying for her doctorate in psychology, asks the Board's permission to review student files to gather information on intelligence and achievement test scores. She plans to compare how deaf students' scores on WISC test differ from WISC 3 and WISC 4 levels. Hers will be the first study focused on deaf students' scores. Data found will be shared with educators and school psychologists. A motion was made by Dr. Duncan, seconded by Joyce Daugaard, that the board approve the research project outlined by Nanette McDevitt. Motion carried.

MSAB Director's Report (by Olda Boubin):

- MSAB's enrollment is at 53 (35 Residential/18 Day) with at least one more on the waiting list. The current residential numbers are the highest in several years. This requires more staffing and presents more challenges for the staff. Programs will be evaluated throughout the year.
- New Staff:
 - Anita Campbell, intermittent/long term sub
 - Sandra Stadler, psychologist
 - Melissa Horejsi, teacher
- Reading program, led by Stacy Akemann, focuses on students reading skills/reading Braille. They have noticed several positive outcomes and the students are enjoying the program. Data is being collected.
- With the assistance of Wade Karli an Extended Core Program has been implemented. Academy Plus teachers are co-teaching in pods during the 5th, 6th and 7th periods. They are doing self evaluations of the students, focusing on individual strengths and weaknesses.
- The Autism Program has grown from one to six students. Olda feels that six is the maximum number for this type classroom. If more students were to enter the program, additional funding would be needed. The program is currently doing very well.
- There are between 40 and 50 students (14 districts) currently served in the outreach program.
- Recently the school/classroom technology person has resigned. The position is vacant and a search to fill the position is in progress. Options on how to fill this position are being considered.

OPERATIONS REPORTS:

Personnel Committee Report: Walt mentioned that the Personnel Committee will meet following the board meeting. The committee would like to hear from Linda Mitchell regarding her plan for returning to work. Dr. Berge mentioned that the Personnel Committee assisted in the interviews and hiring of the Business and Food Service Directors. Dr. Duncan, who was an alternate for the committee, will now be serving as a committee member.

MSAD Site Council Report (by Alex Caddy): Alex reported that the council is reviewing its mission statement, vision statement and belief statement. The eight key questions for the Academies strategic planning are posted on the MSAD website for parents to access. Alex presented two logos that were

approved by the Site Council. One is for MSAD's letterhead/envelopes and the other is for athletics. The next meeting will be held in the Friendship room, in Rodman Hall, MSAD campus. There is a fundraiser to raise money for improvements to the Friendship Room. Several positions on the Council have been vacant for some time. The council plans to review and make changes to the required members list.

MSAB Site Council Report (by Mary Kinde): Mary said the council is in the process of reorganizing. Charlene Childrey is a new member to the council. Mary's term as site council representative to the board expires December 31 this year. Any council member interested in this position can submit a letter to Olda Boubin. Darlene Kratt, representative for State Services for the Blind, is the council's vice-chair. Dennis St. Seuer, who trained our Site Councils last year, will return this fall to provide consensus training. The council will review its current goals and develop mission, vision and belief statements. Robin Salter, Concentric Consulting Services, is assisting in polling the parents. Mary asks the board to state what they would like to hear in the Site Council reports.

OLD BUSINESS:

Residential Treatment Center: Dr. Berge explained to the board that several organizations have combined efforts to establish a treatment center for deaf/hard of hearing students with emotional and/or behavioral problems. Organizations involved include Volunteers of America (VOA), Minnesota State Academies, Minnesota Department of Human Services and organizations for the Deaf/Hard of Hearing. Currently, there is no program in the upper Midwest that addresses this need. The closest programs are located in Pennsylvania, Florida, and New Jersey. The two main problems with sending students out of state are displacement from families and high cost. Dr. Berge asked that the board decide if this is a program they are willing to support. Securing funding and establishing the program will take significant time and effort. Individuals from each agency presented to the board.

- Carmen Adams, Social Worker, Minnesota State Academy for the Deaf
- Rebecca Goffman, Psychologist, Volunteers of America
- Michael Franke, Director of Children's Residential Treatment Center, Volunteers of America
- Christine Harnack, Director of Mental Health Clinic, Volunteers of America

These four have formed a task force for analyzing the need for a residential treatment center for deaf/hard of hearing students. Highlights of their presentation include:

- 47% of MSAD students (2003) have secondary disabilities (including mental health disabilities)
- Surveys of residential treatment centers around the country showed they have received 11 referrals from the Midwest area.
- Surveys (2005) of principals of D/HH education programs in the Midwest indicated there are 48-53 students who would benefit from such a program
- MSAD has 6 students in the Levels program
- This year (2006) 65 out of 135 MSAD students have direct care services listed in their IEP
- VOA – founded in 1986, provides a wide range of services to children and their families.
- Residential treatment centers provide intensive and long-term treatment for children with severe emotional and behavioral needs when less intensive methods have not been successful
- Daily schedules were handed out
- Listed qualifications and expertise in the areas of mental health and deaf/hard of hearing therapy programs
- VOA is currently providing services at MSAD for students and their families

An overview of the proposed facility was reviewed. (Included in board packet)

Board discussion included:

- Program would be located at MSAD. Although no fall-back plan is in place now, they are researching other sites in Faribault.
- Estimated cost is \$240.00/per student/per day – (\$185,000 - \$245,000 per student for 12 months)
- If bills are not paid, VOA resume responsibilities

- Responsibilities of the Academies board:
 - Leasing space to VOA to run their program
 - MSAD would provide education services (as we do now with Levels program) and a signing environment
- Who is responsible for additional cost of a local student?
- In order to get funding for such a program, the Academies would have to state that there is a need for this program and that we have the facility, but we need funding to do both at the same time. It needs to be clearly presented that funding for this program is separate from the Academies regular budget allocation.
- Liabilities
- Would like to hear from Minnesota school districts requesting these services.
- We could promote this as part of our goal to become a “regional center” for the Midwest area.

A motion was made by Walt Kramer, seconded by Dr. Jackson, that the MSA board requests this task force provide information to clarify three areas:

1. Finances involved
2. Liabilities and financial obligations of the Minnesota State Academies
3. Information on how to garner support from Minnesota school districts

This information will be presented to the Board at the November 16th meeting. Motion carried.

Academies Strategic Planning: Dr. Berge reviewed the questions that were asked of the board members regarding the Academies vision statement (Vision Exercises I and II). Of the 7 board members 5 responded. Responses were shared with the board. Robin consolidated all responses into collective summaries, which Dr. Berge shared with the board members. Dr. Berge asked the board to review Robin’s summaries for approval and support. The next step will be to condense these statements into one very simple statement. Dr. Berge explained that the board’s vision/mission/belief statements and operational policies are the agency’s belief, whereas the Site Councils statements can be more specific to each academy, but not in contrast/contradiction to that of the boards. The Mission Statement is “who we are and what we do”; the vision statement is “what we want to be”.

Joyce Daugaard volunteered to assist with condensing the vision statement. Robin Salter will send out suggestions to be reviewed by the board prior to the November meeting.

NEW BUSINESS:

Technology Policy (1st Reading): Dr. Berge introduced the technology policy for the board’s consideration. The main change to the policy regards cellular phones. A motion was made by Joyce Daugaard, seconded by Dr. Jackson, to introduce the technology policy and action on this policy will take place at the November meeting. Motion carried.

Minnesota Rural Education Association (MREA) Membership: The academies have been an associate member mainly because many of the academies’ students come from the rural areas, and it’s a way to gain exposure through this group at the legislative level. There was discussion on the importance of remaining a member in the association. A motion was made by Walt Kramer, seconded by Dr. Duncan, that the board support continued associate membership status by the Academies in the MREA. Motion carried.

MSBA Resolution: Dr. Berge asks the board’s support for submitting a resolution to the MSBA. The resolution would read as follows:

“Be it resolved, that students attending the Minnesota State Academies for the Deaf and Blind receive at least the same basic funding level percentage increases granted to students attending regular Minnesota public schools.” With the rationale that in the 2005 legislative session the academies received an increase of 4.7% in FY 2006 and 0% in FY 2007, meaning there is no increase for 07. Public schools generally received 4% increase in FY 2006 and another 4% in FY 2007. If our students, who are public school students, would

remain in their own district, the level of funding would be higher than if they attend the academies. This affects the academies budget and is not a fair policy. The academies have no other option but to seek additional funding. A motion was made by Dr. Duncan, seconded by Nadine Jacobson, to authorize Dr. Berge to move ahead with development of a resolution, and to relay the resolution to MSBA. Motion carried.

Members of the board would like to receive info/mailings from the MSBA.

Information & Announcements:

- Walt suggests that the future agendas reflect time allotted for each item/presenter.
- Sertoma Golf Tournament, September 22, to support MSAD students attending Sertoma summer camp.
- MSAD Hall of Fame Banquet, September 22.
- MSAD and MSAB Homecoming is September 23.
- Heritage Preservation City Tour of MSAD Campus, October 4.
- Educational Summit, October 10.
- Deaf/Blind weekend at MSAD, October 27/28.
- Dr. Duncan mentioned that his term is up January 2007 and does not plan to reapply. He stressed the importance of having an acting Special Ed Director, one with connections.
- The vacant position, left by Tim Jaech's resignation, is not yet filled. There is one applicant to date.

Adjournment: A motion was made by Walt Kramer, seconded by all, to adjourn the September 21, 2006 meeting of the Board. Motion carried.

Next Meeting: November 16, 2006 – MSAD Campus.

Nadine Jacobson, Secretary of the Board

Minutes approved at the November 16, 2006 meeting.

Minnesota State Academies
Board Meeting
November 16, 2006 – 9:00 a.m.
Academy for the Deaf

Members Present: Walt Kramer, Chair; Dr. Richard Berge, Dr. Robert Duncan, Dr. Gwendolyn Jackson, Joyce Daugaard, Nadine Jacobson, Alex Caddy, and Mary Kinde

Others Present: Olda Boubin, Roxie Mitchell, Mike Hopwood, Linda Mitchell, Jill Berg, Jim Potter, Martina Hagen, Jeff Jarvis, Al Ghylin

Interpreters: Nettie Peters, Mary Jo Christafrao

Call to Order: Walt Kramer, Chair, called the meeting of the Minnesota State Academies Board to order at 9:00 a.m. on November 16, 2006.

Approval of Agenda: One addition to the agenda:

- New Business: Add Minnesota State High School League cooperative sponsorship contract.

A motion was made by Dr. Duncan, seconded by Joyce Daugaard, to approve the meeting agenda as amended. Motion carried.

Approval of the September 21, 2006 Meeting Minutes:

A motion was made by Nadine Jacobson, seconded by Dr. Jackson, to approve the meeting minutes of September 21, 2006 as drafted. Motion carried.

Public Comment:

- Jill Berg: Jill shared her experience while attending the American Printing House (APH) annual meeting held recently in Louisville, Kentucky. This annual event draws representatives from schools for the blind throughout the nation. Jill attended as a guest. The trip was a great experience for her, and she asked that at least one person (teacher) from MSAB be allowed to attend this conference each year.
- Jim Potter: Jim expressed some concerns to the board. Jim questions the restructuring of the academies administration and the effectiveness of the Academies' Site Councils. He senses a division between the groups and feels their focus has not been on the educational program. The recent training was a waste for most of last year's members since they are no longer on the council. Jim suggests that the board review the system to allow for a more functional organization. Mary Kinde shared that although the MSAB Site Council is experiencing changes, the attendance and involvement is high. Mary asked that the board communicate with the Site Councils to discuss individual roles. Jim asked for an update on the vacant board position. The position is for a deaf member of the community. Walt assured that the board has done all they can do and the final decision is that of the governor. Dr. Berge suggested that the general public contact the governor's office to voice their concern.

A motion was made by Nadine, seconded by Dr. Jackson, that minutes of each Site Council meeting be included in each board packet. Motion carried.

ADMINISTRATIVE REPORTS

Academies Administrator Report (by Dr. Richard Berge, Interim Administrator):

Board Operation Items:

- New Business Manager: John Lang, hired last summer as our Business Manager, resigned in September. The Academies have now hired Mike Hopwood. Mike, who is a Faribault native, has worked with the Department of Employee Relations and other state agencies, all in the finance department. Mike has a wealth of experience; we are happy to have him working with us.

- Submitting our fiscal 08-09 Budget to the Dept of Finance: Dr. Berge met with Britta Reitan on Oct 30, 2006. The academies were asked to project the impact of possible future funding reductions and how we would absorb those costs. A list of additional funding requests was also required. We will continue to modify our request until the Governor's budget is presented to the legislature in late January.
- Work on developing a strategic plan continues.
- Dr. Berge met with representatives from Faribault Public Schools to finalize the mainstream contract, its language and cost. The academies have contacted the state Department of Education to secure additional funding. To date we have not heard back from them.
- Several representatives from the academies participated in the Educational Summit that took place on October 10th. Dr. Jackson was instrumental in organizing the event.
- Dr. Berge and Roxie Mitchell have participated in the Chamber of Commerce education committee activities, and sponsored a school board candidate forum.
- Campus security is one of our top funding initiatives; this is due to the recent activities that have taken place around the nation. The two campuses together have 16 buildings. With limited resources our initial steps include controlling access points at each building and doing an assessment on installing a security system.
- Dr. Berge met with the residential treatment center group to prepare for their report to the board.
- Dr. Berge attended several meetings with representatives of the MSAB's Foundation. Dr. Berge now serves on that board. One of their goals is fundraising for various projects at MSAB.

Legislative Update: The election results yielded several major changes. Mindy Greiling, a long time member of the House DFL caucus, now serves on the House Educational Funding Division.

A Minnesota Historical Society (MHS) representative visited the museum on MSAD's campus. He was invited to determine if there are valuable records that should be kept in a more secure, environment-controlled area. Currently we have no record of what is in the museum and no one to catalog what is there. Dr. Berge encourages the board to support administration in making arrangements to transfer all records from the MSAD museum to the Minnesota Historical Society. Dr. Berge would like to include those MSAD alumni who have been active in the museum so there is clear understanding of our working with the MHS.

A motion was made by Dr. Duncan, seconded by Nadine Jacobson, that the board support efforts to move forward with activities pertaining to preserving records at MSAD. Motion carried.

Financial Report:

FY07 Year-to-Date Report: Mike Hopwood explained the academies fiscal year status as of November 1, 2006. Mike is planning to refine the budget so each account is self-sufficient. He will evaluate each department's budget to get an idea of salary projections (90% of each department's budget). With clearly defined budgets the department heads should be held responsible for monitoring their budget without the idea of borrowing from another. It was requested that future reports include any major concerns in the budget as we prepare for the end of this biennium.

A motion was made by Joyce Daugaard, seconded by Dr. Duncan, to accept the year-to-date budget report. Motion carried.

Preliminary Budget Initiatives: A report, requested by the state, asked that the Academies develop a plan for a budget with zero increase and a plan for inflationary cost. For the biennium 08-09 that amounts to \$910,542. Our first initiative is to ask for the full \$910,542 to be added to our budget to avoid any cuts. The other items were prioritized by the department heads according to needs. The list was reviewed with the board.

- Item 2: Facility Maintenance and Security = \$776,800
- Item 3: Computer/Technology = \$900,400
- Item 4: Health care = \$32,000
- Item 5: Expanded services for students = \$530,000

- Grand total of \$3,149,742

A motion was made by Dr. Duncan, seconded by Joyce Daugaard, that the board support the budget initiatives presented for the fiscal year 2008-2009. Motion carried.

MSAD Interim Director's Report (by Roxie Mitchell):

- With three additional students MSAD's enrollment is at 138 (91 residential students and 47 day students).
- Roxie has attended two conferences; MN Administrators for Special Educators and the Midwest Superintendents' Conference.
- Parent Child Institute is scheduled for June 8-10, 2006. The topic will be writing; the title is, "ABC, Write with Me – Literacy through Writing".
- Great Plains School for the Deaf (GPSD) basketball tournament will be held February 8-10. We are expecting 200 to 250 participants.
- MSAD students won a Brain Bowl competition recently held at North Star Academy.

MSAB Director's Report (by Olda Boubin):

- The classroom technology position is still vacant. To assist in finding someone qualified for the position a consultant was contacted and has reviewed our needs and assisted us in writing a job description. Until the position is filled, training will be provided to educate current staff in classroom technology specific to visually impaired students. In discussion of the vacant position it was mentioned that most people who are experienced in this field are self-taught and do not hold a teaching degree. It was noted that MN does have alternative licensure that can be used to overcome such obstacles.
- Packets to recent graduates that offer training in working with visually impaired students will be sent out soon. This will assist MSAB in developing a resume pool.
- E-rates money is available for technology. A core group is in place to write a long term plan to help get funding. The board suggested that the core group include a visually impaired staff member.

OPERATIONS REPORTS:

Personnel Committee Report: Walt Kramer, Chair, reported that the personnel committee met twice. The first meeting was to discuss Linda Mitchell's return to work and the second meeting was to discuss John Lang's resignation. Linda submitted a letter to the board. The letter was signed by an RN and not her doctor; as was requested by the Personnel Committee.

A motion was made by Dr. Jackson, seconded by Joyce Daugaard, that that board accepts Linda Mitchell's letter stating she can return to work part-time after Thanksgiving and full-time after January 1, 2007.

There was discussion on the liability of the board since the letter was not signed by a doctor.

The motion was amended to state, "A motion was made by Dr. Jackson, seconded by Joyce Daugaard, that the board accepts the letter authorizing Linda Mitchell to return to work, contingent on receiving a similar letter with a signature of her cardiologist." Motion carried.

MSAD Site Council Report (by Alex Caddy):

- The council is evaluating the purpose of the Friendship room on the MSAD campus.
- The council is checking out the possibility of using two-way pagers instead of cell phones.
- The academy is involved in the NCA process and the CEASD accreditation process. The strategic planning training has helped in preparing for both processes. A committee has been assigned to finalize our goals which should be ready for the December meeting.
- The council thanks Dr. Duncan for his service to the academies as a board member.

MSAB Site Council Report (by Mary Kinde):

- Al Ghylin will be replacing Mary Kinde as MSAB Site Council representative to the board. Al is a parent of an MSAB student. Al and his wife have both served on the MSAB Site Council.
- Strategic planning process is in the beginning stages. Responses to eight key questions were shared with the board.
- Jan Bailey is currently a representative to two positions on the Site Council; MSAB alumni and State Services for the Blind.
- A new member to the Site Council is Brenda St. Vincent, parent representing academic students.
- Mary thanked the board for the opportunity to serve and shared her recommendations for the future.

OLD BUSINESS:

Residential Treatment Center: Dr. Berge explained that the idea of establishing a residential treatment center for students who are deaf or hard of hearing has been in the works for the last few years. A committee with representatives from Volunteers of America, Minnesota Department of Human Services, the Department of Education and MSAD presented to the board last September. Due to concerns of this board, the committee met on November 8. Dr. Berge pointed out that students in need of this type of program already attend school at MSAD. This group's intent is to bring better services to MSAD students. VOA has a successful program working with this type of student. MSAD asked them for their assistance. There was a proposal for bonding in the last legislative session that was not successful. We were given planning money to develop a program to be housed in Frechette Hall. It was preferred that the program be in Pollard Hall. The plan requires money for the program and money to renovate Pollard Hall for the needs of a treatment center. Speakers present:

- Mike Weber, President, Volunteers of America
- Kathy Jefferson, MN Department of Human Service, Children's Mental Health Division
- Carmen Adams, Social Worker, Minnesota State Academy for the Deaf
- Roxie Mitchell, Interim Director, MSAD
- Deb Olson, Deaf and Hard of Hearing Services, Program Planner
- Kirk Mitchca, Assistant Director, Deaf and Hard of Hearing Services.
- Christine Harnack, Director of Mental Health Clinic, Volunteers of America

Each speaker explained the proposed plan and how it relates to their organization. (Handouts in the packets)

Main points include:

- There is a need for a residential treatment center for children from 87 counties in MN.
- Currently Minnesota students are sent to Florida, New York, Vermont, New Mexico and other states. This is a great expense fiscally and emotionally. Due to the distance, it is difficult to involve families in the treatment program. MSAD has one student now in Vermont receiving residential treatment.
- Department of Human Services has determined that there is a need for a treatment center. VOA is the only organization that showed interest in getting involved in a treatment center for deaf and hard of hearing.
- MN children either do not get their needs met, because we have no program for them, or they are sent to another state for treatment.
- Going to another state is expensive; even if the child's needs are met - the family's needs are not.
- 12 MSAD students are currently receiving service from the VOA's Deaf and Hard of Hearing School-Based Mental Health services on MSAD's campus.
- VOA has a wide range of services they provide, including residential treatment centers. Each center has a different focus: self destructive behavior, low functioning individuals, and those in trouble with the law. They feel there is a need for a treatment center that focuses on deaf and hard of hearing children and a need for one here in Minnesota.
- Staff is experienced and well qualified to provide these services.

- Cost will be about \$300 per day/per student; compared to other states' programs which cost \$500 per day.
 - This would be a small program, intensively staffed; MSAD will provide the teaching staff, and VOA will provide the residential staff. Cost of education is not included in the cost of the treatment program.
- Program will include: 24 hour care, intensive group therapy (5 to 7 days a week), intensive work with families at least once a week. The child will have the same therapist throughout the entire program.
- The program would be housed in Pollard Hall; however, Pollard Hall would need to be remodeled. VOA would be a tenant and would pay rent for use of the facility. Cost of rent would be included in to the cost of treatment. Extremes would be from VOA paying \$1 per year to VOA funding the whole renovation of the building; the cost of rent would greatly impact the cost of treatment.
- Legislature deals with bonding requests every two years. If a proposal for additional bonding were approved for the next biennium, the treatment facility could be up and running by 2009/2010 school year. If it is not approved, the next opportunity would come about in 2010 with the program ready by 2012.
- The average treatment runs from 4 or 6 months to 18 months – depending on severity of behavior.
- The program would not accept high suicidal or threatening children, children at risk of hurting others, or sexual offenders. We would accept children with emotional and behavioral issues/concerns who are deaf or hard of hearing.
- Such a program would allow MSAD to become a regional center for the state of Minnesota and the Midwest region.

A motion was made by Dr. Duncan, seconded by Nadine Jacobson, that the board continues to support the residential treatment center, and that those involved provide continuous updates. Motion carried.

Academies Strategic Planning: At the September meeting the board developed a vision statement that was referred to Concentric Consulting Services. Joyce Daugaard agreed to assist in the revising of the vision statement. Dr. Berge reviewed the final version of the board's vision statement. (Handout) It was suggested to reword the vision statement for student success. The statement would read, "...the Minnesota State Academies will...utilize a variety of individualized strategies..."

A motion was made by Dr. Duncan, seconded by Dr. Jackson, to adopt the vision statement, with the modification suggested. Motion carried.

Dr. Berge assured the board that this statement, the mission statement, and all other materials the board has adopted, will be posted on our websites and other publications.

Technology Policy: The technology policy that was introduced in September was reviewed by department heads and the technology department. There are several additions to the policy, mainly filtering and internet access for students and staff.

A motion was made by Walt Kramer, seconded by Dr. Duncan, to adopt the technology policy. Motion carried.

NEW BUSINESS:

Student Athletic Association: David Olson, MSAD's Athletic Director asked the board's permission to increase annual fees of the Student Athletic Association membership, and to increase the cost of admission to sporting events held on site. Cost changes would take effect starting fall of 2007. David listed the proposed cost increases.

A motion was made by Dr. Duncan, seconded by Nadine Jacobson, to approve the request to increase fees as submitted. Motion carried.

Academies Logo: Jeff Jarvis, a local artist, has worked with a committee from the academies to design a logo for the academies to use for letterhead, envelopes and business cards. Jeff explained the process to date and presented a graphic of what the committee suggested for the logo. Due to the amount of disagreement by members of the board and visitors it was decided to table the discussion.

A motion was made by Walt Kramer, seconded by Nadine Jacobson, to table action on and consideration of proposed logo until the logo is presented in a more refined form, and that process could include restructuring of the committee. Motion carried.

It was suggested that the committee include a blind member and a deaf member, and that the logo be presented to the Site Councils prior to the board.

Minnesota State High School League Application for Cooperative Sponsorship: MSAB has a foreign exchange student who would like to participate in the junior varsity swim program with the Faribault Public High School. All parties involved are in agreement of the cooperative sponsorship.

A motion was made by Joyce Daugaard, seconded by Nadine Jacobson, to approve the cooperative sponsorship of Boys Swimming and Diving between the Faribault Public School District and the Minnesota State Academy for the Blind. Motion carried.

Information & Announcements:

- There still remains a vacant position on the board, that of a deaf member of the community. We have made several attempts to contact the Governor's office. Dr. Berge suggests others try to contact the Governor voicing their concerns.
- CEASD board members sent a letter to Gallaudet regarding a recent protest at their university. Sean Virnig's name is listed as a CEASD board member as a representative of MSAD. This was an error on the draft and was not sent to Gallaudet's board stating such.
- Shattuck has requested dorm space to house up to 50 soccer players for a soccer camp they will host December 26 – 29.
- Holiday Programs dates and times: MSAB's program, December 1, 10:00 a.m.; MSAB's Dress-Up Dinner, December 5; MSAD's holiday program, December 21, 9:30 a.m.
- GPSD basketball tournament will be held at MSAD, February 8-10. Students will be dismissed for the weekend on February 7th.
- At the January meeting new officers will be appointed. If anyone is interested in serving contact Dr. Berge. Positions are for a two year term.

Adjournment: A motion was made by Walt Kramer, seconded by Nadine Jacobson, to adjourn the November 16, 2006 meeting of the Board. Motion carried.

Next Meeting: January 18, 2007 – MSAB Campus.

Nadine Jacobson, Secretary of the Board

Minnesota State Academies Board
Meeting Minutes
January 18, 2007
Academy for the Blind

Members Present: Joyce Daugaard, Vice Chair; Linda Mitchell, Dr. Robert Duncan, Dr. Gwendolyn Jackson, Dr. Richard Berge, Nadine Jacobson, Alex Caddy, Al Ghylin, Mary McDevitt Kraljic

Other Present: Jill Berg, Ann Godwin, Roxie Mitchell, Olda Boubin, Stacy Ackmann

Interpreters: Linda Gallea, Nettie Peters

Call to Order: Joyce Daugaard, Vice Chair, called the meeting of the Minnesota State Academies Board to order at 9:00 a.m. on January 18, 2007.

Approval of Agenda: Motion made by Dr. Duncan, seconded by Nadine Jacobson, to approve the meeting agenda as presented. Motion carried.

Approval of November 16, 2006 Meeting Minutes: Motion made by Nadine Jacobson, seconded by Dr. Duncan, to approve the meeting minutes of November 16, 2006 as presented. Motion carried

Public Comment: None

Election of New Officers:

- Motion made by Nadine Jacobson, seconded by Dr. Duncan, to elect Walt Kramer as Chair. Motion carried.
- Motion made by Dr. Duncan, seconded by Dr. Jackson, to elect Joyce Daugaard as Vice Chair. Motion carried.
- Motion made by Dr. Duncan, seconded by Nadine Jacobson, to elect Dr. Jackson as Treasurer. Motion carried.
- Motion made by Dr. Jackson, seconded by Dr. Duncan, to elect Nadine Jacobson as Clerk. Motion carried.

The officers also serve as the Personnel Committee.

ADMINISTRATIVE REPORTS

Academies Administrator Report (Linda Mitchell and Dr. Berge)

Board Operation Items:

- A conference call meeting with Ms. Britta Reitan, Minnesota Department of Finance, will take place on January 22, 2007. Ms Reitan will provide information on the Governor's recommendation for the '08 budget.
- The Residential Treatment Center group has met with the MSAD Site Council and MSAD residential staff.
 - Mike Weber (VOA director), Linda Mitchell and Roxie Mitchell met with Mark Shaw, the Rice County Social Services Director. Rice County would be the host county to handle the contract for the residential treatment center.
 - The Residential Treatment Center workgroup has requested a meeting to share information and get feedback from the Minnesota Commission for the Deaf and Hard of Hearing (MCDHH) regarding the treatment center program.
- MSAD will host the Clerc Classic basketball tournament in January 2008. This is a national tournament that will bring in around 250 players and coaching staff. Funding and sponsorships are provided to the host of this event. The schedule for this event will affect the school calendar and transportation pick ups.

Legislative Update: Linda Mitchell and Dr. Berge will meet with Alice Seagren, Commissioner of Education, to discuss the residential treatment center, funding streams, and the possibility of requiring school districts to inform parents about the Academies as an option for education. They will also meet with Representative Mindy Greiling to discuss the strategies on presenting the residential treatment center program, as well as to discuss Governor Pawlenty's recommendations for the Academies in the '08 budget.

Vacant Board positions: There are two open positions and both have been posted. The positions call for a member of the Deaf community and a Special Education Director (past or present). The posting is open from January 22 – February 5, with the possibility of filling the positions by March 9, 2007.

MSAB Foundation: The MSAB Foundation has expressed interest in funding improvements to the Seitz Field. A report on improvements and estimated cost will be submitted to the MSAB Foundation at their February meeting.

Mainstream Contract: The packet information has a typo on page 2, paragraph 3, last sentence; it should read District 656, not 565. The contract has been reviewed by the Attorney General's office and the Faribault School District's attorney. An explanation of the funding process was explained to the board. A problem with the process is that the numbers of students and interpreters fluctuate from one semester to the next. The contract presented is for the current school year.

Motion made by Dr. Duncan, seconded by Nadine Jacobson, that the board approve the mainstream contract as presented, but with the typo corrected. Motion carried with one abstention by Dr Jackson.

Financial Report: (Mike Hopwood, Director of Business Services)

'07 Year-to-Date Report: A report on the Academies current fiscal year status as of January 4, 2007 was presented to the board.

Budget Refinement: Refinements to the budget included the areas of salaries, fixed costs and allocation money for supplies and expenses to the end of this fiscal year. If there are no emergencies or unexpected bills, we should have a balance of \$134,000.

Motion made by Mary McDevitt Kraljic, seconded by Dr. Duncan, to accept the financial report as presented. Motion carried.

MSAD Interim Director's Report: (Roxie Mitchell):

- Current enrollment is 140
 - K-4 grade = 23
 - 5-8 grade = 41
 - 9-12 grade = 76
- 20 students currently mainstreamed into the public school.
- Residential Treatment Center is progressing smoothly.
- GPSD (Great Plains School for the Deaf) basketball tournament will be held here February 8-10. An additional 226 people will be housed during this event.
- Clerc Classic basketball tournament was January 11 – 14, 2006. MSAD sent varsity girls and boys teams; placing 5th and 2nd. All expenses for this event are covered through student fund-raising. MSAD will host this event in 2008.
- Our NCA accreditation team is in place and will meet in February. Work will focus on the reading and math objectives. Dr Pat McAnally and Dr Susan Rose are working with staff to collect data on students to assess their progress in reading and writing.
- Student Body Government collected over 500 pounds of donations to the local food shelf.
- Governor Pawlenty declared the week of January 15-19 as Paraprofessional Recognition Week. MSAD recognized the work of our SEPAs and residential staff and thanked them for their service.
- KARE 11 contacted MSAD to assist help in clarifying needs of deaf individuals, especially those seeking medical assistance. They may visit the campus and do a story on us.

MSAB Director's Report (Olda Boubin):

- The search continues to find a qualified person for the technology position. MSAB's interview team has interviewed Dr. Dave Tanner, and will interview two additional applicants. One is a husband-and-wife team (he is a technology person and she is an O&M specialist). The other is Mr. Lee Brown, who has a business background and teaching experience. This position requires teaching licensure.
- A report on current and on-going training for staff was distributed to the board. The next training session will focus on team building and will take place in February. Dennis St Sauver worked with the Academies' Site Councils last year.
- Stacy Akemann gave a report on the "Prime Time" reading program. Thirty students participate in the program. There are four readers (staff) who read to the

students. The students have improved in their fluency and their confidence. They are using the library more and are responsible for taking care of books. They are making appropriate choices and displaying fewer behavior problems.

Welcome: Joyce Daugaard welcomed Al Ghylin, MSAB Site Council representative, to the board. Joyce also welcomed Linda Mitchell back to the Academies and thanked Dr. Berge for his service to the Academies, the students, staff and parents, during Linda's absence.

A motion made by Dr. Duncan, seconded by Nadine Jacobson, to thank Dr. Berge with deepest appreciation for everything he has done. Motion carried.

A gift was presented to Dr. Berge from the board.

Dr. Berge thanked the board and assured them that serving the Academies has been his most interesting experience in education. The positive experience and support from everyone is greatly appreciated. Linda Mitchell expressed her sincere appreciation to Dr. Berge for his willingness to serve the Academies and thanked him for his service as a Board member, an interim director at MSAB as well as his service as the interim Academies Administrator. No one else could have done what he did!

OPERATION REPORTS

MSAD Site Council Report (Alex Caddy):

- Alex asked for clarification of the board's preference on Site Council minutes. It was stated that the board will accept drafts of the most recent meeting minutes.
- Some MSAD staff is expressing concerns about the MSA logo. A letter was sent to Alex. (See "Old Business")
- The MSAD Site Council approved a mission statement. *"The Minnesota State Academy for the Deaf in collaboration with students, families and school districts creates a comprehensive, learning and signing community in a residential environment. MSAD prepares deaf and hard of hearing students to reach their fullest potential by promoting communicative, intellectual, social, physical, and emotional development in every aspect of its programs."*
- The site council is considering the options of improving the Friendship Room in Rodman Hall and whether this can be done before the GPSD tournament.
- Discussion continues on pagers, their cost and their ability to work with the Rice County warning system.
- The council is contacting other deaf schools to inquire about their policies on student sidekick usage.
- The council is discussing rental and vendor issues and will make suggestions to the department head committee working on creating the academies rental/facility use policy.
- As MSAD's Site Council representative to the MSA Board, Alex's term ends in June. The council will elect a new representative who will attend a board meeting with Alex yet this spring.
- The council is reviewing the Continuous Improvement Monitoring Program (CIMP) report.

MSAB Site Council Report (Al Ghylin):

- Minutes of the January meeting were given to the board members. This is a draft and will be approved at the February meeting.
- The MSAB Site Council gave its approval of the proposed Academies logo.
- Mike Hopwood met with the council to explain the budget. The Council would like to see some of the “leftover” money spent on classroom items.
- Summer school funding was discussed.
- MSAB council approved their mission statement in December. *“The State of Minnesota, through the State Academy for the Blind and in partnership with families, school districts, legislative bodies, and business and community leaders, is dedicated to the education and life preparation of blind, visually impaired, and deaf/blind learners through the provision of a dedicated educational and residential program that includes Braille, independent travel, assistive technologies and individualized educational services, enabling students to reach their fullest potential.”*
- Discussion of current goals. The three main goals are student learning, marketing, and legislature.
- Al shared that the strategic planning training was time well spent. There are issues that come to the council that may be better served “in house” rather than involving all the stakeholders. Al feels that the council is making progress and is beneficial to the school.

OLD BUSINESS

Linda Mitchell’s Physician’s letter: At the November meeting the board requested a letter from Linda Mitchell’s cardiologist stating she may return to work. Said letter was submitted and included in the board packet.

Academies Logo (Logo Committee): An update on recent developments was given by the logo committee. The committee continues to work with a local artist, Jeff Jarvis. Two people were added to the committee; one deaf and one visually impaired. Modifications were made to the graphic that would enhance the image for those who are visually impaired. The proposed logo was presented to both site councils. This logo will be used by shared services, with the schools using their current logo. Alex Caddy read a letter submitted by the Minnesota State Academy for the Deaf Alumni Association (MSADAA). After hearing the letter, and following discussion of the MSAD Alumni concerns, it was decided that Linda Mitchell meet with the MSADAA to explain the logo. Linda will have an opportunity to meet with the MSADAA during the GPSD tournament in February.

Motion made by Mary McDevitt Kraljic, second by Dr. Jackson, to adopt the logo as presented, with the understanding that Linda Mitchell meet with the MSADAA to explain the board’s position.

Following discussion, Mary McDevitt Kraljic withdrew her previous motion. Motion by Mary McDevitt Kraljic, second by Dr. Jackson, to state that the board supports adoption of the proposed logo, with the understanding that Linda Mitchell communicates with the alumni group to clarify the board’s endorsement of the logo as it is, that each school has a

logo of its own, and that the board requests alumni support of this logo. A final report on the logo is to be presented at the March board meeting. Motion carried.
Joyce thanked the committee members for their time and input in developing the logo.

NEW BUSINESS

E-Rates (Dan Scissions, IT for MSA): The Academies have gotten E-rate funding for the phone service that we use and our internet connections. However, without the proper expertise and knowledge the Academies are not able to access all of the funding that is available through the Federal E-rate process. Following discussion of the process and possibilities it was decided that the Academies need to research the option of hiring a consultant.

A motion made by Mary McDevitt Karljic, second by Nadine Jacobson, that the board support the Academies in pursuing the cost of hiring a consultant for E Rate funding and to develop a technology plan to be brought back to the board at the March meeting. Motion carried.

Information and Announcements:

- The March meeting date was discussed and it was decided to keep the meeting date as posted, March 8, 2007.
- Minnesota School Board Association training is available to school board officers.

Adjournment: Motion made by Nadine Jacobson, second by Dr. Jackson, to adjourn the January 18, 2007 meeting of the board. Motion carried.

Next Meeting: March 8, 2007 – MSAD campus

Nadine Jacobson, Clerk of the Board

Board of the Minnesota State Academies
Meeting Minutes
March 8, 2007

Members Present: Walt Kramer, Chair; Joyce Daugaard, Vice Chair; Dr. Robert Duncan; Dr. Gwendolyn Jackson; Nadine Jacobson; Linda Mitchell; Al Ghylin; Alex Caddy

Others present: Jill Berg, Mike Hopwood, Wade Karli, Olda Boubin, Roxie Mitchell, Pat Clarke, Dr. Richard Berge

Interpreters: Linda Gallea and Nettie Peters

Call to Order: Walt Kramer, Chair, called the Minnesota State Academies Board to order at 9:20 a.m. on March 8, 2007.

Approval of Agenda: Motion by Dr. Duncan, second by Dr. Jackson, to approve the meeting agenda as presented. Motion carried.

Approval of January 18, 2007 Meeting Minutes: Motion by Nadine Jacobson, second by Dr. Duncan, to approve the meeting minutes of January 18, 2007 as presented. Motion carried.

Public Comment: None

ADMINISTRATIVE REPORTS

Academies Administrator Report (Linda Mitchell)

Board Operation Items:

- Harry Chappuis, Physical Plant Director; Linda Gallea, Sign Language/Sign Communication Proficiency Interview (SCPI) coordinator/Interpreter; and Marcey Johnson, Payroll, have submitted their letters of retirement. Harry and Linda will continue to work part time as a post-retirement option. Harry will stay on an additional year to finalize current projects. Linda will coordinate the SCPI program for one year.
- The Residential Hall Directors positions have been filled. Sonja Reyant will work in Frechette Hall and Kathy Wentz will work in Tate Hall.
- Linda Mitchell and Jill Kes, Director of Nursing, have been involved in state and local meetings discussing and preparing for emergency situations. Mike Monge, Rice County Public Safety Director, is organizing a generic emergency plan for all the schools in Faribault. The Academies have contracted with Wilkins & Associates, a safety consultant, to help meet safety requirements.
- A survey has been sent to all Special Education Directors in the state of Minnesota. The purpose of this survey:
 - To reaffirm that we are a resource for students who are B/VI and D/HH
 - To compile a list of current needs
 - To evaluate awareness of us by those in the special education field
 - To find out what can we do to assist them with their special education programs

Response has been good. Emailing the survey has brought quick responses. The Academies will continue to use this method for future communication with Special Education Directors and teachers throughout the state.

Franchise Fees: Mike Hopwood reported that he and Linda Mitchell met with the City of Faribault's finance committee to discuss franchise fees. Their current practice is tacking fees onto our energy bill and charging a fee per meter. MSA has a total of 5 meters. The Department of Corrections, Faribault, pays \$288 per month compared to our Academies \$1400 per month. They agreed to review their current process but did not promise that anything would change. This is a new program and they want to how it works after it has been in effect a little longer. Mike will contact the city administrator for an update.

Correction Expansion Update: Linda Mitchell, along with Dr. Jackson, serves on a Citizen's Liaison Committee located at the Department of Corrections. This committee informs the local community of current projects and events within the prison. Recently the committee was given a tour of the new expansion project. Linda explained the new "state of the art" buildings which will be housing a total of 2200 to 2300 inmates. Due to efficiency of new technology only 165 additional staff will be hired, bringing their total staff to under 600.

Legislative Update: Linda has met with Senator Stumpf and Senator Day to update them on our current situation and needs. Previous contacts with the House Education committee members and contact with Representative Patti Fritz have been encouraging regarding support of the Governor's recommendations.

Vacant Board Positions Update: The positions were posted in February and will be re-posted at a later date. Two people have applied for the Deaf Member position; no one has applied for the position of Special Education Director. There was some discussion on the wording of the posting which states, "Meeting will be held on a bi-monthly basis for seven hours in Faribault, MN." The discussion was on the seven hour requirement.

Financial Report: (Mike Hopwood)

'07 Year-to-Date Report: A report on the Academies' current fiscal year status as of February 20, 2007 was presented to the board. Linda explained that our compensatory education fund is used to support the Academies' summer school programs for there is no line item for summer school. Our students require a longer school program. Future goals are to identify funding for a year-round program to address the needs of our special education students.

Motion by Joyce Daugaard, second by Dr. Jackson, to accept the financial report as presented. Motion carried.

MSAD's Director's Report: (Roxie Mitchell)

- Current enrollment is 141.
- North Central Accreditation (NCA) – a committee has been meeting to review our school profile. Curriculum is a high priority. Committee members have set a timeline and have delegated responsibilities. A survey has been sent internally and

to schools throughout the nation regarding curriculum. Curriculum improvement ideas are:

- Focus On Reading (FOR) will replace our current Drop Everything And Read (DEAR) program. DEAR was used in the dorm without guided practice. FOR is practiced in the classroom with teacher assistance. Staff will be trained for this program.
- ASL story time will be provided in the classroom, dorm and encouraged in the home setting.
- Math curriculum – the committee will evaluate our current consumer math program. The areas of focus will be problem solving and a smooth transition from one math level to the next.
- CEASD – During the last CEASD visit MSAD received three citations regarding the development of a process for communicating with staff, establishing a K-12 curriculum and making a determination as to whether to continue our vocational department or close it. A vocational committee has been established and will be gathering data regarding the vocational program. A survey will be conducted internally to assess staff and student recommendations for the vocational program. The NCA and CEASD parallel accreditation processes parallel one another so the committee is able to work on conditions that will meet the goals of both organizations at the same time.
- Janet Pauley attended a training session on alternative assessments. Janet will be able to train the Academies staff to conduct these assessments. Educational staff will be trained on alternative assessments March 23.
- A technology committee is working on our technology plan. A survey has been sent to educational staff. Items that could benefit our students include two-way pagers, smart boards, and ELMO's. Distance learning is something MSAD could provide; offering classes such as ASL and driver's education via teleconferencing.
- The residential treatment center work group plans to meet with MSAD education staff and local deaf clubs in the near future.
- Last fall MSAD students and staff participated in a mock emergency drill with the Faribault area emergency response team. This was arranged by Mike Monge, Rice County Public Safety Director. Mike filmed this event and had a DVD made. This DVD is shared with other communities around the nation.
- The Great Plains School for the Deaf (GPSD) basketball tournament was a huge success. MSAD boys placed first; girls placed third and MSAD won the 3 point competition.
- MSAD sent a team to Texas to compete in the Academic Bowl, placing seventh out of sixteen teams.
- A consultant was hired to provide training for teachers and SEPAs on how to best utilize paraprofessionals in the classroom.
- A speaker provided information and personal experience on cochlear implants. MSAD has 8 students with CI. Support services are provided for these students, and a support group of students meets bi-weekly. The speaker met with CI students and our support staff.

- Parent Child Institute (PCI) will be held June 8-10. Keynote speaker is Dr. Susan Rose. The theme is “*A, B, C, Write With Me – Literacy Through Writing*”. Information will benefit children of all ages.
- The summer enrichment program will be held June 17-29. This year’s theme is “*Oceans.*” Information has been sent to Special Ed Directors and teachers of the Deaf/Hard of Hearing.
- Preparatory Assistance Summer School (PASS) program will be held July 8-27. This program focuses on helping students enhance their skills to successfully complete the BST requirements. Driver’s Education will be added to this year’s summer program.
- Staff will attend future training on the changes that will take place with BST/MCA requirements.

MSAB Director’s Report (Olda Boubin)

- MSAB has met with a consultant of the North Central Accreditation organization who has assisted in starting the 5 year school improvement process. The paperwork has been submitted; the process will begin in the fall 2007.
- Extracurricular activities:
 - Students and staff will travel to South Dakota to participate in a Goal Ball tournament and a Forensic tournament this coming weekend.
 - Last week’s tournament was cancelled due to hazardous Minnesota weather.
 - Future trips are being organized for forensics and swimming competition.
- With the addition of a new student the enrollment is 17 day students, 35 residential students. A family from Michigan is looking into the possibility of sending their child to MSAB.
- A consultant was hired to provide team-building exercises for MSAB staff. This training took place off campus. The training includes two follow up meetings.
- The technology and O&M positions have been filled. The technology person comes with experience in vocational rehab training as well.
- A professional harpist will be performing at MSAB on Friday, March 16, 10:00 a.m.
- Five teachers will be attending the annual conference for teachers of the visually impaired.
- MSAB Foundation asked MSAB to create a wish list. The MSAB Foundation agreed to donate about \$7,800 for various items that will enhance education at the Academy. Future fund raisers include a golf tournament and auctions with a goal of raising one million dollars. The Foundation is also willing to provide funding to upgrade Seitz Field. Possible improvements include repair to the track, with new guide wires, a bike path, and/or an O&M training area. Improvements will be made in phases. The Department of Corrections will provide the labor needed to build a field house.
- Forehead Imaging System is a new device that will assist Blind/Visually Impaired people to sense objects that are directly in front of them. The device is a pair of glasses with a camera located at the bridge of the glasses. Electrodes attached to a headband are worn on a person’s forehead. What is “seen” through the camera is then “felt” by the series of dots on the forehead. The inventor of this system is asking if MSAB is interested in becoming a training partner to assist in bringing this product to perfection and to develop a curriculum for using it.

- Freedom Box, put out by Freedom of Speech, is another technology product for Blind/VI people. This item is the size of a credit card. It can be used in any computer, at any location. Insert it in the CD drive and it gives a blind person access to the internet. The contact person will visit MSAB on March 14 to demonstrate this product. He is willing to provide a system for us to try for a year. Board members suggested we approach this with caution.
- Wade Karli reported on MSAB's curriculum review and self study. This review was pieced together as part of the strategic planning process and fits well with the upcoming NCA process and the Continuous Improvement Monitoring Plan (CIMP). At this time there are no instruments for data collecting or timelines set up. The document will be adjusted as we move forward.

OPERATIONS REPORTS

Personnel Committee Report: The committee distributed a list of goals intended for 2007-2008. Dr. Berge gave an update on the Academies strategic planning. The board has completed its operational goals and belief statements. Dr. Berge and Robin Salter have met with both Site Councils over the past months. In the coming week Dr. Berge will meet with both councils. Each council has developed their own mission statement and plan to review the board's vision statements. Each council will develop statements specific to its school. The 2007 goals should be congruent with mission statements. Goals should reflect the Academies direction so that the continuity flows from the mission – the vision – the goals and states objectives to accomplish said goals. Knowing the goals will help in allocating resources, and it can be used as a marketing tool in brochures and publications. Dr. Berge will complete his portion of this training when he and Robin meet with the Site Councils in April.

Walt Kramer reported on the discussion of the Personnel Committee that has met twice since the last board meeting. (Three meetings were scheduled but one was of no value due to technical difficulties.) Linda mentioned that the 2006 goals are completed or in the process of being completed. The 2007 goals, some are in progress, some are long range goals, and Linda is asking the board's approval to move forward in order to complete these goals this year. There was discussion regarding concerns that some of the goals are not related to personnel items (curriculum should be discussed by a curriculum committee) and that the board be cautious of future items referred to the Personnel Committee. The committee's intent was to list goals that were general (an "umbrella" format) and allow each academy to develop its own action steps to complete the goals. Motion by Dr. Duncan, second by Joyce Daugaard, that the board approve the 2007 goals as recommended by the Personnel Committee, and that the goals be kept in sync with the strategic planning process.

There was discussion on how the board decides which items should be referred to the Personnel Committee. With the board's strategic plan, the steps are better understood: Strategic Plan – Goals – Action Plan. When those steps are taken it is then the Personnel Committee's responsibility to ask the Superintendent to develop and implement the action plan to accomplish the goals.

Motion carried.

MSAD Site Council Report: (Alex Caddy)

- Chet Virnig will replace Alex as Site Council representative to the MSA board starting in June.
- The council will be meeting with Dr. Berge next week.

- Alex expressed his appreciation to Roxie for her work on the vocational and communication projects in progress.

The board commented on the content of the minutes and the forward progress of the MSAD Site Council.

MSAB Site Council Report: (Al Ghylin)

- A guest speaker from the Minnesota Resource Center for the Blind addressed the council on the services they provide. The council is discussing how best to reach parents of Blind/Visually Impaired students throughout the state. The two parents currently serving on the site council discovered MSAB by “accident.”
- Last week’s meeting was postponed to this week. Minutes will be included in next meeting’s packet.

Linda Mitchell asked the board’s permission to post board meeting minutes, as a draft, as soon as they are available so the public receives the information in a more timely manner.

Motion by Joyce Daugaard, second by Nadine Jacobson, that draft minutes of the MSA governance board meeting be made available to the Academies Site councils, as well as board members, as soon as they are available, with the understanding that drafts are subject to modifications at the next board meeting.

After discussion of posting the minutes on WebPages so the public, in addition to the site councils, be able to access the minutes, the motion was re-crafted to read:

Motion by Joyce Daugaard, second by Nadine Jacobson, the board authorize that minutes of the board meeting be made available to the public, as well as the Academies site councils, as soon as drafted. Motion carried.

OLD BUSINESS:

Academies Logo: Linda reported that she met with the MSAD Alumni Association to explain the design and purpose of the Academies agency logo. Linda has received no feedback (neither positive nor negative) since her meeting with the alumni. Motion by Dr. Duncan, second by Walt Kramer, that the board approves the Minnesota State Academies logo as was presented to the board at the January 2007 meeting. Motion carried.

E-Rates Update: The Minnesota Department of Education requires schools to submit a four-year technology plan. A plan is being drafted that will encompass both the E-rates requests and technology needs of the Academies for the next four years. This plan covers 2008-2011 and is due April 1, 2007. We will also be using this plan with the Office of Enterprise Technology. The long range strategic plan helps in drafting this technology plan. Linda, Mike Hopwood, Roxie Mitchell, Olda Boubin and Dan Scissons met with Mary Mehsikomer from MDE who reviews all school districts’ technology plans and is an expert on E-rates. It was suggested that MSA staff attend training in June that will help decide if there is a need for outside help in completing E-rate requests. Paperwork for this is due in fall of 2007.

Research Project: Nanette McDevitt presented a research project to the board last fall. The University of Minnesota has since made a change to the documents; they will not be requesting parent signatures for the student’s name will not be documented. Nanette McDevitt is presenting the same research project to the board, but asks the board’s approval of its revisions. Motion by

Nadine Jacobson, second by Dr. Duncan, to approve modification of the previous arrangement with Nanette McDevitt. Motion carried.

NEW BUSINESS:

Special Expense/Outstate Travel Policy – 1st Reading: Mike Hopwood explained that the Academies currently have a policy for staff and students traveling out of state. The Academies do not have a special expense form and this policy is a requirement from the Dept of Finance and the Dept of Employee Relations. This covers extraordinary purchases such as refreshments, dept head expenses, etc.

Student Sex Nondiscrimination Policy – 1st Reading:

Harassment and Violence prevention Policy – 1st Reading:

Student Disability Nondiscrimination Policy – 1st Reading:

MSA Weapon Policy – 1st Reading:

The Minnesota Department of Education is asking us to provide information regarding Assurance of Compliance so that we are able to receive our Continuous Improvement Monitoring Plan (CIMP) money. This requires proof that certain policies are in place. Currently, the Academies address these issues in various ways, but have no written policy. There was discussion on the Student Disability Nondiscrimination Policy (section 504) because our students who come to the Academies all have IEPs. MDE said that having a 504 policy is necessary for anyone who wants to file discrimination complaint, even if they are already on an IEP. Linda will contact the MDE to confirm our need for this policy.

Information and Announcements:

- Spring break is March 26-30.
- There was discussion regarding the vacant board positions. It was suggested that the board's Chairperson draft a letter to the Governor expressing our concerns regarding two vacant positions. The letter should state the fact that the Academies are a school that serves students throughout the state, with board members from around the state, and that with two vacant positions there is a risk of not having a quorum to conduct a business meeting. The question should be asked if we can post vacancies before a member's term is up. Walt Kramer volunteered to write a letter. Linda reminded the board that the Academies site councils are permitted to interview board applicants. It was noted that three current members were not interviewed by the councils.
- The next board meeting is scheduled for April 26, which is the same date as the Deaf/Hard of Hearing Conference in Brainerd. The board agreed to change the meeting date to May 3, 2007.

Adjournment: Motion by Walt Kramer, second by Dr. Duncan, to adjourn the March 8, 2007 meeting of the board. Motion carried.

Next Meeting: May 3, 2007, MSAB campus

Board of the Minnesota State Academies

Meeting Minutes

May 3, 2007

Members Present: Walt Kramer, Chair; Joyce Daugaard, Vice Chair; Dr. Robert Duncan, Dr. Gwendolyn Jackson, Nadine Jacobson, Mary McDevitt Kraljic, Linda Mitchell, Alex Caddy

Others present: Mike Hopwood, Olda Boubin, Pat Clarke, Dr. Richard Berge

Interpreters: Nettie Peters and Amy Amundsen

Call to Order: Joyce Daugaard, Vice Chair, called the Minnesota State Academies Board to order at 9:10 a.m. on May 3, 2007.

Note: Walt Kramer, Chair, attended the meeting via Skype Phone.

Approval of Agenda: Motion made by Dr. Duncan, seconded by Nadine Jacobson, to approve the meeting agenda as presented. Motion carried.

Approval of March 8, 2007 Meeting Minutes: Motion by Walt Kramer, seconded by Dr. Duncan, to approve the meeting minutes of March 8, 2007 as presented. Motion carried.

Public Comment: Walt Kramer explained that the Academies has purchased and is using Skype; a technology device that allows Walt (or any visually impaired person) to attend meetings from a distance.

Administrative Reports

Academies Administrator Report

Board Operations:

Linda Mitchell mentioned Roxie Mitchell is not able to attend the meeting; Linda will combine her Administrator's report with the MSAD Director's report.

- Physical Plant Director, Harry Chappuis, is retiring May 15, 2007. Harry will remain on staff, per the "Post Retirement Option", to complete projects that are beginning this summer. Projects include:
 - Rodman Hall – heating, ventilation, air conditioning installed
 - Noyes Hall Auditorium – heating, ventilation, air conditioning installed and new lighting for the stage and the auditorium
 - Quinn Hall – heating, ventilation, air conditioning installed

Two staff from the maintenance department will take on Harry's supervisory responsibilities when he is not present. These two staff also intends to retire within the next year. To allow a new physical plant director time to learn the system and depending on our budget situation, the position will be posted before the end of the summer.

- Two new employees to the Academies are Heidi Cole, Switchboard Operator/Transportation Coordinator and Kerry Hanson, Payroll Clerk.
- Staff has met with representatives from the Minnesota Department of Education and the Minnesota Department of Human Services to get the pieces in place necessary for the Academies to implement Third Party Billing during the 07-08 school year. This is money the Academies receive by billing Medicare for billable student services. Billable

- services include hours of service provided by Occupational Therapists, Physical Therapists, Personal Care Attendants and/or One to One Management Aides. Linda hopes to have this implemented by fall of 2007. This will be additional money for the Academies. The Academies Business Director and Health Services Director will manage this process.
- MSAD and MSAB handbooks will be presented for review/approval at the June board meeting.
 - Staff attended a school safety seminar at St Olaf College in Northfield. Staff is working on improving campus security and emergency preparedness. State Agencies are required to have a Flu Pandemic Plan in place. The Academies are reviewing our current plan to find ways to improve. New changes will include:
 - Replacing the current one way pagers used by MSAD staff with two way pagers. Pagers are used to notify staff of emergencies on campus. The two-way pagers will allow better communication in an emergency situation.
 - 3 or 4 strobe lights will be erected on the MSAD campus. Strobe lights will be used to alert students and staff who are outside to take cover in an emergency situation.
 - Electronic locks and security cameras will be installed at main entrances on both campuses.
 - Changing spaces; moving offices closer to entrances of the buildings.
 - Department heads will each have a Blackberry for communication and the ability to lock doors from anywhere on campus.
 - Cyber bullying is an issue not only for the Academies but nationwide. MSAD has had several incidents where students are using technology to bully other students. This is difficult to supervise because students have access 24/7 with their personal sidekicks. This will be addressed in the future by asking students and parents to sign not only a computer contract but also a sidekick contract which will require that sidekicks be handed in at bedtime and returned the next day after school. If parents prefer their child have their sidekick 24/7 then the parents are responsible for what is communicated on it. The Academies can and do monitor what is communicated on our computers.
 - Linda is exploring the possibility of purchasing Activ boards (Interactive whiteboards) for classrooms. Training will take place during the summer.
 - MSAD had a weapon incident. The incident is being investigated and could result in expelling a student. It is unclear at this time if expelling a student requires board action or if the Superintendent has the authority to do so. The Attorney General's office is involved and will help in finding the answer. This is the Academies first possible expulsion.
 - Students will return to school in the fall on Tuesday, September 4, 2007, with school beginning Wednesday, September 5, 2007. The change, to start school after Labor Day, is to better coincide with the Faribault Public School calendar.

Legislative Update: Patty Fritz, our State Representative, is on the education conference committee. Patty has been in close communication with Linda. To date everything we are asking for is still in place. Senator Stumpf removed himself from the conference committee due to health reasons.

MSA Board Meeting

May 3, 2007

3

Vacant Board Positions: Vacancy Reports were again filed for both vacant board positions. The positions will be posted in early June and run until late June, with earliest appointment being July 6, 2007.

Financial Report: (Mike Hopwood)

'07 Year-to-Date Report: A report on the Academies current fiscal year status as of April 16, 2007 was presented to the board. Motion by Nadine Jacobson, seconded by Walt Kramer, to accept the financial report as presented. Motion carried.

MSAB Director's Report (Olda Boubin)

- Staff performance and evaluation reports: Olda explained that he and Roxie Mitchell have been working together on a procedure for evaluating teachers. A handout was distributed that explained their evaluation format. This is to be an annual evaluation with the idea that probationary teachers be observed more often than the tenured staff. Linda explained that the forms presented are for all state employees, but the checklists used to evaluate the staff are specific to the departments and the individuals within the departments. The last page of the evaluation is a meeting with the employee that allows for the employee's input. The board asked that the directors share the material upon which a teacher is evaluated at the next meeting.
- State Services for the Blind: MSAB and SSB are collaborating on services offered to students around the state, including early childhood children. SSB will meet with staff from MSAB on May 22.
- MSAB Foundation will meet at MSAB on May 9. They will tour the facility and Seitz Field and also hold their annual meeting at the school.
- Team building training for teaching staff will conclude this month. Special Education Program Assistants and Support Service staff will be included in future training. Before staff leave for the summer there will be a meeting to culminate the progress that has been made, with plans to start off the school year in August with goals in place for the school year.
- Reading scores of students have improved by 33% due to the reading program implemented this year. The program will continue with plans to extend it to another group of students next year, add a comprehension test, track and reward attendance. Students enjoy the program; this is evident by the decline in behavior incidents.
- The technology specialist and the O&M specialist have been hired. The technology specialist has been very helpful to staff. He was able to find a way for Blind staff to access the state payroll system using JAWS. It is possible that MSAB's outreach services will include a program on assistive technology. MSAB could provide one-on-one instruction to help students learn assistive technology that would enable them to access information.
- MSAB will host Window-Eyes training in mid-May. Window-Eyes is a screen reader similar to JAWS, a program that converts what is on the computer screen in to synthesized speech or Braille, depending on the user's preference.

Operations Reports

Strategic Planning: Dr. Berge provided a summary of the Academies strategic planning over the last year.

- ♦ April 2006 – MSA Board started work on vision and mission statements.
 - Information from all stakeholder groups was gathered for review.
 - Belief statements and operational policies were developed

- ♦ August 2006 – MSAB and MSAD Site Councils began their process based on the information previously gathered from stakeholders.
- ♦ Comments gathered during the process were documented for future reference. These comments could be used as criteria to measure success in each area.
- ♦ Important issues heard from the board and site councils were combined and put into sample goals and objectives. This information was shared with Site Councils to use as guidelines.
- ♦ April 2007 - The Site Councils, individually, concluded their vision statements and mission statements for their respective schools.
- ♦ The vision and mission statements can now be used to develop action plans.

Dr. Berge recommends the board and site councils follow up by:

- Developing plans for implementation
- Assigning responsibility to carry out different aspects of the plans
- Communicating these plans via websites and newsletters
- The board and site councils need to report to each other on success of their action plans on a regular basis
- A Strategic plan is only good if it is kept up to date. The board should annually review and update its strategic plan
- Post new statements and remove old ones to reduce confusion
- ♦ A packet of strategic planning material will be assembled and distributed to board members at the June meeting. Linda assured the board that the Site Councils, as well as department heads, will develop action plans with goals and objectives.

Dr. Berge, on behalf of himself and Robin Salter, mentioned that they enjoyed the process and working with the Academies. There was a lot of time and effort put in by the stakeholders. He feels confident that the Academies have a great plan and guidelines on which to work. Dr. Berge thanks everyone for their input.

Walt Kramer, on behalf of the entire board, thanked Dr. Berge, not only for his work on strategic planning, but also for all his time committed to the Academies during the past few years.

MSAD Site Council Report: (Alex Caddy)

- New Site Council members will be present at the May meeting. Parent Representatives will be elected in the fall.
- Student handbook will be presented to the board at the June meeting.
- Parent Child Institute – only 3 families have registered. The deadline will be extended.
- New goals for the 2007-2008 school year, which will parallel the vision and mission statements, will be shared with the board at the June meeting.
- Chet Virnig was introduced to the board as the new MSAD Site Council representative to the MSA board.

The board thanked Alex for his conscientious efforts to the site council and as a representative to the board.

MSAB Site Council Report: (Al Ghylin)

Al was absent due to family health issues.

Joyce read off upcoming events:

May 11 – 10:00 Spring Program, “All Aboard the Musical Express”

May 30 – 7:30 Annual Awards Night

MSA Board Meeting

May 3, 2007

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June 1 – 10:00 Commencements

MSAB April Site Council minutes were distributed.

Old Business:

Motion by Dr. Duncan, seconded by Walt Kramer, the board approves the Special Expense/Outstate Travel Policy, Student Sex Nondiscrimination Policy, Harassment and Violence Prevention Policy, Student Disability Nondiscrimination Policy, and the MSA Weapons Policy. Motion carried.

New Business:

Minnesota State High School League Dissolution of Cooperative Sponsorship: Linda explained that the Faribault Academies Fast Pitch Girls Coop, which includes Shattuck/St Mary's, Bethlehem Academy, Discovery Public School and the Minnesota State Academy for the Deaf is requesting dissolution of this team. Shattuck/St. Mary's is opting to withdraw from the coop due to lack of students involved. Motion by Dr Duncan, seconded by Dr. Jackson, board approves dissolution of the Faribault Academies Fast-Pitch Girls Softball team with the Minnesota State High School League. Motion carried.

Minnesota State High School League Cooperative Sponsorship: Faribault Academies is asking for a cooperative sponsorship between Bethlehem Academy, Discovery Public School and the Minnesota State Academy for the Deaf for a girls fast pitch softball team. Motion by Nadine Jacobson, seconded by Mary McDevitt Kraljic, board approves new cooperative sponsorship for the Faribault Academies Girls Fast-Pitch Softball team with the Minnesota State High School League. Motion carried.

Minnesota State High School League Membership: Motion by Mary McDevitt Kraljic, seconded by Dr. Jackson, board approves membership for the Minnesota State Academy for the Deaf and the Minnesota State Academy for the Blind in the Minnesota State High School League. Motion carried.

Information and Announcements:

The 2007-2008 board meeting schedule will be discussed at the June meeting. Board members should bring calendars to the next meeting.

May 11, 2007 – Employee Service Award Banquet, 2:00, Rodman Hall, MSAD campus

May 11, MSAB Spring Program

May 30, MSAB Students Awards program

May 30, MSAD Baccalaureate and Jr/Sr Banquet

May 31, 10:00 MSAD Class and Honors program

May 31, 2:00 MSAD Commencement Program, Noyes Hall Auditorium

May 31, 7:00 MSAB Baccalaureate

June 1, 10:00 MSAB Commencement Program

June 18, Bruce Smith Golf Tournament

The Academies were in the local media twice:

- for our Literacy Night program (MSAD) and
- Rising Stars video on the Minneapolis cable station (MSAB).

MSA Board Meeting

May 3, 2007

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Linda Mitchell mentioned that we are still in pursuit of establishing a wind generator and are discussing a new program with Shattuck called “We Create”. This could be an awesome summer school program where both Academies and Shattuck could combine services.

Joyce Daugaard, on behalf of the board, presented Dr. Duncan with a gift and thanked him for his many years of service to the board and to the Academies. Dr. Duncan mentioned that he first became affiliated with the Academies in the early 80’s as a Special Education Director. Dr. Duncan wished the board well in continuing their work on their visionary process, especially the outreach programs.

Adjournment: Motion made by Walt Kramer, seconded by Mary McDevitt Kraljic, to adjourn the May 3, 2007 meeting of the board. Motion carried.

Next meeting is June 21, 2007, MSAD campus.

Nadine Jacobson, Board Clerk

The Minnesota State Academies Board
Meeting Minutes
June 21, 2007

Members Present: Walt Kramer, Chair; Joyce Daugaard, Vice Chair; Dr. Robert Duncan, Dr. Gwendolyn Jackson, Nadine Jacobson, Joan Breslin-Larson; Alex Caddy, Chet Virnig, Al Ghylin, Linda Mitchell

Members Absent: Vacancy of the Deaf Member

Others Present: Roxie Mitchell, Mike Hopwood

Interpreters: Nettie Peters and Amy Amundsen

Call to Order: Walt Kramer, Chair, called the Minnesota State Academies Board to order at 10:10 a.m. on June 21, 2007.

Walt Kramer welcomed Joan Breslin-Larson to the board. Joan replaces Mary McDevitt Kraljic; this position is appointed by the Commissioner of Education, Minnesota Department of Education. The appointment is ongoing with no term limit.

Approval of Agenda: Motion by Joyce Daugaard, second by Dr. Jackson, to approve the meeting agenda as presented. Motion carried (6:0)

Approval of May 3, 2007 Meeting Minutes: Motion by Walt Kramer, second by Dr. Jackson, to approve the meeting minutes of May 3, 2007 as presented. Motion carried. (6:0)

Public Comment: None

Administrative Reports:

Academies Administrator Report:

Board Operations:

Linda Mitchell mentioned that the Academies Physical Plant Director position is posted with a goal of filling the position by September 1, 2007. Current staff will assist in training the new person this summer.

Summer projects have begun:

- Roofing of Quinn Hall and Smith Hall. On June 21, 2007, during the re-roofing project, rain and hail caused to a portion of the Smith Hall roof to collapse. The amount of damage will soon be determined.
- Quinn Hall will have an HVAC system installed.
- Rodman Hall will have a new Heating Ventilation Air Conditioning (HVAC) system installed.
- Noyes Hall Auditorium will have new lighting and an HVAC system installed.

- Outside programs on campus: Minnesota Resource Center has three programs running; the University of Minnesota students are on campus for three weeks.
- Seitz Field at MSAB will undergo construction for improvements. Improvements include a bike trail with the possibility of an amphitheater and/or other additions at a later date. We are also asking for Asset Preservation money to repair the current track.
- The MSAB Foundation, main sponsor for Seitz Field improvements, will host their annual golf tournament in August.
- State Services for the Blind (SSB) met at the Academies in May. MSAB and SSB are reviewing programs in an effort to collaborate and not duplicate services. This is an interagency contract.
- Shattuck/St. Mary's is working with the Academies in designing an industrial technology option that will be of interest to deaf and blind students around the world. The plan will be shared with site councils during the summer and then brought to the board at a later date.

Legislative Update: Linda Mitchell reported that our Legislators supported everything the Academies asked for, plus some. In addition to maintaining our current budget, the Academies received: \$200,000 for campus security, \$50,000 for the Faribault mainstream program, \$90,000 for technology staff, \$297,000 for compensation adjustment, and an additional \$185,000. We also have technology money to access from the Office of Enterprise Technology (OET). This is funding requested for new hardware and upgrades; however, there is paperwork required by OET in order to access the funding. It's important that we get the hardware during the summer so training can be conducted before the school year starts. Linda asked board members to send a thank you note to our legislators, especially Representative Patty Fritz and Senator Dick Day.

2008 Capital Budget Deadline Dates: Linda Mitchell reviewed the 2008 capital budget deadline dates. The Academies will request money for Frechette Hall, Pollard Hall and asset preservation, which will include a funding piece for the Seitz Field track and moving the main office of MSAB to the front of the building. A long-range goal is to update the Academies master plan for its facilities. The last plan was done in 1997-1998. In the early 1990's the Academies facilities were rated "poor" in a state audit of facilities. Since then the state has funded a number of projects to improve our campuses. Projects include: Tate Hall, Lysen Hall, Dow Hall demolished, Noyes Hall and others. The need for a new plan is due to the changes in our programming and how we use our facilities. The new plan will include the remaining items from the previous plan, including renovation of MSAD gymnasium, adding a garage and parking at MSAB and arranging space for an Autism program. An architect with the State of Minnesota will visit and advise us in developing this master plan.

Vacant Board Position Update: Linda Mitchell reported that no new information is available. The positions are still vacant, although there are several applicants. Linda will contact Senator Day to ask that he make an "appeal" to the Governor to fill these positions. The Academies need a full board.

Linda welcomed Joan Breslin-Larson to the Academies board. Joan explained to the board her position with the Minnesota Department of Education. Currently Joan is the supervisor for low incidence disabilities; she works with and supervises staff of the Minnesota Resource Centers, located on the MSAD campus. She has been an MDE employee for about 10 years. Previously, Joan worked in the area of assistive technology for 20 plus years.

Financial Report:

'07 Year to Date Report: A report on the Academies fiscal year status as of June 1, 2007 was presented to the board. Motion by Dr. Duncan, second by Joyce Daugaard, that the board accept the 2007 year-to-date financial report as presented. Motion carried. (6-0)

Budget Draft '08: A report of the draft of the 2008 budget was presented. Linda Mitchell shared with the board her plans for the additional funding the Academies will receive. Two areas that will be addressed are staffing and training. Training days have been added to the school calendar with additional training dates during the summer. Training will include new information on our crisis manual and new technology. We are in conversation with DOER (Dept of Employee Relations) regarding an organizational structure change. We would like to hire a Special Educational Director to serve both campuses. This person would supervise Due Process and monitor the Student Support Services staff and the IEP Coordinators. A goal is to have a Special Education Director in place before school starts. With the change in structure Linda hopes to better utilize the skills of staff already present rather than contract out for services that are very expensive, i.e. speech and language, OT/PT, O&M, etc. Motion by Nadine Jacobson, second by Joyce Daugaard, to accept the 2008 budget draft as presented. Motion carried. (6-0)

MSAD Director's Report: Roxie Mitchell reported on the following:

- May 31, 2007, 17 students graduated from MSAD
- During the MSAD Baccalaureate service a former parent and the class sponsors set up a special activity, "Letters of Love" in which both student and parent wrote letters to each other. It is hoped this event will become a tradition.
- To date, enrollment for fall of 2007 is at 133 with potential for more applicants during the summer. Numbers are similar to last year.
- Summer Enrichment Program, grades K-8, has 61 participants. It runs for 2 weeks. The theme is "Oceans." School and dorm are collaborating on activities.
- Preparatory Assistance Summer School (PASS) runs July 9-27. Currently 23 students are registered, with potential for more. This program focuses on reading and math skills for BST. Enrichment activities include cooking, carpentry, and drivers' education.
- The NCA committee members have achieved all their goals. A reading curriculum for K-12 has been ordered. The curriculum matches state standards as well as the Faribault Public Schools mainstream program. Teachers will be given time to complete data and track student progress for individual portfolios.
- Math Committee has reviewed curriculum and inventory. The Reading Committee is also working with the Math committee on the process they follow.

- Roxie and Linda will attend the Minnesota Association for Deaf Citizens (MADC) conference in late June. MSAD will have a booth at this conference. They will present to the deaf community the plan for the residential treatment center.
- Teacher Performance Evaluations: Roxie shared MSAD's process of evaluating teachers. MSAB's process is very similar with the only difference being step number 6; MSAD rates sign language proficiency, MSAB rates use of Braille, large print or other tactile materials that are used to supplement learning.

MSAB Director's Report: In Olda Boubin's absence Linda Mitchell reported on the following:

- MSAB Foundation will meet on campus this week. They will discuss with the contractor/architect plans for improving Seitz Field.
- North Central Accreditation process: MSAB begins its first round of the NCA process. Joan Forney, retired Superintendent from Illinois School for the Deaf who worked with MSAD, will be asked to work with MSAB. She is experienced in this process and is very familiar with our Academies.
- Linda and Olda will attend a curriculum mapping conference in St Cloud. This is a very important part of the school improvement process.
- Dan Scissons, IT, and/or Olda Boubin will attend an assistive technology recycle/reuse conference, which is sponsored by the Minnesota Council on Disabilities. Nadine Jacobson cautioned against acquiring technology that isn't current.
- Olda Boubin will attend the Cosby Schools & Midwest Schools for the Blind conference late July, in North Dakota.
- MSAB has potential for an out-of-state student from Wisconsin. The Academies Out-of-State Tuition contact will be reviewed prior to this enrollment.
- Summer School programs, Independence 101 and the Life program, are both in session. These programs focus on the expanded core curriculum, programming for individuals using assistive technology and O&M services. Later in the summer is a program that focuses on BST testing.
- Wade Karli is retiring.
- Training for a Brailist will be provided this summer.

Operations Reports:

MSAD Site Council Report: Chet Virnig reported the following:

- The Council interviewed and selected different companies for video relay service. They agreed to hire Sorenson Video Relay as provider for the 07-08 school year.
- Handbook was reviewed and updated.
- The Council plans to meet in July to discuss technology issues.
- Discussion on Site Council goals for next year will continue at the September meeting.
- Certificates were distributed to out-going members and new in-coming members were introduced and welcomed.

June 21, 2007

Chair, Walt Kramer, welcomed Chet Virnig as the new MSAD Site Council representative to the MSA board, and thanked Alex Caddy for his service for the past two years.

MSAB Site Council Report: Al Ghylin reported on the following:

- MSAB Site Council will replace five members at the start of 07-08 year. Positions to fill are: one parent, one alumnus, National Federation for the Blind and two staff.
- Throughout the year the council focused on vision and mission statements. At the May meeting there was a lot of discussion on the council's goals for 07-08. The list will be refined at the September meeting.
- Al expressed his feeling that the council has a lot of positive energy and they are enthusiastic about their work for the next year.

Old Business: None

New Business:

MSAB and MSAD Handbooks: Motion by Dr. Duncan, second by Dr. Jackson, that the board approve changes to the student handbooks as presented. Motion carried (6:0)

Academies Calendar 2007-2008: Linda Mitchell explained that students return to school on September 4, 2007 (the Tuesday after Labor Day); the school year begins on Wednesday, September 5, 2007, as was agreed to with parent advisory committee input. Motion by Joyce Daugaard, second by Nadine Jacobson, that the board accepts the 2007-2008 MSA School calendar as presented. Motion carried. (6:0)

Meeting dates for 2007-2008: Chair, Walt Kramer, provided a list of proposed dates for the 2007-2008 meeting schedule. After discussion the following dates were agreed on:

September 20, 2007 ~ MSAB

November 15, 2007 ~ MSAD

January 24, 2008 ~ MSAB

March 6, 2008 ~ MSAD

May 1, 2008 ~ MSAB

June 19, 2008 ~ MSAD

Motion by Joyce Daugaard, second by Dr. Duncan, to approve the meeting dates as amended. Motion carried. (6-0)

Information and Announcements:

Sean Virnig requests an extension on his educational leave to complete his doctorate in education. After discussion the board agreed to grant Sean an extension of his leave.

Motion by Walt Kramer, second by Joyce Daugaard, to authorize a one year extension of Sean Virnig's leave of absence with the understanding that as soon as he reasonably can, but no later than the March 6, 2008 meeting, Sean reports to the board his intention in regard to his returning or not returning to the Academies. Motion carried. (6-0)

Linda Mitchell expressed, on behalf of the entire board, thanks to Mary McDevitt-Kraljic for her years of service to the Minnesota State Academies Board. Mary is one of the original members, serving since 2000. Joan Breslin-Larson will deliver a gift to Mary.

Linda also thanked Mary Kinde and Alex Caddy as ex-officio members to the MSA board. Gifts have been ordered and will be given to both as a symbol of the board's appreciation.

Wade Karli, who recently suffered a heart attack, is now home and doing well. He is assisting Olda with the CLMP report. Wade is retiring during this summer.

Walt thanked Nettie Peters and Amy Amundsen for interpreting the meeting. Walt thanked Dr. Duncan, for the last time! And, Walt assured Dr. Duncan he is welcome to attend future meetings as public comment. Dr. Duncan assured Walt that he would be in attendance simply to heckle the board, and that he has truly enjoyed the whole experience.

Adjournment: Motion by Walt Kramer, second by Dr. Duncan, to adjourn the June 21, 2007 meeting of the MSA board. Motion carried. (5-0)

Nadine Jacobson, Board Clerk

The Minnesota State Academies Board
Meeting Minutes
September 20, 2007

Members Present: Walt Kramer, Chair; Joyce Daugaard, Vice Chair; Nadine Jacobson; Joan Breslin-Larson; Chet Virnig; Al Ghylin; Linda Mitchell; Dr. Gwen Jackson

Members Absent: Vacancy of Deaf Representative Member and Special Education Representative Member

Others Present: Mike Hopwood, Dr. Robert Duncan, Randy Dirks, Sean Virnig, Pat Clarke, Jill Berg, Roxie Mitchell, Patty Billings.

Interpreters: Nettie Peters, Amy Amundsen

Call to Order: Walt Kramer, Chair, Called the Minnesota State Academies Board to order at 1:07 p.m. on September 20, 2007.

Approval of Agenda:

Two changes to the agenda:

1. Item 2. Welcome New Members – tabled until the November meeting due to the fact that although new members have been selected the Governor has not announced their appointment.
2. Add Item 9.2.1 Sean Virnig update

Motion by Joyce Daugaard, second by Nadine Jacobson, to approve the meeting agenda as amended. Motion carried (4-0)

Approval of June 21, 2007 Meeting Minutes: Motion by Walt Kramer, second by Joan Breslin-Larson, to approve the meeting minutes of June 21, 2007 as presented. Motion carried (4:0)

Public Comment: None

Administrative Reports:

Academies Administrator Report:

Board Operations:

Linda Mitchell gave an update on the current construction projects.

- Quinn Hall: HVAC system is being installed. They are behind schedule but due to be completed soon.
- Smith Hall: Due to a roofing project mishap there was water damage to electronic equipment. Academies staff are working with the State and contractors to resolve replacement of damaged equipment. Linda expressed her appreciation to our technology staff for they were able to arrange equipment needs for teachers to start the school year.
- Tunnel project is still in process; soon to be completed.

- Seitz Field: A ground breaking ceremony for the Seitz Field project took place on Monday, September 17. An agreement between the Academies, and the MSAB Foundation was worked out with assistance from the Department of Administration and the Attorney General's office. Work has begun and should be completed yet this fall. The track will be for walking, biking, orientation and mobility training. The MSAB Foundation has already begun planning for next year's golf tournament. They have increased their goal from \$30,000 to \$35,000.
- Noyes Hall Auditorium: New lighting and an HVAC system are being installed. Work has begun with a completion date of late fall.

Linda reported recent changes to the academies personnel:

- Two Information Technology Specialist 1's (ITS 1) have been hired. They are under the shared services department; one will be located on each campus.
- Department of Employee Relations has approved the classification for a Special Education Director position for the Academies. This position will serve both schools, focusing on special education due process.
- Staff have received training on two-way pagers and Blackberries. Software that will complete our installation process will arrive soon.
- Staff were to be trained on interactive white boards, however the boards we are requesting have not been approved yet. MSAD wants to use a special Promethium-style board that allows for student and teacher interaction from any place in the classroom. This request, as well as a few others (new computers and voice over IP phone system) is approved by the Office of Enterprise Technology (OET) in St. Paul.
- Randy Dirks; new Physical Plant Director. This position is a shared service position, managing maintenance on both campuses. Randy is from Marshall MN, Southwest State University, and comes with 20+ years of state and residential experience.

Legislative Update:

Linda Mitchell explained the Academies' bonding request for the coming year. The prioritized list is:

1. Pollard Hall Renovation
2. Frechette Hall Renovation
3. Asset Preservation
4. Mott Hall (WeCreate)

Britta Reitan, Executive Budget Officer, Department of Finance, will be meeting with academies staff early in October.

Tom Hanson, Commissioner of Finance, will visit in October.

The House of Representatives and the Senate Bonding Committee are scheduled for on-site visits in late October.

Governor Pawlenty will post his budget recommendation in January or early February 2008.

Financial Report:

Walt Kramer thanked Mike Hopwood for his assistance and patience in setting up Linda Mitchell's electronic time sheet, one that Walt can access from his home computer.

'08 Year to Date Report: Mike Hopwood gave a report on the Academies' fiscal year status as of September 1, 2007. Motion by Joyce Daugaard, second by Dr. Gwen Jackson, that the board accept the year-to-date report as presented. Motion carried. (5-0)

MSAD Director's Report:

Roxie Mitchell reported on the following:

- Enrollment is at 133; with 2 prospective students.
- Registration took place on Tuesday, September 4, 2007. Registration was well attended. Parents did request an "Open House" format; they would like to meet teachers on that first day.
- Quinn Hall Construction: Roxie recognized her staff's efforts to move out of Quinn Hall in a short time period and then move back into Quinn Hall in just one day. Completion date is set for mid October.
- Noyes Hall Auditorium project is delayed but due to be completed by December.
- Two-way pagers are being used and appreciated. They allow for all staff to reply to pages sent out.
- NCA Curriculum committee met during the summer and has met their goals. They have completed K-12 reading, ASL and math curriculum. Some of the committee members attended training in curriculum mapping and will be training our staff.
- Interactive white boards, with active expression, will not be available until January. All 24 classrooms will have this technology and training will be provided to all education staff.
- Heidi Zimmerman, Deaf/Blind woman, will share with MSAD students her travels and accomplishments on climbing mountains on each continent and each state.
- Homecoming is October 13 against Missouri.
- Sarah Foulks is a new teacher to MSAD; she is working with our special needs students.
- Due to the new Special Education Director's position, MSAD staff has undergone some restructuring.

MSAB Director's Report:

Dr. Robert Duncan expressed his sincere appreciation for the opportunity to serve as Interim Director to MSAB. Dr. Duncan's intent is to remain at the Academy until a new director is in place. His goals include:

- Focus on issues that need immediate attention
- Be an advocate to MSAB staff
- Meet with staff, students and parents
- Connect with other agencies related to the Academies

- Provide to the board, at the November meeting, a list of short term (this year), medium term (2-3 years) and long term (3 years and out) plans for MSAB. This document could be used as a profile in searching for a new director. Dr. Duncan will meet with staff to gather information to complete this plan.

Dr. Duncan has shared with staff his expectations: be kind, be respectful, be honest, be on time and each do their best. He finds the Academies a very pleasant place to work.

- Enrollment is at 33 residential students and 17 day students, for a total of 50 students. There are 4 students pending.
- BST and MCA 2 scores are in and will be shared with staff for IEP reviews.
- Chili Dog Supper will be October 21, 2007.

Linda Mitchell expressed thanks to MSAB staff who helped with class schedules prior to school start. Linda also mentioned her appreciation to Dr. Duncan for his willingness to help the Academies at this time.

Operations Reports:

MSAD Site Council Report: Chet Virnig stated that the council has begun reviewing its by-laws as is required in odd numbered years. Other items discussed include:

- Two-way pagers: staff are thrilled to be using a communication system that is efficient. There are a few issues to work out but over all they are of great assistance to the academy.
- Beginning of the year reports were given by Linda Mitchell and Roxie Mitchell.
- Sean Virnig and Patty Billings introduced the *WeCreate* program.
- The Council will focus on outreach throughout the state of Minnesota.

MSAB Site Council Report: Al Ghylin reported:

- Council had 5 positions to fill; 2 people stayed on and 3 new members were added. The new members are: Shared Services, Stu Spicer; SEPA, Kathy Stadler; Teacher, Anita Campbell.
- Election results: Chair, Jill Kes; Vice Chair, Patrick Waldera
- Improving MSAB's outreach program is the main focus for this year. They plan to remake MSAB's marketing video and brochures.

Old Business:

Sean Virnig Update on Sabbatical: Sean Virnig thanked the board for allowing him time to complete his doctorate. An outline of Sean's report to the board is attached to these minutes.

Sean mentioned returning to the Academies on July 1, 2008. There was some discussion as to the exact date that Sean could return. It is the Chair's understanding that Sean's leave began August 18, 2006; with a two year leave, he would return on August 18, 2008. Linda Mitchell will clarify Sean's return date with the academies human resource director.

New Business:

Minnesota State High School League Dissolution of Swim Co-op: Linda Mitchell explained that MSAB had a student who participated in the Faribault Senior High School boy's swim program last year. Since that student has departed from MSAB Faribault Senior High School's swim coach is asking to dissolve said cooperative sponsorship. On motion by Nadine Jacobson, second by Dr. Gwen Jackson, the board approved dissolution of the MSHSL boy's swim cooperative with the Faribault Senior High School. Motion approved (5-0)

MSA/Shattuck *WeCreate* Concept: Patty Billings, Program Coordinator, Shattuck/St Mary's explained the *WeCreate* program to the board. Shattuck's Headmaster has met with Linda Mitchell and the Academies directors to discuss a program that would better prepare students for the work world. Together they have developed this concept of a *WeCreate* program. There was discussion about accessibility for all students. Patty assured the board that in this program each project will focus on accessibility. There will be collaboration of students from each Academy. Linda said that both site councils received this same information and both councils were excited about the potential of this program and what it means for all our students. Joan Breslin-Larson, who has experience in accessible technology, offered her services. Linda Mitchell explained that Mott Hall is one of the CEASD accreditation violations that needs to be fixed. This program would include a wood working shop, and a machine shop; the program could provide a "vocational" program for our transition students, an industrial technology and a careers program. Creativity, soft skills and the ability to be diverse all need to be included in today's curriculum to prepare our students for the future. A future goal is to open this program as a short term summer school option to students from around the world. Joyce Daugaard suggested the Academies look into writing a grant since this program is so unique. Walt Kramer emphasized the necessity of making the program accessible from the start. The time line is to have Mott Hall renovated and the program operational by fall of 2009-2010 school year. Chair, Walt Kramer, asked that the board be kept informed on the progress of this program.

MSA Imprest Fund Policy:

MSA Petty Cash Policy:

MSA Employee's Activity Expense Policy:

Mike Hopwood explained that these three policies are a result of the last audit. We are required to have all three policies for the Academies. With these policies in place it makes for less paperwork when staff are involved in activities with students. This is the 1st reading; they will be brought back to the board at the November meeting for a second reading.

Search Process: Linda Mitchell explained that Dr. Duncan will be meeting with MSAB staff to discuss their recommendations for specific skills they would like to see the new director have. The goal is to have the process in place and the position posted by January 2008. Linda ask the board if they would like to proceed with setting up a search

committee, one that includes all stakeholders, or if they would prefer to interview 2 or 3 professional search companies. Discussion on what should be done included:

- Having a larger pool of finalists (possibly 5 finalists)
- Do a national search – reaching the experts in the field of blindness.
- Someone with strong leadership skills
- Find a specialized search firm – someone who knows the people
- Someone who understands residential schools
- MSA is different now – one superintendent, staff are more open to discussion
- To ask for clarification during interviews and not rely on assumptions

Walt suggested articulating the vision for MSAB and defining the role of the director. Linda Mitchell suggested that we send someone to the American Printing House conference in October to network with the experts. Motion made by Walt Kramer, second by Dr. Gwen Jackson, the board authorize administration to do two things: 1. to take necessary action to send Nadine Jacobson as board representative to the American Printing House for the Blind Conference, in October, with the objective of Nadine providing a report to the board at the November meeting; and 2. administration continues to gather feedback from internal parties in what they feel is needed for qualifications in a director with a report to the board at the November meeting. Motion approved. (5-0)

Information and Announcements:

MSAD's Homecoming is October 13.

MSAB's Chili Supper is October 21.

Updates to the board manuals were distributed.

Due to a conflict the November meeting is rescheduled to Thursday, November 29, at MSAD.

Adjournment:

Motion by Walt Kramer, second by Joyce Daugaard, to adjourn the September 20, 2007 meeting of the MSA board. Motion carried. (5-0)

Walt Kramer, Board Chair

Sean Virnig
Accomplishments, 2006-2007
MSA Board 09.20.07

Completion of doctoral coursework

The University of Minnesota
Department of Educational Policy and Administration
Written and oral examinations this spring

Superintendent license field experience

John Currie
ISD 196, Rosemount-Apple Valley-Eagan
28,000 students; 5,500 employees

Director of Education license field experience

Dr. Gary Lewis
ISD 659, Northfield
Special education programs and student services

Education Policy Fellowship Program

The University of Minnesota
This program consists of weekly seminars, extended sessions, a day at the state capitol and orientation and year-end retreats in October and May. Two national meetings also are part of this year-long professional development experience. Participants will attend a 3-day Leadership Forum and a 4-day Washington Policy Seminar. Program resources include elected officials and staff, agency heads, academics, representatives of advocacy groups, and other education and human services policy leaders.

Bush Foundation Summit

For the first time in the 54-year history of the Bush Foundation, artist, medical and leadership fellows, along with Bush educators, selection panelists, board members and staff will get together to reconnect with the Foundation and consult with the Foundation on its strategic path to the future.

An ethnographic study of a principal who is deaf at Metro Deaf School

Naturalistic observations endorsed by MDS Board
Presented research findings at the Midwestern Deaf Education Conference

weCreate core committee member

MSA-Shattuck-St. Mary's

CEASD Board of Directors

National conference in Maryland last spring

CEASD Accreditation team member

Western Pennsylvania School for the Deaf, Pittsburgh

Presenter, First annual Midwestern Deaf Education Conference

Augustana College, Sioux Falls

Minnesota State Superintendent's conference, St. Paul

Managed to get Sally Ride's autograph for my daughter

Alliance for Student Achievement

6th Annual Education Summit. September 21

Minneapolis Convention Center

Founder, Rawland Cycles

Race Coordinator

MSAD Pinewood Derby

Steering Committee member

Hilltopper Athletic Booster Club

Keynote Presenter

Leadership Day for deaf and hard of hearing secondary school students

The University of Minnesota

Deaf Community Salon

Panelist, May

Deaf Community Salon

Keynote presenter, October

Presenter, Educational Interpreting and Language Modeling

Minnesota Registry of Interpreters for the Deaf, Duluth

*The real voyage of discovering consists not in seeking
new landscapes but in having new eyes*

Marcel Proust

The Minnesota State Academies Board
Meeting Minutes
November 29, 2007

Members Present: Walt Kramer, Chair; Joyce Daugaard, Vice Chair; Joan Breslin-Larson; Al Ghylin; Dr. Gwen Jackson; Marty Amundson; Alex Caddy; Linda Mitchell

Members Absent: Nadine Jacobson; Chet Virnig

Others Present: Dr. Robert Duncan, Roxie Mitchell

Interpreters: Nettie Peters, Amy Amundsen

Call to Order: Walt Kramer, Chair, Called the Minnesota State Academies Board to order at 1:05 p.m. on November 29, 2007.

Welcome New Members: Walt Kramer, Chair, welcomed new members to the MSA board. Board position and new members are:

Special Education Representative Member (9/25/07 – 1/3/11), Marty Amundson

Deaf Community Representative Member (9/25/07 – 1/3/11), Alex Caddy

Oath of Office: Alex Caddy, Mary Amundson and Joan Breslin-Larson along with Chair, Walt Kramer signed the school board member oath of office.

Approval of Agenda: Four changes to the agenda:

1. 6.2 Mike Hopwood will call in at 1:30 to give the financial report
2. 8.1, 8.2, 8.3 will be discussed during Mike's call.
3. 8.1, 8.2, 8.3 need board action
4. 9.1 will be discussed during Mike's call.

Motion by Walt Kramer, second by Alex Caddy, to approve the meeting agenda as amended. Motion carried (5:0)

Approval of September 20, 2007 Meeting Minutes: One change to the September minutes:

1. Members Absent: change Superintendent Member to Special Education Member.

Motion by Dr. Gwen Jackson, second by Joyce Daugaard, to approve the meeting minutes of September 20, 2007 as amended. Motion carried (6:0)

Public Comment: None

Administrative Reports:

Academies Administrator Report:

Board Operations: Linda Mitchell reported on current issues:

- Quinn Hall is near completion.

- Contractor and insurance settlements regarding computer damage that happened during construction is completed.
- Noyes Hall Auditorium lighting project has been extended. A temporary system will be in place for the holiday program. Completion is now expected by mid January.
- Seitz Field has a few areas that need to be resurfaced due to moisture problems. Resurfacing and laying of sod will be completed in the spring. The walking trail is 1¼ mile in two laps. Dedication may take place during the Foundation's May meeting at MSAB this spring.
- Personnel issues:
 - Related services personnel, such as Orientation and Mobility (O&M) and speech and language specialists are difficult to fill. In order to comply with student IEP's we've had to contract out for such services. This is expensive and students are not directly served (interpreters are needed for those with whom we contract).
 - SRSEA members have approved their contract. Next it goes to the legislative committee in mid December. If approved, it serves as a two year contract.

Legislative Update:

- House and Senate capital investment committees visited our agency. They toured various state facilities to better understand bonding requests and needs. They were shown Frechette Hall, Pollard Hall, and Mott Hall on MSAD campus. Linda explained to the committees the Academies' method of prioritizing our requests. In the past the Academies were given asset preservation money, but requests for large projects were denied. The Academies have listed several projects higher in priority with hopes that money will be allotted for them as well as asset preservation.
- Department of Finance staff visited the Academies to tour our facilities. A question they posed was if part of Pollard Hall could be renovated up to code so as to start a program for four to six clients without investing the \$3 million dollars needed to set up and start a treatment program. The Academies state architect advisor said it would not be feasible to do the Pollard Hall project in phases. The Department of Finance and the state architect will meet to discuss options for the treatment center. The initial program will start with four to six clients. If successful, we would ask the Department of Finance to renovate Pollard Hall to house an expanded program. The next step is to wait for the Governor's budget recommendations.
- Linda Mitchell, Mike Hopwood, Roxie Mitchell and Dr. Duncan all met with the Department of Education finance and policy staff. Several items were discussed including:
 - 24 hour educational facility – Do students stay in the dorm because of the distance home or is it because of the educational benefits gained by staying in the dorm, and how does that play in to the financial responsibility of the school districts regarding educational aides? Are school districts responsible for paying for aides only during school hours

or should they provide for aides during the evening hours? Or, should the evening aide be funded by other agencies such as the counties. There was no solution determined at the meeting. It was noted that a change in our Minnesota Statute inadvertently removed the Academies ability to bill for aides at all. This error will be addressed by the Department of Finance and the Department of Education during this next session.

- Parent choice for the Academies – Minnesota offers open enrollment for charter and private schools. Admission into the Academies requires approval of the local school district, families, and the Academies staff. In some situations, this process can be lengthy and cumbersome, especially for our visually impaired families. Linda and staff will continue to “explore” what open enrollment would mean to our Academies.

Financial Report:

'08 Year-to-Date report: Mike Hopwood (via telephone) gave a report on the Academies' fiscal year status as of November 1, 2007. Motion by Alex Caddy, second by Joyce Dugaard, to accept the year-to-date report as presented. Motion carried. (5-0)

MSAD Director's Report:

Roxie Mitchell reported on the following:

- Current enrollment is 132 students with one potential additional enrollment.
- Two vendors of interactive white boards presented proposals to seven staff, who then completed an evaluation of their product. A negotiation for final cost will be submitted. Hopefully the boards will be installed during the holiday break.
- The Academy is adding an evaluation coordinator; this is a part time position. She signs and has experience in conducting evaluations.
- An MSAD teacher has been assigned to coordinate testing material and procedure on both campuses.
- MWEA testing (MSAD) is scheduled for spring, winter and fall. Faculty members will be trained on how to use testing data.
- Accuplacement test will be given in December.
- Holiday program will be on December 21, 9:00 a.m., in the Noyes Hall Auditorium.
- Literacy Night has been very successful. This is an evening when parents and their children come to learn reading skills. MSAD Librarian is now the coordinator of this event; she is doing an excellent job. Parent sign language class is also attending Literacy Night.

MSAB Director's Report:

Dr. Robert Duncan reported on the following:

- Enrollment: day students = 18, residential = 35, with a few potential students pending.
- Academies enrollment is a cumbersome process for everyone involved. On the list of levels of least restrictive environment the Academies are listed as the most

restrictive. While this is not exactly true, it is the way the law is interpreted by many school districts. This means a school district must prove that the student has failed levels 1-5 in order to be placed in the Academies. This philosophy needs some continued discussion and some clear explanation by our staff to the school districts in the state.

- The holiday program will be held during evening hours in hopes that parents/families/friends will be able to attend. This is on a trial basis; its outcome will determine if the evening performance will be held in future years.
- Strategic planning goals that are being addressed:
 - Staff is working on improving internal communications.
 - Networking – opening communication with other agencies such as; State Services for the Blind, National Federation for the Blind (Dr Duncan attended a conference), Special Education Directors (attending meetings), Department of Education, and the MSAB Foundation.
 - Nadine Jacobson attending the national conference in Louisville. She was able to make contacts and announce that MSA is searching for a director.
- The planning process (included in packet) was explained. The plan is to identify areas that need review, determine exactly what the needs are, and to have it ready for the new director to know what challenges are before them. Emphasis was placed on:
 - Technology: this plan is referring to technology for students/staff in assisting with their educational/teaching needs. The goal is to have the technology part completed by June 2008.
 - Job descriptions need to be updated.
 - MSAB site council is focusing on the North Central Accreditation process. This includes the “Academy Plus” (A+) program, which serves students ages 18 to 21. The current program needs to be reviewed and improved. This is a program that has tremendous potential for the Academies.
 - The outreach program needs to expand. There is a huge demand for our services, which we want to fill, yet being careful to do without reducing services to our enrolled students and also providing excellent outreach services to districts. Student assessment is another area that could be expanded.
 - Not currently included in the plan is the residential part. This is being considered.
 - A similar plan is in place at MSAD.
 - The final plan will be brought back to the board for approval.

Linda mentioned that the Academies need a new Master Plan for facilities. The last plan was completed ten years ago. The process includes hiring an architectural firm that evaluates the agency’s needs today and in the future and how those needs affect the facilities. Such a plan is critical when talking to Legislators.

- Technology grant (included in packet) is part of the process in getting approval from the MSAB Foundation to receive funding. With the board’s approval, Dr. Duncan will present the proposal to the MSAB Foundation in January 2008. The

Foundation's grant writer will determine if this is worthy of a grant. The proposed camp will benefit students and staff by teaching new skills related to adaptive technology. Equipment is needed to provide such a camp. This program is intended for students who do not currently attend MSAB. It was suggested that MSAB partner with the Minnesota Department of Education since MDE also has a technology program for students and staff. Motion by Walt Kramer, second by Joan Breslin-Larson, the board authorizes Dr. Duncan to pursue MSAB Foundation in acquiring financing for the proposed camp, and to pursue partnering with the Minnesota Department of Education in running a technology camp. Motion carried. (6-0)

Operations Reports:

MSAD Site Council Report: Chet Virnig was absent. Report given by Roxie Mitchell:

- The council's primary focus is public relations. They will determine three areas of importance to the Academy. Sub committees will work on each area.
- The September and October minutes were approved without revisions.
- The MSAD Site Council By-laws were reviewed and approved with no revisions.

MSAB Site Council Report: Al Ghylin reported:

- The council's primary focus is public relations. They will review the marketing video that was made a few years ago and will discuss what should be included in a new marketing video. Technology staff and students will assist in helping to produce an updated video.
- There are many videos still in existence; it was decided to send them out to public libraries throughout the state.

Old Business:

MSA Imprest Fund Policy: Second Reading

MSA Petty Cash Policy: Second Reading

MSA Employee's Activity Expense Policy: Second Reading

These three policies are presented for a second reading. Mike explained that these policies are required as a result of the last audit. The Academies' next audit will take place in January 2008. Policies were posted and no feedback was received from Academies staff. Motion by Joyce Daugaard, second by Joan Breslin-Larson, to approve the MSA Imprest Fund Policy, MSA Petty Cash Policy and the MSA Employee's Activity Expense Policy as submitted. Motion carried. (5-0)

Search Process: There was discussion on how to go about hiring a director for MSAB. Discussion included:

- The search should be nation wide
- The new director should have expertise in vision and deafness, visionary leadership skills, organizational skills, understand the value/need for outreach, special education background, administrative experience, willing to make a commitment to stay at the Academies.
- Consider providing education to acquire vision degree

- Make a brochure explaining what we are looking for and send out nation wide
- The need for a director to have experience in leadership with the willingness to acquire vision license is a priority; however, MN has no such program.
- The Special Education Director (position not yet posted but will be by June 2008) will bring expertise in deaf and blindness.
- If a search firm were hired at a cost of more than \$5,000 state guidelines require a Request for Proposal (RFP) bidding process.
- The director reports to the Superintendent – not a position the board is responsible for. It's a position the Superintendent is responsible for.

Motion by Walt Kramer, second by Gwen Jackson, board asks that Linda Mitchell provide to the board at the January 24, 2008 meeting her recommendation for hiring a search firm to assist in the hiring of a Director for MSAB; the recommendation would include the Request for Proposal requirements, and guidelines that would be the basis for the search firm's activities. Motion carried (6-0)

New Business:

Student Accounts Procedure: First Reading

This procedure is required as a result of the Academies' last financial audit. This is a first reading; it will be brought back to the board at the January meeting for its second reading.

MDE Assurance of Compliance: Linda Mitchell explained to the board the "Assurance of Compliance" is an annual report required by the Minnesota Department of Education. The board approved the policies in May 2007; the report is due to MDE in November. The report was filed in November.

No Tuition Agreement: Linda Mitchell explained that this agreement is with the Faribault Public School District in which both schools mutually agree not to charge each other for mainstream services. Agreement is signed by both school boards.

Information and Announcements:

MSAB seniors explained a fund raiser; a raffle for two nights at Cobblestone Villa in Grand Marais. Limited tickets will be sold. Cost is \$25 per ticket.

Walt Kramer mentioned that his term ends January 8, 2008. He hopes to be reappointed to the position. Walt expressed a concern of him remaining as Chair when his term may end at some point in 2008. Officers will be chosen at the January meeting.

Linda Mitchell read a letter sent to MSAD's football team. The letter praised the players for their attitude and success during the season, on and off the field.

Minnesota School Board Association is offering a Phase II training session January 16, 2008. The MSBA conference is January 17 and 18, 2008, any board member interested in attending should contact Linda Mitchell.

MSA Board Meeting
November 29, 2007

MSBA now has an on-line learning center. Courses board members can take on-line are:
Board and Superintendent Teams – Building Strong Relations
Intro to Parliamentary Procedures
Board Officers Duty and Leadership Roles

Minnetonka is offering a school district technology tour on January 16, 2008.
Minnetonka was recently named a host site to model technology. Pre-registration is required.

MSAB's Chili Dinner was a big success. Money raised will be used to purchase musical instruments for the MSAB band.

MSAD Winter Classic has been cancelled.

The Academies had an ad in the Faribault Daily News recently. The ad was in the form of a word search game using words related to both Academies.

Linda Mitchell mentioned a recent tragedy in Faribault. A plane crashed at the local airport resulting in the death of 3 young adults; two Shattuck students and one 2007 graduate from the Faribault Public Schools. The Academies sent condolences and plants.

Holiday programs:

MSAB, Thursday, December 6, 2007, 7:00 p.m., in the gymnasium

MSAD, Friday, December 21, 2007, 9:00 a.m., in Noyes Hall Auditorium

MSAB Holiday Dinner, December 11, 2007, this year's theme is Harry Potter.

Adjournment:

Motion by Walt Kramer, second by Joyce Daugaard, to adjourn the November 24, 2007 meeting of the MSA board. Motion carried. (6-0)



Nadine Jacobson, Board Clerk

The Minnesota State Academies Board
Meeting Minutes
January 24, 2008

Members Present: Walt Kramer, Chair; Joyce Daugaard, Vice Chair; Nadine Jacobson; Joan Breslin-Larson; Al Ghylin; Dr. Gwen Jackson; Martha Amundsen; Alex Caddy; Linda Mitchell

Members Absent: Chet Virnig

Others Present: Pat Clarke, Paula Gaiewski-Mickelson

Interpreters: Nettie Peters, Amy Amundsen, Cari Sibenaller (Interpreter Intern from the College of St Catherine)

Call to Order: Walt Kramer, Chair, called the Minnesota State Academies Board to order at 1:00 p.m. on January 24, 2008.

Approval of Agenda: Motion by Alex Caddy, second by Joyce Daugaard, to approve the meeting agenda as submitted. Motion carried (6:0)

Approval of November 29, 2007 Meeting Minutes: Motion by Joan Breslin-Larson, second by Alex Caddy, to approve the meeting minutes of November 29, 2007 as presented. Motion carried (6:0)

Public Comment: None

Election of Officers: Joyce Daugaard nominated the full slate of current officers to continue serving in their same positions. Walt assured the board that even though his term ends January 2008, he is willing to continue as Chair until he is either reappointed to the board, his position is filled, or allotted time runs out.

Motion by Marty Amundsen, second by Walt Kramer, to nominate current slate of officers to be reappointed and continue serving in their same capacity for a one year term. Motion carried (7:0)

Current officers, and now newly elected officers, are:

Chair ~ Walt Kramer

Vice Chair ~ Joyce Daugaard

Clerk ~ Nadine Jacobson

Treasurer ~ Dr. Gwen Jackson

Code of Conduct: All members signed and dated the MSA Board's code of conduct.

Oath of Office: Joyce Daugaard and Nadine Jacobson signed the oath of office.

Administrative Reports:

Academies Administrator Report:

Board Operations: Linda Mitchell reported on the following:

- Two Information Technologists (ITs) have been hired. One will focus on our web sites; the other is more of a general technician. The technology department now consists of four staff with all four serving both campuses.
- Two MSAB staff recently resigned. The position of assistive technology is currently filled by an interim, and the O&M position responsibilities are being completed by two current staff members and two independent contractors. Both positions are posted.
- A grant writer will begin in February. This is a shared services position.
- The Academies plant maintenance engineer will retire this spring. This position will be posted in the near future.

Legislative Update: Linda Mitchell reported on the following:

- The Governor's recommendations include:
 - \$2.7 million for asset preservation; which includes repair to roofs and windows, fire protection, emergency generator at MSAB, funding for resurfacing the Seitz Field track, MSAD football field resurfaced, and security upgrades (relocating MSAB's administration offices to a more central location).
 - \$3.3 million for Mott Hall renovation for the weCreate program.
- Not included in the Governor's proposal were our first and second priorities of Pollard Hall (treatment center) and Frechette Hall (boy's dorm). The Dept of Finance agrees that the Frechette Hall structure, as it is today, is not worth renovating. They suggest we ask Legislators for "pre-design" money to build a new dormitory. Linda explained possible options for placement of a new boy's dormitory. The Department of Finance suggested we begin the treatment center program to prove its need. Linda will work with the Department of Human Services and Mike Weber (Volunteers of America) to determine what is needed to bring Pollard Hall up to code to begin the treatment program.
- Legislative session opens in near future.
- The Academies received \$718,000 in last year's budget which we access through the Office of Enterprise Technology, a department within the Department of Administration. This money will fund a new Voice Over Internet Phone System (VOIP). The plan is to have this installed during the summer of 2008. With this new phone system additional technology equipment can be installed.
- The Academies contract with Institute for Environmental Assessments (IEA) as a safety consultant. They are conducting a facilities audit which we will include as part of updated Master Plan. With this audit we will also be able to apply for OSHA grants.
- The Academies contact to the Department of Administration has resigned and we are waiting to hear who our new appointment will be.

Governor's Workforce Planning: Linda Mitchell gave an explanation of the Governor's order for state agencies to develop a workforce plan in anticipation of the large number of "baby boomers" who will be retiring and whose positions will need to be filled. For the Academies, we hire specialized staff of which there are very few. If the Academies, as a state agency, can not

offer an attractive plan (which would bring people with the needed skills) then we will lose potential employees to other programs around the nation. The department heads will evaluate the Academies workforce issues, and then draft a report that is due by June 30, 2008. This report will include reviewing position descriptions, looking at long range planning and possibly preparing today's staff for future advancement. This is a 5-year plan that our Governor wants reviewed and updated on an annual basis.

Financial Report:

'08 Year-to-Date Report: Mike Hopwood gave a report on the Academies' fiscal year status as of January 1, 2008. Motion by Joyce Daugaard, second by Alex Caddy, that the board accept the year-to-date report as presented. Motion carried. (7-0)

Mike Hopwood explained the process/cost of acquiring the VOIP system. Installing the system at MSAB will show an increase cost of \$240/month. Installation at MSAD will show a savings of \$15,600/year; giving the Academies a total savings of \$1,300/month.

MSAD Director's Report: Roxie Mitchell reported on the following:

- Clerc Classic basketball tournament was a huge success. MSAD's boys' team placed 4th; girls' team placed 3rd. Two MSAD players were voted to the all tournament team.
- Enrollment is 133 students, with one new student enrolling soon and one student pending.
- One of the two Residential Hall Directors announced her retirement; she'll retire in August 2008.
- The interactive white boards (Interwrite) are not yet installed, but will be soon.
- The NCA team is meeting to prep for a spring visit.
- Staff have been working on social studies and science curriculum, inventory and researching possible vendors for new materials. Members of the MSAD NCA team will present to the board at the March meeting.
- MSAD's math teacher is out on paternity leave. During his absence he has stayed connected with the substitute teacher and his students via u-tube.
- New semester schedules were sent out well in advance making a smooth transition into the new semester.
- MSAD will host the Great Plains Schools for the Deaf academic bowl March 31- April 1.
- Occupational Therapist has departed; contracting with a new person is in process.
- Noyes Hall lighting project is still in process.

MSAB Director's Report: Dr. Robert Duncan reported on the following:

- MSAB Foundation update:
 - The Foundation has approved purchasing two items, a pool sleeve and a new wrestling mat for the physical education class and the wrestling team.
 - MSAB Foundation's grant writer is pursuing funding for a summer camp to be held at MSAB (possibly beginning in the summer of 2009) and fitness equipment for student and staff use. This equipment is designed for the visually impaired user.

- MSAB has hired an interim assistive technologist. The plan is to hire a full time person by next school year. Training is being provided to staff; however, there is still a need for more equipment.
- The current plan for the O&M department is temporary. If a replacement is not found, it may be that the academy will have to cut back on its outreach program to provide services to the students on campus.
- An arts festival will take place in May. The festival will include a theatrical musical, choir concert, and an art display. There will be two performances - afternoon and evening.
- Staff are reviewing 2008 enrollment projections and how those numbers will affect next year's programs.
- Planning for summer school, which will take place June 15-27 and July 7-25, is in progress.
- Family Transition Weekend will be held February 29-March 1. This event is run through the Minnesota Resource Center for the Blind, but is housed at MSAB.
- Staff are reviewing the elementary program (K-5). The possibility of combining the elementary program with the autistic program (team teaching) is being considered. The number of blind, deaf and blind, and autistic students attending the academy is growing. In order to meet the needs of our future students, the academy needs to begin planning and training for a new population of students.
- The Academy Plus (A+) program (outline included in packet) would offer additional years of training to students in need of independent living skills, work experience or preparation for post secondary education. The program would be provided by several agencies combining efforts and resources. Students would be grouped into three categories; 1. Blindness/loss of vision is the student's only challenge, 2. Students who are blind and have learning disabilities, and 3. Multi-challenged students. The third group is not included in the current plans for this program. There is a need for a transition plan for this group of students – it would be a different type of program than the A+ program. Because this type of program requires a lot of planning, Dr. Duncan is asking for feedback from the board on whether he should move forward or not. If permitted to move forward, Dr. Duncan would like to have the program finalized and letters regarding the A+ program sent to parents (statewide) by April 2008. Linda Mitchell mentioned that when this program is in place it will help in requesting, at the next Legislative session, funding for a living skills area for MSAB students. The consensus of the board was that Dr. Duncan should proceed with finalizing and implementing the A+ program as presented.

Operations Reports:

MSAD Site Council Report: Chet Virnig absent, report given by Roxie Mitchell:

- Donna Reuvers was voted in as Vice Chair. Vice Chair serves a one year term and then automatically takes position as Chair the following year.
- The Academies webmaster (IT) met with the site council to explain MSAD's new web page and his plan for keeping the page up-to-date. He asked for feedback from the council.

- Public relations is a primary goal. Areas currently being looked at are web media, print media, outreach and hospitality.

MSAB Site Council Report: Al Ghylin reported:

- The main focus for the council is public relations. In January the council reviewed MSAB's marketing video and met with the Academies webmaster.
- MSAB's website will be updated. The council was asked to define the website's purpose, priorities, ideas and theme. The information gathered will help in redesigning the website.
- The PR committee was divided into three subcommittees:
 1. webpage – working with the webmaster
 2. DVD – working with technology staff
 3. Information packet – considering hiring outside contractor to design brochures
- Committees will meet and report at the next site council meeting.

Old Business:

Student Accounts Procedure – Second Reading: Linda Mitchell mentioned that she received no comments from staff regarding this procedure. Motion by Walt Kramer, second by Dr. Jackson, to approve the Student Accounts Procedure as submitted. Motion carried. (7-0)

Search Process: Linda Mitchell reported that she met with Dr. Berge regarding contracting his service in assisting her in finding and hiring a director for MSAB. Dr. Berge, in partnership with Brian Boettcher, agreed to help in the search for a director. The contract meets the Request For Proposal requirements, so no additional bids are necessary. Dr. Berge will meet with dept heads and MSAB staff to ask their help in determining a “profile” of the new director. Three questions to be asked are:

- What are the positive things about MSAB that will attract qualified applicants?
- What are the challenges that the new director will face?
- What personal characteristics and professional qualifications are required of the new director?

Information gathered will be tallied and sent to Dr Berge by February 1. Information will be shared with the MSAB site council at their next meeting. Linda will send these same three questions to board members to complete and forward to Dr. Berge. The director's position will be posted by February 1, 2008 with a closing date of March 28, 2008, or until position is filled. Dr. Berge has submitted ads to four publications; Education Week, National Association of Secondary School Principals, American Association of School Administrators, and the Des Moines Registry. Details for interviews will be determined soon.

Motion by Joyce Daugaard, second by Joan Breslin-Larson, to authorize administration to continue its work and to implement the search process outlined by Linda Mitchell this day. Motion carried (7-0)

Linda Mitchell emphasized that Dr. Duncan has been tremendous and very productive. It will be difficult to replace him.

New Business:

Employee-Student Relationships Policy – First Reading:

Fundraising Policy– First Reading: (MSAD)

Complaints Policy – First Reading:

Linda Mitchell introduced these three policies, as a first reading, to the board. These policies will be posted for staff input and will be brought back to the board at the March meeting.


MSAB Foundation Contract Approval: Linda Mitchell explained that this contract is a result of the legislative audit citation that requires a contract explaining the relationship between the MSAB Foundation and MSAB Academy. This contract has been approved by the attorney general and the foundation's lawyer. Motion by Nadine Jacobson, second by Alex Caddy, to approve the MSAB Foundation contract as submitted. Motion carried. (7-0)

Information and Announcements:

- Linda Mitchell asked all board members to visit the Minnesota Department of Education's website to search for the Academies in their listings. The Academies don't "fit" under their categories. Linda will again ask that the Academies be listed as an option of education. Joan Breslin-Larson volunteered to advocate for the Academies (possibly add a link to the Academies websites) and will add MSA under Services for the Deaf and Hard of Hearing and Services for the Blind and Visually Impaired.
- Linda offered board members books distributed by the Minnesota School Board Association, "Becoming a Better Board Member".
- Linda mentioned that elected officers of the board make up the personnel committee, and it is time for the personnel committee to meet to discuss goals (2007 and new goals for 2008) and review the Academies Administrator's position description. The personnel committee will determine a meeting date.
- Due to conflicts the March 6, 2008 MSA board meeting is rescheduled to Friday, March 14, 2008, 1:00 p.m. on MSAD campus.

Adjournment:

Motion by Alex Caddy, second by Walt Kramer, to adjourn the January 24, 2008 meeting of the MSA board. Motion carried. (7-0)



Nadine Jacobson, Clerk

The Minnesota State Academies Board
Meeting Minutes
March 14, 2008

Members Present: Walt Kramer, Chair; Joyce Daugaard, Vice Chair; Nadine Jacobson; Dr. Gwen Jackson, Chet Virnig; Mary Amundson; Alex Caddy; Linda Mitchell

Members Absent: Joan Breslin-Larson; Al Ghylin

Others Present: Dr. Richard Berge, Dr. Brian Boettcher, Rachel Baker, Val Hoekstra, Mia Naseth-Phillips, Mike Hopwood, Roxie Mitchell, Dr. Robert Duncan, Pat Clarke

Interpreters: Nettie Peters, Amy Amundsen

Call to Order: Walt Kramer, Chair, called the Minnesota State Academies Board to order at 1:00 p.m. on March 14, 2008.

Approval of Agenda: Changes to the agenda:

- 7.1 moved to first item
- 8.1 requires Board Action

Motion by Alex Caddy, second by Joyce Daugaard, to approve the meeting agenda as amended. Motion carried (5:0)

Approval of January 24, 2008 Meeting Minutes: Motion by Walt Kramer, second by Dr. Jackson, to approve the meeting minutes of January 24, 2008 as presented. Motion carried. (5:0)

Public Comment: Linda Mitchell introduced to the board the Academies' recently hired grant writer, Mia Naseth-Phillips.

Administrative Reports:

Academies Administrator Report:

Board Operations: Linda Mitchell reported that the Academies are looking at next year's budget.

- State agencies are currently on a hiring freeze; however, the Academies will be able to fill all positions currently posted. To date, there are no mandates to cut budgets. The Governor is hoping to avoid budget cuts to small agencies and education programs.
- Special Education Director's position is posted and applicants will be interviewed in April.
- Plant Maintenance Engineer (PME) position was posted and interviews have concluded. It's possible the Academies will hire an additional PME position.
- Working with BKB on hiring an MSAB director.

Legislative Update: Linda reported on recent meetings with senators and representatives. The Senate's capital investment recommendation included everything on the Academies list. (Packet) The House capitol investment committee made some reductions; asset preservation \$2.7 million and \$100, 000 pre-design money for a new boys dorm. Mott Hall was not included. Linda will meet with committee members to discuss Mott Hall funding.

Financial Report:

'08 Year-to-Date Report: Mike Hopwood gave a report on the Academies' fiscal year status as of February 22, 2008.

Linda Mitchell explained that during recent years budget cuts forced the elimination of line items like the "equipment items" entry. While we still have a line item for each school for supplies, it is not enough to cover the curriculum needs. Large curriculum purchases are made during "spend down"; every two years the Academies have money to spend at the end of the biennium. Linda plans to request \$250,000 be added to our base budget for technology maintenance. Mike Hopwood stated that the Academies' largest concerns are employee salary costs and the cost of health insurance.

Motion by Joyce Daugaard, second by Nadine Jacobson, to accept the year-to-date report as presented. Motion carried. (5:0)

MSAD Director's Report:

Roxie Mitchell reported on the following:

- 134 students currently enrolled at MSAD, with one admission meeting scheduled in April.
- MSAD has a new website. The new site has brought in more inquiries.
- The science department hosted a school wide (K-12) science fair in February, with 47 entries. They hope to make this an annual event.
- Because the Academies now have a grant writer, a student has applied for a Byrd Scholarship which could give the recipient up to \$4,000/year to attend college.
- MSAD participated in the Great Plains School for the Deaf basketball tournament. Girls' team took 2nd place, boys' team got 7th place.
- The Academies have purchased an upgrade for Accelerated Reading and Math programs. This new program increases the number of books/programs available to the students on both campuses. Parents will be able to access the site during summer months.
- Staff have been attending Due Process training.
- Summer programs are set:
 - June 15-27 ~ Literacy Camp (elementary), this year's theme is "Olympics." Letters have been sent to parents and Special Ed Directors statewide.
 - July 7-25 ~ Preparatory Assistance Summer School (PASS). Driver's Education and Web Design will be included in this year's program.
- Upcoming dates:
 - Drama ~ April 14
 - Class and Honor program ~ June 5
 - Graduation ~ June 5

- Renovation updates:
 - Noyes Hall lighting project completion date is now set for May 9.
 - Smith Hall will have a Heating/Ventilation/Air Conditioning (HVAC) upgrade completed this summer. Teachers will have to box up everything and move out of Smith Hall by June 12.

MSAD NCA Report:

Val Hoekstra gave a report on MSAD's NCA process. Early in the process it was decided to adopt the state standards as MSAD's curriculum. Material was purchased to support the curriculum chosen. Val reviewed the document included in the board packet. It was suggested that teachers use the state standards language to assist in writing students IEP goals and to do so continuously throughout the student's school years. This will require continuity by all teachers in all departments. Tools to measure success include students' NWEA scores, state academic test scores, and routine measurement in the classrooms. The NCA format has seven standards, of which curriculum is included. Those standards are being addressed; however, additional staff are needed to meet other standards such as technology. MSAD is scheduled for a quality assurance review during 2009-2010 school year. An accreditation team will visit MSAD to certify that we are meeting the seven standards and we are involved in the process of school improvement.

Rachael Baker and Chet Virnig explained the programs used to support instruction in meeting the state standards for reading and math.

Board members, along with Roxie Mitchell and Linda Mitchell expressed their appreciation for the committee's work, its progress, and ability to obtain needed supplemental materials.

MSAB Director's Report:

Dr. Robert Duncan reported:

- A written document of MSAB's future goals/plans will be included in the May packet.
- Summer school programs are being planned and registrations are being taken:
 - Elementary Camp (Grades 1-5)
 - Independence 101 (Grades 6-12)
 - Building Bridges (Multi-challenged students)
 - MCA's, reviewing possibility of combining program with MSAD's PASS program
- Elementary/Middle school A+ programs are being reviewed by committees
- Dr. Duncan mentioned that staff are doing a fantastic job taking ownership, working hard to see that all programs are running smoothly and continuing to review and challenge themselves and the students.
- A + program, reported on during previous meetings, is running very well. Special Ed Directors, Vision Teachers and State Services for the Blind have received information on this program
- NCA work is still in progress and up to date; however, a "system" is not in place to support the process required for accreditation. A system will be worked on during the next school year. A partnership with State Services for the Blind which can provide in-

house counseling services for MSAB students will hopefully be in place by the fall of 2008.

- The job description for the Assistive Technology position is being rewritten. The current interim is applying for the full time position.
- To date there is no philosophy statement that requires students to know/have Braille. A written statement will be presented to the board at the May meeting. Expectations will vary per student's ability.
- The current curriculum is lacking Visual Arts Therapy. This will be added to next year's curriculum. Students are very talented in art and a teacher is already on staff, so there would be no additional money needed to implement an art program.
- A Family Consumer Science program (space and staffing needs) is being reviewed.
- The Minnesota Historical Society will visit in April to determine the historical value of items currently stored in the industrial building. In cleaning out the building, some items may be moved to MHS for safe keeping.
- Staff evaluations are years behind schedule. Evaluations have been brought up-to-date and annual evaluations will begin this year.
- Staff Development - training has been provided and continues for:
 - blind/visual impairment
 - deaf/blind
 - IEP training (training will coincide with MSAD)
- The Academies now have a state assessments coordinator working with both campuses. Science has been added this year.
- Student and teacher master schedules were non-existent. Also no attendance system was utilized for consistency in report cards and progress reports. This is all being addressed.
- The newly purchased wrestling mat (purchased by the MSAB Foundation) was used at the Minnesota state high school wrestling tournament. It was used in the finals at the Excel center, giving MSAB a lot of recognition.
- Fitness equipment needs replacement. This request will be submitted to the MSAB Foundation.
- Up coming phases for Seitz Field continue to be addressed. Possible additions are an electronic archery system, a beep ball field and an O&M obstacle course or sensory area.
- In order to provide theatre space, upgrades are being made in the gymnasium. MSAB plans to raise/find \$20,000 for a portable accessible stage. The theater lighting has been located and installed. Plans are to purchase a quality sound system and add acoustical treatments to enhance the theater setting. The spring musical will be May 8, 2008 at 7:00 PM.

Operations Reports:

Personnel Committee Report:

Walt Kramer reported on the personnel committee meetings that took place on February 5, 2008 and March 14, 2008. Walt thanked Nadine Jacobson and Joyce Daugaard for categorizing goals and action steps for the Superintendent for 2008. Goals and timelines were distributed to board members. Motion by Dr. Jackson, second by Joyce Daugaard, the board adopts the 2008 goals

for the Academies Superintendent as recommended by the personnel committee. Motion carried. (5:0)

The personnel committee suggested that the board adds to its annual calendar a fall “retreat” to plan for the following year’s goals. Meeting in the fall would give all the board members opportunity for input and time for the Superintendent to complete the goals for that year.

The personnel committee recommends that the board approve two raises for the Superintendent.

- A raise that is available to all staff in the management plan that allows a 3.25% pay raise for Linda Mitchell, Superintendent, retroactive to July 1, 2007.

Motion by Walt Kramer, second by Nadine Jacobson, the board approves a 3.25% pay raise for Linda Mitchell, retroactive to July 1, 2007. Motion carried. (5:0)

- Performance pay raise of 3.50% for Linda Mitchell, retroactive to December 26, 2007.

This pay raise is for staff not yet at the top of their pay range.

Motion by Dr. Jackson, second by Alex Caddy, the board adopts the personnel committee’s recommendation of a 3.50% pay raise for Linda Mitchell, retroactive to December 26, 2007. Motion Carried (5:0)

MSAD Site Council Report:

Chet Virnig reported current issues before the MSAD Site Council:

- Main focus is on public relations and marketing.
 - The three committees working on PR are website, print material and outreach.
 - There already is an increase in “hits” on the MSAD website. The Academies webmaster has done a great job in improving MSAD’s website. A pending project is adding video clips to the websites.
 - The Academies also proposed legislation to the transportation committee requesting signs along I-35 identifying the Minnesota State Academies.
 - Improving the Academies booth at workshops and conventions.

MSAB Site Council Report:

Al Ghylin absent, report given by Linda Mitchell:

Linda Mitchell mentioned that the site councils were working on similar goals. MSAB’s council is focused on marketing.

- They are reviewing the current brochures.
- The Academies webmaster is working with the council on improving their website. A link called “double impact” will be added to the website. This provides additional resources and information for people with dual disabilities. This link will also be added to the MSAD website.
- The old videos have been mailed out to public libraries in Minnesota.

Old Business:

Search Process Update: Dr. Richard Berge and Dr. Brian Boettcher gave a report on their services of helping the Academies in search of an MSAB director. After meeting with MSAB’s site council, central office staff at MSAB, and department heads of the Academies, BKB decided to:

- Update profile due to changes in the Academies and MSAB since the last search was done. (Handout)
 - Focus on three areas; positive attributes of the director's position, issues facing MSAB, and desired characteristics and qualifications needed for this director's position.
 - This profile is more "broad based," meaning that the candidate must have administrative licensure and experience, and be willing to obtain a Blind/Vision licensure. This has helped in pulling in more applicants.
- Advertise with several agencies and organizations that have a reputation for finding candidates, and on state/national websites.
- Set screening date for March 28, 2008. If, on said date, the pool is satisfactory they will stop taking applications. If the pool is not satisfactory they will continue to accept applications until there is a sufficient pool to interview. Interviews will begin about two weeks after closing date.
- To date, eight applications have been filed and another nine people have expressed interest in applying. From this pool, BKB feels there are four/five applicants who have the necessary criteria to fill the position.

If board members have questions they can contact either Dr. Berge or Dr. Boettcher.

Employee-Student Relationship Policy (Second Reading):

Motion by Nadine Jacobson, second by Dr. Jackson, to approve the Employee-Student Relationship Policy as submitted. Motion carried. (5:0)

Fundraising Policy: (Second Reading)

Linda Mitchell explained the need to include an additional paragraph. This policy will return to the board at the May meeting for a third reading.

Complaints Policy: (Second Reading)

Motion by Alex Caddy, second by Joyce Daugaard, to approve the Complaints Policy as submitted. Motion carried. (5:0)

New Business:

Notification of Adoption of School District General Records Retentions Schedule:


Linda Mitchell explained that the Academies adopted the entire Minnesota Historical Society's retention schedule in 2001. Because the Academies are a state agency as well as a school district some retention schedules fit more appropriately with the state guidelines. Linda suggests the Academies adopt only the following sections of the School District Records Retention schedule: Administration and Buildings, Curriculum, Food Service and Student Information. The remaining categories would fall under the state agency retention schedules. Motion by Nadine Jacobson, second by Dr. Jackson, to adopt the School District General Records Retention Schedule (Minnesota Historical Society) as explained. Motion carried. (5:0)

Information and Announcements:

1. Linda Mitchell said she will continue to work on approval of state highway signs to be posted along I-35, north and south. The signs would provide direction to the Academies.
2. May 5, 2008 ~ MSAB Foundation's annual meeting will be held at MSAB. Dedication of the Mark Sathe Bike Path will take place that same day.
3. May 1, 2008 board meeting – Linda has a conflict for that day. Following discussion it was agreed to move the May meeting to Thursday, May 8, 2008, at MSAB, 1:00 p.m. This is the same day as the MSAB musical performance, which will be held at 7:00 p.m.
4. Linda distributed MSA coffee mugs to all board members.

Adjournment:

Motion by Joyce Daugaard, second by Dr. Jackson, to adjourn the March 14, 2008 meeting of the MSA board. Motion carried. (5:0)

A handwritten signature in black ink, appearing to read "Nadine Jacobson", written in a cursive style.

Nadine Jacobson, Clerk

The Minnesota State Academies Board
Meeting Minutes
May 8, 2008

Members Present: Walt Kramer, Chair; Joyce Daugaard, Vice Chair; Nadine Jacobson; Marty Amundsen; Alex Caddy; Chet Virnig; Al Ghylin; Joan Breslin-Larson; Dr. Gwen Jackson; Linda Mitchell

Members Absent: None

Others Present: Mike Hopwood; Roxie Mitchell; Dr. Robert Duncan

Interpreters: Amy Amundsen; Pat Clarke

Call to Order: Walt Kramer, Chair, called the Minnesota State Academies Board to order at 1:07 p.m. on May 8, 2008.

Approval of Agenda:

Changes:

Under Old Business: 5.4.1 add Board Action
 7.1 add Board Action
 8.2 add Board Action

Motion by Alex Caddy, second by Joyce Daugaard, to approve the meeting agenda as amended.
Motion carried. (5:0)

Approval of March 14, 2008 Meeting Minutes: Motion by Nadine Jacobson, second by Joan Breslin-Larson, to approve the meeting minutes of March 14, 2008 as presented. Motion carried. (5:0)

Public Comment: Walt Kramer mentioned that he first came to MSAB on Friday, May 9, 1958. Friday, May 9 will be the 50th anniversary of his first visit to MSAB.

Administrative Report:

Academies Administrator Report:

Board Operations: Linda Mitchell reported on recent events:

- MSAB held a dedication ceremony on Monday, May 5, 2008 for naming of the Mark Sathe Bike Path on Seitz Field. Mark's wife, Ginny, and her two sisters were present for the dedication. Signs were made and posted. This bike path is part of MSAB Foundation's phase one for Seitz Field; additional items will be added during phase two. Others present included Dr. Richard Berge, representatives of Midwest Optical and MSAB students and staff.
- MSAD has received accreditation from North Central Association, Commission on Accreditation and School Improvement (NCA) and Conference of Educational Administrators of Schools and programs for the Deaf (CEASD). In two years MSAD will run both accreditation processes (NCA and CEASD) at the same time minimizing duplication of reports.
- Several candidates were interviewed for the MSAB Director's position. Due to the quality of the candidates and MSAB's current situation, Linda asked Dr. Duncan to serve an additional year as Interim Director. Dr. Duncan accepted the offer and will serve as Interim Director through June 2009.

- Interviews for the Special Education Director's position will take place in mid-May.

Legislative Update: Linda reported that the Governor's bonding bill has passed. The Academies will receive \$2.4 million in asset preservation, \$200,000 to upgrade Pollard Hall for the day treatment program, \$100,000 for pre-design design of Mott Hall for the WeCreate program and \$100,000 for pre-design design for a new boys' dorm. Linda mentioned that the policy bill that is now before the Governor has language that was needed to correct an inadvertent consequence made when the Department of Education changed to a centralized billing process. This language must pass before the end of the session.

Financial Report:

'08 Year-to-Date Report: Mike Hopwood gave a report on the Academies' fiscal year status as of April 18, 2008. A motion was made by Walt Kramer and seconded by Nadine Jacobson, to accept the year-to-date report as presented. Motion carried. (6:0)

Linda Mitchell mentioned that the legislative auditors are here for a three-year audit. The last financial audit was completed in 2005. The auditors started in May and will stay until their job is completed, probably mid-June.

MSAD Director's Report: Roxie Mitchell reported on the following:

- 135 students are currently enrolled at MSAD, with one admission meeting scheduled in May. Roxie will meet with the staff from the Metro Deaf School to discuss students transferring to MSAD next year. Several additional students from out-state have expressed interest in fall enrollment.
- MSAD has received full accreditation from CEASD. MSAD is currently the only school serving deaf students in the State of Minnesota that has dual accreditation from both NCA and CEASD. The process involved staff, students and parents. The final report praised the Academy for staff collaboration, interaction and communication.
- MSAD recent activities include drama, drama road trip, Zenon Dance Company – 7 professional dancers teaching dancing techniques to physical education classes with a final performance on Friday, May 9. Prom was May 2.
- Noyes Hall Auditorium lighting project is completed.
- College of St Catherine's ASL program has connected with MSAD to establish a science project called "Globe." The interpreter interns will work with our students and our students will gain the experience of working with an interpreter.
- 14 staff attended the Teachers of the Deaf/Hard of Hearing conference.
- Staff will receive training for our updated Accelerated Reader and Accelerated Math programs. Students and parents will be able to access these programs from their homes.
- Five teachers will receive training on curriculum mapping during the summer months.
- A survey will be sent to parents to gather information/opinions on the school programs and residential programs.

- Upcoming events: June 5: Class and Honor Assembly, 10:00 a.m., Commencement 2:00 p.m., Noyes Hall Auditorium (20 students will graduate).

MSAB Director's Report: Dr. Duncan reported:

- MSAB held its first annual Arts Expo on May 8. A local elementary school attended in support of an MSAB mainstreamed student. Dr. Duncan emphasized the effort put forth by, and his appreciation to, all staff and students in orchestrating this performance. A new stage was purchased and used for the first time.
- Braille Instruction Position Statement (included in your packet). Dr. Duncan explained the purpose for implementing a written statement requiring Braille training for all students. State Services for the Blind has reported that many students graduating from schools have no knowledge of reading Braille; they feel this is a huge disservice to Blind and Visually Impaired students.

Motion by Joyce Daugaard, second by Nadine Jacobson, to approve the Braille Instruction Position Statement as presented. Motion carried. (6:0)

It was suggested that Braille guidelines be added to the curriculum and addressed in each Individual Education Plan.

- A new employee was recently hired to fill the Orientation and Mobility position. She will work on campus 4 days a week and one day doing outreach services.
- Summer school programs are set. Staff positions will be assigned soon.
- Dr. Duncan will meet with Special Ed Directors in the surrounding districts to discuss needs and schedules for O&M services.
- A+ program is moving forward but due to lack of dorm space it cannot be offered to students outside of MSAB. Short term goal is to use Pollard Hall on MSAD campus; long term goal is to add additional dorm space at MSAB.
- Minnesota Historical Center (MHC) has moved documents from MSAB to their site in St. Paul. MHC will catalog all the documents, store them in a climate controlled environment, and will assist people in researching. They will provide an inventory of all items they have taken from MSAB.
- Unused funds at the end of the year will be spent on assistive technology, a fitness center, dorm needs, needed equipment for students, and assessment tools for testing students.

Dr. Duncan expressed his excitement at returning as Interim Director for another year.

Walt Kramer, on behalf of the board, thanked Dr. Duncan for extending his stay at the Academies.

Linda Mitchell stressed that the comments from staff have been very positive and supportive of having Dr. Duncan continue for another year.

Operations Reports:

MSAD Site Council Report: Chet Virnig reported that the council is focused on public relations:

- Creating a "Look Book" to distribute to Special Ed Directors and other interested parties
- Signs on I-35

- Upgrading our booth and information distributed at conferences.
- Chet explained that MSAD has many touring groups. The groups are either prospective students or ASL classes from other high schools. The ASL classes can be disruptive to the Academies class time, due to their size and requested panel discussions. The site council recommends setting up specific days for ASL classes to tour MSAD. The student hand book will be included in the June board packet, for board review/approval.

MSAB Site Council: Al Ghylin reported on the three subcommittees and their progress on improving MSAB's public relations. (March minutes)

- Patrick Waldera was appointed Chair for the next academic year.
- MSAB website is up and running.
- DVD committee will be working with the recreation director in creating a new DVD for marketing MSAB.
- Several brochures will be made and distributed. There will be a separate brochure for each program.
- The student handbook will be included in the June board packet, for board review/approval.

Old Business:

Fundraising Policy – Third Reading: Motion by Alex Caddy, second by Dr. Gwen Jackson, to approve the Fundraising Policy as presented. Motion carried. (6:0)

New Business:

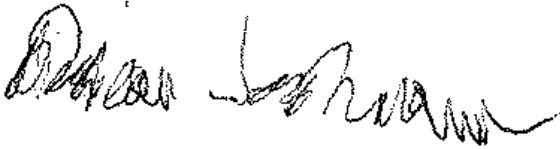
MSA Rental Policy – First Reading: Linda Mitchell explained that a committee of department heads has gathered information from various schools and agencies to assist in developing a rental policy for the Academies. In the past we had no policy/procedure in writing, other than the "Facility Use Agreement." Each use requires time/money from the maintenance department in set up/takedown/clean up/heat/light, etc. Following discussion Linda clarified that these rates are not intended for organizations and/or clubs that are considered MSA-related. This policy applies to "outsiders" who are looking for a facility to use for their own cause. This policy will be posted for staff review and brought back to the June meeting.

Minnesota State High School League Contract: Linda Mitchell explained that MSAB is not renewing their contract due to the fact that they do not compete against other MSHSL schools. All competition is against other schools for the blind. If a need arises for a student to participate in a co-op sport with a MSHSL member, participation membership can be set up at that time. MSAD is asking for permission to renew membership with the MSHSL. Motion by Nadine Jacobson, second by Dr. Gwen Jackson, to approve resolution for membership for the Minnesota State Academy for the Deaf in the Minnesota State High School League for the 2008-2009 school year. Motion carried. (6:0)

Information and Announcements:

1. Board vacancies: Linda Mitchell explained that Dr. Jackson's term will end in 2010, and we've received no word yet from the Governor's office on filling Walt Kramer's position.
2. Linda Mitchell and the Directors will meet with Commissioner Alice Seagren to discuss the Academies as a "parent choice" for their child's education.
3. Employee recognition and awards ceremony will be May 9, 2008.
4. Next meeting is scheduled for June 19, 2008, MSAD, 1:00 p.m. All members should bring their calendars as meeting dates for 2008-2009 year will be set at the June meeting.

Adjournment: Meeting adjourned.

A handwritten signature in black ink, appearing to read 'Nadine Jacobson', written over a horizontal line.

Nadine Jacobson, Clerk

The Minnesota State Academies Board
Meeting Minutes
June 19, 2008

Members Present: Walt Kramer, Chair; Joyce Daugaard, Vice Chair; Nadine Jacobson; Alex Caddy; Dr. Gwen Jackson; Linda Mitchell

Members Absent: Joan Breslin-Larson; Al Ghylin; Marty Amundson; Chet Virnig;

Others Present: Mike Hopwood; Roxie Mitchell; Dr. Robert Duncan; Joan Keane

Interpreters: Amy Amundsen; Nettie Peters

Call to Order: Walt Kramer, Chair, called the Minnesota State Academies Board to order at 1:10 p.m. on June 19 2008.

Approval of Agenda: Change: Due to Al Ghylin's absence the MSAB Site Council report (agenda item 6.3) will be given by Dr. Duncan immediately following his director's report. Motion by Walt Kramer, second by Joyce Daugaard, to approve the meeting agenda as amended. Motion carried. (4:0)

Approval of May 8, 2008 Meeting Minutes: Motion by Alex Caddy, second by Dr. Jackson, to approve the meeting minutes of May 8, 2008 as presented. Motion carried. (4:0)

Public Comment: None

Administrative Report:

Academies Administrator Report:

Board Operations: Linda Mitchell's report:

- Graduation ceremonies were successful, well attended and enjoyable.
- Summer school programs are in session with good enrollment numbers on both campuses. Hopefully some of the newcomers will consider attending the Academies.
- Minnesota Resource Center is concurrently running a few programs on MSAD campus.
- MN Department of Education nutrition department visited and reviewed the Academies nutrition program. A report will be filed; the Academies will respond with a corrective action plan. Rodman Hall kitchen has equipment that needs to be updated. Steam for the steamer is comes through the pipes from the power plant. Finding money to purchase a new steamer is being pursued.
- The Department of Administration and an architect design company met with Academies staff to draft a design to move the main offices at MSAB to the front portion of the building.
- Patty Billings and Sean Virnig met with Linda to discuss ideas for the WeCreate program. Discussion included on-line learning, distance learning, and possibly partnering with the Perpich Center for Arts Education.
- Smith Hall building has been emptied for installation of the new heating, ventilating, air-conditioning system (HVAC).

- Billie Ward, the Academies' special education director, has been hired and will begin working July 7, 2008. She will be housed on MSAB campus.
- A draft of the '09 budget is currently being worked on. There will be several changes to the new budget. One big change is the increased cost for fuel. Linda has discussed this with our local legislators which they will make note of for future discussions.
- Language/funding for the residential education aids has been corrected.
- Linda and staff met with Alice Seagren to discuss the Academies as a "parent choice" option. Linda will contact the Attorney General's office for assistance in changing/adding language to statute. Once the AG has approved the language, Linda will return to the Mn Dept of Education and the Commissioner of Education to work on incorporating this new language in to our statute to take effect during the next legislative season.
- Southeast Service Cooperative met with Linda to discuss membership and services available to the Academies. Included in their service is a reduced rate for contracting with Institutes for Environmental Assessments (IEA), the current safety consultant for the Academies. The Academies application for associate membership will be reviewed at SSC's next meeting. The application requires board signature.

Legislative Update: Linda reported that she and Mike Hopwood met with our Dept of Finance Executive Budget Officer, Britta Reitan. Instructions for the next budget cycle should arrive by the end of June. The auditors that have been on site since May have completed their review and have left the premises. A report will be filed in the near future. Audits are mandatory every 5 years unless otherwise noted in report.

Financial Report:

'08 Year-to-Date Report: Mike Hopwood gave a report on the Academies' fiscal year status as of May 23, 2008. A motion was made by Nadine Jacobson and seconded by Joyce Dagaard, to accept the year-to-date report as presented. Motion carried. (4:0)

'09 Budget Draft: Mike Hopwood explained the '09 budget draft. (Handout) Motion by Nadine Jacobson, second by Dr. Jackson, to approve the '09 budget draft as proposed. Motion carried. (4:0)

MSAD Director's Report: Roxie Mitchell reported on the following:

- There are 20 students in the graduating class of 2008. 100% are going on to secondary education
- Related Services staff organized the school's track and field day events.
- To celebrate MSAD's approval of accreditation a special event was held for parents, students and community members.
- The next cycle for curriculum review is social studies and science.
- Purchase of interactive white boards is still in progress. Staff are working diligently to find a product that is appropriate for students' needs.

- Staff have received training for the new Accelerated Reading and Math programs. Parents will receive information on accessing this program from home.
- Literacy Camp, the elementary summer school program, is in session with 70 (record number) students enrolled. This year's theme is "Olympics."
- Preparatory Assistance Summer School (PASS) program will be held July 7 – 25. To date there are 20 students enrolled. Additional activities added to this year's program include driver's education, Web design, cooking, community service on campus and scrapbooking. During this program the University of Minnesota students will be here to learn and observe.
- Roxie attended four new-admissions meetings with six additional meetings scheduled in the near future.
- Positions still needed for 2008-2009 school year: speech and language, interpreter and ASL specialist.
- Smith Hall has been emptied for installation of the new HVAC system with August 18, 2008 set for the completion date. During construction a visual communication board will be installed in the central hallway. We are investigating the cost of installing a visual intercom system. This system has a flashing light that will notify teachers they have a message to be read on their computer.
- MSAD student handbook has been reviewed. Proposed changes were included in the board packet.

MSAB Director's Report: Dr. Duncan reported:

- Baccalaureate, awards night and the graduation ceremony all ran smoothly. Keynote speaker for graduation ceremony was Ken Miller.
- Summer school programs:
 - Elementary summer school camp has 13 students (8 new to the academy) enrolled. The program will run 10 days.
 - One on one independence program has 22 students (13 new to the academy) and will run for 13 days.
 - Life program is run by State Services for the Blind, but is housed on MSAB campus. Six students are enrolled this summer.
 - A July program will serve multi-challenged students. To date all students enrolled are current MSAB students.
 - All programs will be reviewed and reevaluated.
 - A technology camp will be developed for future years. This program would serve students and teachers who are not from MSAB.
- Programs for 2008-2009 school year:
 - A-Plus program (18-21 years old) continues to be reviewed.

- Part of the program includes post secondary education. South Central College (SCC), located in Faribault, is willing to provide services to our A-Plus students. Going to college is a new concept for most of these students. It will provide an opportunity for our students to “try” college in a safe setting with a lot of support. The experience will be not only for academics, but also to find out what orientation and mobility skills will be needed to attend a college. Students must pass an accuplacer test to enroll at SCC. Students who pass the test receive funding through a state program called Post Secondary Options (PSO). The state will pay for tuition and books. If a student does not pass the accuplacer test, they will be enrolled as a non-traditional student and take non-credit classes in an effort to better prepare them to pass the test. Dr. Duncan will ask MSAB Foundation to set up a scholarship program and Lions Clubs from each of the students’ communities to cover tuition costs. Nadine suggested Dr. Duncan contact State Services for the Blind for additional funding.
- Housing is an important part of the program teaching independence. Currently there is no space adequate for housing students. Options are being considered for short term and long term solutions.
- State Services for the Blind has committed to providing vocational counselors on campus.
- Living skills/family consumer science program will be staffed differently to better fit the students’ needs.
- Transition coordinator will be scheduled ample time (4 days/week) to focus on transition needs.
- O&M teacher hired has opted to accept an offer from a nearby school system. The plan is to service our students with the O&M staff we have. Any extra time will be allotted to other school districts.
- Physical fitness equipment that is user friendly for blind/visually impaired will be purchased.
- Mr. Trebelhorn, current temporary assistive technology instructor, has been hired as a full time staff. His work is excellent and he works well with students and adults.
- Technology needs for the school year and the summer technology camp have been reviewed. The estimated cost to purchase needed technology is \$95,000-\$100,000. In order for MSAB to be viewed as the best example of what’s available to students it’s necessary to have state of the art equipment.

Operations Reports:

MSAD Site Council Report: Chet Virnig absent, report given by Roxie Mitchell:

Primary issues discussed include the student handbook, increasing cost of fuel, and rental policy. Due to the cost of fuel it is now mandatory for staff, while filling out a fieldtrip form, to state the educational purpose for each trip. The council had 8 outgoing members with 9 remaining. Four positions are yet to be filled. Members from the council were on the committee that organized the accreditation celebration.

MSAB Site Council: Al Ghylin absent, report given by Dr. Duncan:

Communication, public relations and marketing continue to be the primary focus. The council continues to be enthusiastic and is accomplishing a great deal. Improvements have been made on the MSAB webpage and brochures. Work continues on the making of a marketing CD.

Old Business:

MSA Rental Policy – Second Reading: Linda Mitchell reported that she received no negative feedback from staff. Motion by Alex Caddy, second by Dr. Jackson, to approve the MSA Rental Policy as presented. Motion carried. (4:0)

New Business:

MSAD Handbook (Changes only): Roxie Mitchell provided an explanation of changes listed. Motion by Nadine Jacobson, second by Alex Caddy, to approve proposed changes to the MSAD handbook. Motion carried. (4:0)

MSAB Handbook: Dr. Duncan explained that the old handbook was not suited for the Academies needs. This handbook has been reviewed and modified by each department to better fit day to day needs. Motion by Nadine Jacobson, second by Joyce Daugaard, to approve the MSAB handbook as presented. Motion carried. (4:0)

Information and Announcements:

1. MSA 2008-2009 school calendar was explained. Registration for school will be Tuesday, September 2 with the first day of school to be Wednesday, September 3, 2008. This totals 172 school days. The last day of school is June 5, 2009.
2. Proposed board meeting schedule dates were distributed. Following discussion it was agreed the 2008-2009 meeting dates will be:

MSA Board Meeting Schedule 2008-2009		
September 18, 2008	MSAB	9:00-12:00
November 20, 2008	MSAD	1:00 – 4:00
January 15, 2009	MSAB	1:00 – 4:00
March 12, 2009	MSAD	1:00 – 4:00
May 7, 2009	MSAB	1:00 – 4:00
June 18, 2009	MSAD	1:00 – 4:00

Board members will attend a retreat on September 18, 2008 following the board meeting (1:00 – 4:00). Board members should email Linda Mitchell ideas for discussion. After discussion on how the Academies salary ranges compare to salaries throughout the state and nation it was suggested MSA's Human Resource Director provide a report at the November 20, 2008 meeting that compares employee pay ranges to other MN school districts and include recommendations on solutions for the Academies being competitive in hiring professional staff. Linda Mitchell mentioned that she is meeting with other state agencies in July to discuss competitive wages.

3. Walt Kramer was reappointed to the MSA board by Governor Pawlenty. His new term will end 2012. Walt signed the Oath of Office and Code of Conduct forms.
4. Board members were asked to send a personal picture to be used in the upcoming year books.
5. MSAD HillToppers held a triathlon on MSAB campus. Aside from the lousy weather, the event was a huge success.

Adjournment: Motion by Walt Kramer, second by Alex Caddy, to adjourn the MSA June 19, 2008 board meeting. Motion carried. (4:0)



Nadine Jacobson, Clerk

The Minnesota State Academies Board

Meeting Minutes

September 18, 2008

Members Present: Walt Kramer, Chair; Joyce Daugaard, Vice Chair; Alex Caddy; Al Ghylin; Chet Virnig; Dr. Jackson; Joan Breslin-Larson; Nadine Jacobson; Marty Amundson; Linda Mitchell

Absent: None

Others present: Mike Hopwood, Patty Rux, Billie Ward

Interpreters: Nettie Peters, Amy Amundsen

Call to order: Walt Kramer, Chair, called the Minnesota State Academies board to order at 1:12 p.m. on September 18, 2008.

Approval of Agenda: Change:

New Business: Add Personnel Committee Report

Information and announcements: Add January meeting date change

Motion by Dr. Jackson, second by Joyce Daugaard, to approve the agenda as amended. Motion carried. (7-0)

Approval of June 19, 2008 Meeting Minutes: Motion by Alex Caddy, second by, Nadine Jacobson, to approved the June 19, 2008 meeting minutes as presented. Motion carried. (7-0)

Public Comment: None

Administrative Report:

Academies' Administrator Report:

Board Operations: Linda Mitchell's report:

- MSA staff have met several times with an architect and the Dept of Administration regarding the office relocation project at MSAB. The Academies project manager from the Dept of Administration has resigned; a new person will be assigned to assist the Academies with the office relocation project. Meanwhile, work continues on the office relocation with a goal of starting the renovation in the late spring and early summer of 2009.
- Administrative staff will be presenting at the Minnesota Association of Special Education conference and the Minnesota Rural Education Association conference.
- The Academies placed an ad with the Minnesota Newspaper Association. The ad ran in weekly newspapers in two zones throughout MN. Depending on the results from this ad, it is possible we would run another ad in March.
- Anchors for the lane markers on the MSAB track were reinstalled to be made more secure. Phase II, resurfacing the track, will happen at a later date.
- An updated organizational flow chart reviewed. (Included in packet).
- Voice over internet phones are not yet in place; the goal is now early to mid October. This is supposed to be a cost savings to the academies and a more efficient system. Staff will be trained on proper use of equipment.

- Linda introduced Billie Ward, MSA Special Education Director. Billie works with the due process staff and student services staff assuring MSA comply with the Mn Dept of Education regulations. (Handout) Billie explained her background and her plan for the Academies compliance process.

Legislative Update: Linda, her administrative staff, and an executive budget officer from the Dept of Finance, is updating the agency's profile and narrative plan. This is paperwork required for budget development. The State's financial forecast will come out in November at which time we will have a better idea of what the Academies budget will be.

Office of Enterprise Technology (OET-a department within the Dept of Administration) has designated funding for the Academies. They require an approval process for each purchase made by the Academies. Linda shared results of a recent survey sent to all offices that receive funding from their department. (Included in packet) OET requires that each agency have a technology plan. The survey is intended for businesses- the Academies' business is education. We are asking OET to assist us in writing a plan that focuses on future technology needs, not just educational needs. A technology plan needs to be specific, yet broad enough to include items that may be needed in the future.

The State of Minnesota has recently changed statute language that puts restrictions on drivers of Type III vehicles. This revised law now requires all drivers transporting students to pass a physical which includes hearing test. MSAD has many deaf staff that would not be able to pass the new requirements. The Academies are working with the assistant to the Attorney General's office and the Department of Public Safety to pursue a waiver that hopefully will pass during this next legislative session.

Financial Report:

'09 Year-to-Date Report: Mike Hopwood gave a report on the Academies' fiscal year status as of September 1, 2008. A motion by Nadine Jacobson, second by Joyce Daugaard, to accept the year-to-date report as presented. Motion carried. The board inquired about the rising cost of fuel. Mike Hopwood explained that the projected fuel cost is included in the budget and he was confident that the Academies are covered during the 2009 fiscal year.

MSAD Directors Report: Roxie Mitchell's report:

- MSAD's current enrollment (as of September 19, 2008) is 129 students. (High School = 64/Middle School = 41/Elementary = 16/Early Childhood Program = 8)
- One student comes from South Dakota.
- Senior class currently has 25 students. Five of those students could be re-enrolled as 5th year students who could stay until age 21.
- Two staff members were hired for this year. Jeff Bailey, science teacher and Amy Amundsen, Sign Language Coordinator and interpreter.
- The boys' residential hall director retired. That position has been filled.
- Registration day, September 2, 2008, ran smoothly.

- Education staff have been trained on the new character education program, which is being implemented. This program recognizes good behavior of students and is a positive approach to behavior modification. Residential staff will be trained in October.
- Interactive white boards have arrived and will be installed in every classroom. Staff will continue to receive training on use of these boards.
- The early childhood program runs Monday – Thursday. Fridays are set aside for home visits and networking with other teachers and programs.
- Literacy Night will be held one night each month. MSAD's librarian and art teacher organize this event.
- New textbooks for science and social studies have arrived. This new curriculum includes two new classes – forensics and astronomy.
- Athletics are underway. October 10 and 11 is MSAD's Homecoming and Great Plains School for the Deaf volleyball tournament. There will be eight visiting teams competing in the tournament. The annual scarecrow festival will take place this same week. This year's theme is "The 50 States", due to it being election year.
- A few staff will be completing their physicals and testing for the new type III vehicle driving requirements.
- The residential hall staff, along with the dining room staff, will have family -style dining every Wednesday night. Staff are being creative at organizing "families" at each table.

The board asked that Roxie send them the list that she read from during the morning's retreat.

MSAB Director's report: Dr. Duncan's report:

- One area Dr. Duncan is asking the board to review is the Academies' role in outreach. Is outreach included in MSAB's mission and if so, what areas specifically (O&M, admission and assessments, assistive technology consultation, etc.)? Dr. Duncan asked that the board include this in their discussion of the Academies' goals for 2009.
- August staff development ran smoothly. Millie Smith, consultant, provided training for teachers and paraprofessionals in the area of sensory learning, primarily for students who are multi-challenged. Millie will return in December and again in the spring of 2009.
- MSAB currently has 54 students enrolled. One student left recently due to an opening in a quality group home. There are a few students pending.
- Type III drivers regulations have not affected MSAB as seriously as at MSAD. Staff who need updated licenses have completed the process.
- Ken Trebelhorn, current staff, is serving on the State Services for the Blind advisory committee and serves on the Blind/Vision Impaired Resource Center. Dr. Duncan encourages staff to be involved in groups and to network with outside organizations.
- Staff will be attending the American Printing House conference in Kentucky in October.
- Two new staff have been hired, an elementary teacher and a teacher of the multi-challenged. Both come Highly Qualified.
- O&M staff has returned to our campus full time, which cuts the Academies' outreach service to other school districts.

- Dr. Duncan distributed a handout for the MSAB Foundation Board membership drive.

Operations Report:

MSAD Site Council Report: Chet Virnig reported:

- Donna Reuvers was elected as the MSAD Site Council Chair. Keith Baker is Vice Chair.
- The council will continue to focus on Public Relations.
 - Improving MSAD's website
 - Involving parents
 - Working more closely with administration (Academies' Superintendent, local school districts, and transportation companies)
- The council must approve any fund raising event. Many fundraising requests were approved for homecoming weekend.
- Last year the council divided into three committees. It was difficult to get the committees to meet prior to site council meetings simply because many council members are from outside Faribault. It was agreed that committees will meet during site council meeting time.

MSAB Site Council Report: Al Ghylin reported:

- Patrick Waldera was elected as MSAB Site Council Chair. Anita Campbell is Vice Chair.
- There are still a few vacant positions on the council.
- MSAB council will continue to focus on public relations.
 - Improving MSAB's website
 - DVD updated for marketing
 - Brochure updated
- Mary Kinde, Christ Through Hands Ministry, spoke to the council.
- Kim O'Donnell, MSAB's recreational therapist, will take over as the council's representative to the MSA board, starting in January.
- As a parent, Al emphasized how important the Academies website is. Parents find the Academies via the Internet. When parents use the Internet/website to learn about and contact the Academies - that is very encouraging. It is very important to keep websites up-to-date and informative.

Old Business:

Statute Language (Handout): Linda has met with the Minnesota Department of Education staff and our Assistant from the Attorney General's office regarding the Academies as a parent choice option when looking for educational programs for their child/ren. It is possible that language can be added to Minnesota Statute 125A.69 that includes the Academies among educational options. If this were to happen, the process would require a written application submitted to the Academies followed by a 60-day trial period to evaluate whether the Academies are the best placement for the student. If it were then determined the Academies were an appropriate placement, the student would be permanently enrolled. There was a lengthy discussion on this topic. Linda mentioned that the Academies staff would be presenting

at two conferences in October, the MN Rural Education Association and the MN Administrators of Special Education conference. This will be a great opportunity to educate school districts about the Academies (who we are and what we do).

Linda encourages all board members to talk to others regarding parent choice. Linda will continue to meet with the AG office and MDE staff to refine the language. Linda will give an updated report to the board at the November meeting.

New Business:

MSA and Faribault Public Schools Mainstream Contract: Linda Mitchell explained this contract is an agreement with the FPS that waives tuition costs for both schools involved for the current school year. Motion by Gwen, second by Alex Caddy, to accept the mainstream contract as submitted. Motion carried. (7-0)

MSAD Foundation Contract Agreement: Linda explained that the Legislative Auditor requires a contract that defines the relationship between the MSAD Foundation and the MN State Academies. The MSAB Foundation has a similar contract already signed by the MSA board. Motion by Nadine Jacobson, second by Dr. Jackson, to approve the MSAD Foundation contract agreement as submitted. Motion carried. (7-0)

Personnel Committee Report: Walt Kramer reported on behalf of the personnel committee that met prior to this day's board meeting. The personnel committee recommends that the board approve a performance based raise for Linda Mitchell of a 3.25% salary increase retroactive to July 1, 2008. This recommendation is because Linda has met the various goals and objectives set forth by the board. Motion by Joyce Daugaard, second Joan Breslin-Larson, the board approves a 3.25% salary increase for Linda Mitchell that is retroactive to July 1, 2008. Motion carried. (7-0)

Information and Announcements:

1. Sertoma will host a regional conference on MSAD campus, Saturday, September 27. A golf tournament will be on Friday, September 26 at the Legacy Golf Course. The Faribault Sertoma Club has been very supportive of MSAD activities.
2. Faribault /Rice County has switched to single sort recycling and the Academies will follow suit. The Academies have purchased reusable shopping bags. MSA staff were given a bag in hopes that they use them instead of the plastic bags that end up in the landfills. The Academies continue to make adjustments to better the environment.
3. Updates to the board manuals were distributed.
4. Some MSAD students will be signing the national anthem with Miss Deaf Minnesota at the September 27, 2008 TWINS baseball game.
5. The January 15, 2009 board meeting is scheduled at the same time as the Minnesota School Board Association's winter conference. Following discussion, it was decided to change the January MSA board meeting to January 22, 2009.
6. The board members found the morning retreat to be informational and helpful. Walt Kramer suggested that retreats be held at least twice during a school year.

Adjournment: Motion by Joan Breslin-Larson, second by Dr. Jackson, to adjourn the MSA September 18, 2009 board meeting. Motion carried. (7-0)

Nadine Jacobson, Clerk

Notes by LB

The Minnesota State Academies Board
Meeting Minutes
November 20, 2008

Members Present: Walt Kramer, Chair (via SKYPE); Joyce Daugaard, Vice Chair; Alex Caddy; Al Ghylin; Marty Amundson; Nadine Jacobson, Linda Mitchell

Absent: Dr. Jackson; Chet Virnig; Joan Breslin-Larson

Others Present: Roxie Mitchell, Dr. Duncan, Mike Hopwood, Martina Hagen, Sonny Wasilowski (via conference phone/Video Relay Service), Kim O'Donnell (will replace Al Ghylin as MSAB Site Council representative in January 2009), Shannon VanThomme (MSAD Student), Payton Brown

Interpreters: Amy Amundsen, Jennifer David

Call to Order: Walt Kramer, Chair, via SKYPE, called the Minnesota State Academies board to order at 1:12 p.m. on November 20, 2008

Agenda: Change:

Add to New Business: 8.5 MSHSL Application for Cooperative Sponsorship for Gymnastics

Motion by Alex Caddy, second by Joyce Daugaard, to approve the agenda as amended. Motion carried. (5-0)

Minutes: Motion by Nadine Jacobson, second by Marty Amundsen, to approve the September 18, 2008 meeting minutes as presented. Motion carried. (5-0)

Public Comment: None

Administrative report:

Academies' Administrator Report:

Board Operations: Linda Mitchell's report:

- Linda, along with the Academies directors and special education director, has met with various groups regarding a parent choice option for the Academies. Wording to change our statute for this concept is very important. The Academies have made some progress in developing more positive working relationships with school districts, one school district at a time. We are contacting districts individually, working with them with potential new students and presenting about our services at various workshops/conferences. It has also been a real plus to have a Special Education Director on staff. Submitting new statute language is on hold; Linda feels the Academies are not ready to request a parent choice option for this January 2009 legislative session. There was lengthy discussion on this topic.

Motion by Nadine Jacobson, second by Joyce Daugaard, that a subcommittee meet to review enrollment data prior to the January meeting, with the goal of developing a mutually acceptable approach to promoting the Academies as an option to parents and school districts throughout Minnesota. The subcommittee will give a report to the MSA board at the January 22, 2009 meeting.

Subcommittee members are:

Nadine Jacobson (board member)

Alex Caddy (board member)

Marty Amundsen (board member and Special Education Director)

Billie Ward (Academies Special Education Director)

Parent rep from MSAD and MSAB (recruited by Linda Mitchell)

Linda Mitchell

Motion carried. (5-0)

- New Phone System: MSAB will do a switchover to VOIP (voice over internet phones) in the next two weeks. MSAD will change over during winter holiday break. Wiring for video phones for MSAD will happen in early January.
- A licensed counselor who has been working as a dorm staff member (MSAD) has taken a counseling position. This move vacates the boys' residential director position. Sean Virnig will take on supervising the boys' dormitory for the remainder of this school year. Sean is also working on the design of the new boys' dorm. The long range plan is to review the current structure of having a director for each dorm at MSAD.
- Due to changes in billing and paying of 1:1 aides and declining compensatory aid moneys our budget is tight. The Academies will run summer school programs in July. There will be no June programs.

Legislative Update:

Linda has met with Patty Fritz regarding MSAB's A Plus program and South Central College constructing a new dorm to house these students. These plans will be presented to the Legislators in January 2009.

The Academies security project will be going out for bid in December 2008, with a goal of installation and operation by the start of school in fall 2009.

To date, the Academies have not received notice of budget reduction. We have been told that we will not receive more money, so paying higher insurance and salary costs will require some budget tightening. The Governor's budget will be released by January 6, 2009.

Linda and the Academies fiscal director have met with and have responded to the auditor's draft. The auditor's report will go public on Wednesday, November 26, 2008. The audit response will be on the agenda for the January 22, 2009 board meeting.

The Academies will be posting a request for proposal (RFP) for its master facilities plan. The goal is to have the master plan completed in time for bonding next year.

Minnesota Department of Human Services has put together a mental health task force, which Linda is currently serving on. The next meeting will take place in December. Other agencies have noticed the gap in services for deaf children. The National Association for Deaf has recognized the need for mental health services for children.

Fuel prices have dropped recently so the concern for fuel cost during the winter months may not be as serious as previously thought.

Financial Report: Mike Hopwood: '09 Year-To-Date Report:

Mike Hopwood gave a report on the Academies' fiscal year status as of November 1, 2008.

A motion by Joyce Daugaard, second by Alex Caddy to accept the financial report as presented. Motion carried. (5-0)

Tax Shelter Annuity Amendment: Due to a federal change effective Jan 1, 2009 the Academies will change how it manages 403b policies for employees. The current plans will cease and a new plan will be developed. This change requires board approval. Every employee who has an account can decide what he or she wants to do with his or her account. Staff who have policies have been informed that their payments will cease come December 2008. A plan will be in place to begin after January 1, 2009. This plan is separate from deferred comp accounts. Motion by Marty Amundsen, second by Alex Caddy, to approve and adopt the tax shelter annuity amendment that takes effect December 2008. Motion carried (5-0)

MSAD Director's Report: Roxie Mitchell's report:

Roxie introduced two students who attended the meeting as part of the school's character education program. They earned the privilege to shadow the Director due to the number of praise notes they earned.

Each department head is making a video that will be posted on the webpage.

Volunteers of America and state architects did a walkthrough of Pollard Hall to decide how best to renovate the building for the day treatment program staying within the \$200,000 allotment. A tentative date to be in the building and to begin the program is March 2009. There is asbestos in the building that must be removed. If the asbestos removal delays the start date, temporarily moving the program to Quinn Hall will be considered.

The early childhood program is expanding and has been very successful. We now have a full time teacher and a full time special education program assistant.

MSAD's holiday program will be on December 19, at 9:00 a.m., in Noyes Hall Auditorium.

Basketball teams have begun practice with games scheduled to begin soon. We have one student who wants to participate in the Faribault Public Schools gymnastics program.

Linda, the directors, and members of the teachers union (SRSEA) have met several times to develop a teacher evaluation system. The board suggested that the evaluation team contact Dr. Jackson, who is now Human Resources director for Edina Public schools, as a resource for additional information/suggestions.

Last year there was an increase in students on academic probation. A plan was developed to address this problem. The plan includes constant contact between IEP case manager, teachers, student and parent. This year the number of students on academic probation has dramatically decreased.

Character Education/PEACE Builders is a program for students that promotes and supports their positive actions. Due to the success of this program, team leaders decided to use some of the same techniques with staff. It has been a very positive experience. The purpose of this program is team-building and promoting positive behavior.

MSAB Directors Report: Dr. Duncan absent – report given by Linda Mitchell:
Dr Duncan provided two handouts; Sensory and Fitness Obstacle Course and Academy Plus Program Advanced Independent Living Housing.

It was suggested that the obstacle course include a climbing wall. This course will be placed on Seitz Field and funded by the MSAB Foundation. (View handout)

Dr. Duncan and staff have met with South Central College (SCC) regarding their carpentry class building the Academies a new independent living area. This is a win-win situation for both SCC and the Academies. It is possible that this project will be funded this legislative session and begin in March 2009. (View handout)

MSAB holiday concert is December 18, 2008, 1:30 p.m. and 7:00 p.m.

MSAB Foundation purchased a holiday tree, which will be set up in circle court.

Two MSAB students will sing at a local coffee shop tonight.

At the January meeting, Bob will report on MSAB's partnership with State Services for the Blind, which allows for a counselor to provide services on site.

MSAD Site Council Report: Chet Virnig absent – report given by Roxie Mitchell:

- Sean met with the council to discuss the new boys' dormitory. Sean asked staff and site council members (and their constituents) for feedback regarding the plans for the boys' dorm. Information gathered will be shared with the council at the December meeting. Sean also talked about renovation for the technology center in Mott Hall. Since Mott Hall is an older building current plans include analyzing the value of renovating it or considering a different structure for the technology center.
- The council is working on public relations for MSAD. They are in the process of making a marketing CD that includes input from all stakeholders. The council will purchase a digital video camera to complete the CD. The camera will be donated to the library. The goal is to complete filming and production by April 2009.
- There are two vacant positions on the site council: Minnesota Association for Deaf Citizens (MADC) and Minnesota Association of Professional Employees (MAPE).

MSAB Site Council Report: Al Ghylin reported:

Al introduced Kim O'Donnell, the upcoming Site Council rep to the MSA Board. Kim will begin her representation in January 2009.

- Reports of the three publicity committees:
 - The brochure committee will have a brochure for review by the December meeting.
 - Website committee is constantly gathering info to keep the website current
 - DVD committee is converting the old VHS to DVD. They will be using some of the old content on the VHS but also adding new content.
- Chili Dog Supper was on November 19, 2008. Many people attended the event which netted about \$1,000.

Walt, on behalf of the board, thanked Al for his time served on the board and welcomed Kim to the board.

Old Business:

Salary Comparisons: Human Resources Director Martina Hagen reported:

As requested by the board, Martina presented a document of salary ranges from southern school districts, including the metro area. This report was requested because of the number of qualified teachers who have recently left the Academies to accept higher salaried positions in other school districts. Minnesota Management and Budget (MMB) is reluctant to increase salaries that are already provided for in other contracts. AFSCME leads the way in the bargaining process and the other unions tend to follow. Each bargaining unit determines how they distribute their monies for salary scales.

Martina's comments include:

- School districts that pay lower salaries than the Academies are smaller school districts.
- Higher rates are those with larger school districts (higher longevity pay)
- The Academies' are a state agency that provides very specialized services needing highly qualified teaching staff.
- Convince bargaining powers that more money is needed
- Put more money at the top of the range
- In the past 3 years the Academies have lost 4 staff to other districts
- It's difficult to look at the whole picture to judge insurance, degrees, longevity, etc.

Other comments:

- At the masters level – the Academies are competitive
- There are a lot of options for highly qualified people (outside of the Academies)
- The Academies, if looked at as the “model”, should have the best staff available.
- We are part of a bargaining unit with Corrections, the Perpich Center for the Arts and Human Services. Corrections teachers have an early retirement program that is enticing.

New Business:

Minnesota Department of Education - Assurance of Compliance: Linda Mitchell explained that the Academies must annually submit an assurance of compliance document to MDE assuring that we comply with Federal and state laws regarding equity, discrimination, harassment etc.

Motion by Joyce Daugaard, second by Marty Amundsen, to approve the Minnesota Department of Education's Assurance of Compliance document. Motion carried. (5-0)

Wellness Policy Addendum - First Reading: Linda explained that the Academies Dietitian had a review with the Minnesota Department of Education's division for school nutrition. At that time it was noted that our MSA Wellness policy did not state who would be responsible for implementation and continuation of the Wellness policy. This addendum lists the wellness committee along with the health services director and nutrition director as the entity responsible.

Motion by Nadine Jacobson, second by Alex Caddy, to approve the wellness policy addendum. Motion carried. (5-0)

Dissolution of the Faribault Public Schools Early Childhood Program: Faribault Public Schools asked that the Academies officially dissolve the rental lease agreement that was originally used for their early childhood program that was housed on MSAD's campus. They no longer lease from the Academies.

Motion by Alex, second by Joyce Daugaard, to approve the dissolution of the rental lease between the Minnesota State Academies and the Faribault Public School District. Motion carried. (5-0)

Application for Cooperative Sponsorship between MSAD, BA and Faribault Public Schools Girls Gymnastics: A motion by Nadine, second by Alex, to accept the dissolution of the current gymnastics program and to approve the application for cooperative sponsorship between MSAD, Bethlehem Academy and the Faribault Public Schools for girls' gymnastics program. Motion carried. (5-0)

Employment Background Check Policy - First Reading: Linda explained that a new statute now requires schools to implement background checks on volunteers/coaches hired for temporary positions for extracurricular activities. Cost to do the background check is to be paid by the volunteer/employee. A letter has been sent to parents informing them of this new policy. This policy will be brought back to the board at the January meeting as a Second Reading.

Information and Announcements:

1. The Academies Wellness Committee has challenged the Academies staff and students to get moving and "walk around the world". It is a fitness challenge to travel the distance of the globe. Linda invited the board members to participate in the challenge.

Adjournment: Meeting adjourned.



Nadine Jacobson, Clerk

Notes by LB

The Minnesota State Academies Board

Meeting Minutes

January 22, 2009

Members Present: Walt Kramer, Chair; Joyce Daugaard, Vice Chair; Dr. Gwen Jackson; Nadine Jacobson; Alex Caddy; Marty Amundson; Joan Breslin-Larson; Kim O'Donnell; Chet Virnig; Linda Mitchell

Absent: None

Others Present: Joan Dinkel Keane, Dr Duncan, Roxie Mitchell, Mike Hopwood, Pat Clarke

Interpreters: Amy Amundsen, Betsy Boyd

Call to Order: Walt Kramer, Chair, called the Minnesota State Academies board to order at 1:09 p.m.

Approval of Agenda: Motion by Alex Caddy, second by Joyce Daugaard to approve agenda as distributed. Motion carried. (7-0)

Approval of November 20, 2008 MSA Board Minutes: Motion by Nadine Jacobson, second by Joan Breslin-Larson, to approve the November 20, 2008 MSAB board minutes as presented. Motion carried. (7-0)

Public Comment: None

Election of Officers: Motion by Walt Kramer, second by Dr. Jackson, that the current slate of officers continue serving in their positions in 2009. Motion carried (7-0)

Officers for 2009:

Chair – Walt Kramer

Vice Chair- Joyce Daugaard

Clerk – Nadine Jacobson

Treasurer – Dr Jackson

Walt suggests that in 2010 the Vice Chair should be a member who is willing to move into the position of Chair for the 2011 year.

Administrative Reports:

Academies Administrator Report: Linda Mitchell reported:

Board Operations:

The Parent Choice Committee met and discussed issues related to the Academies changing statute language that would promote the Academies as an option to parents and school districts throughout Minnesota. The committee identified two areas of focus- education and communication. The committee will meet again to identify specifics in these two areas and set goals for the coming year. The committee will report to the board at the March meeting. It was suggested that the Academies have an outreach person on staff.

The MSAB Director's search: The position is posted on the Academies' websites and MASA Jobs on Line. Linda will investigate the possibilities of posting the position with MSBA Broadcaster and hiring a "headhunter" firm that receives pay only if they find the person hired for the position. An interview committee will be set up soon and interviews will be in early April. Nadine Jacobson expressed an interest in serving on the interview committee.

Nadine Jacobson's term ended January 5, 2009. The appointments coordinator of the Governor's office informed Linda that the meeting to discuss reappointment/replacement for Nadine's position has not yet been set.

The Academies now have Voice Over Internet Phones systems (VOIP). There have been a few issues during the changeover but the system is up and operating. Thirteen video phones (VP) will be installed at MSAD in the next few weeks. The Governor's freeze on spending has tied up funding for wiring of the VP, but it is expected that this will be resolved soon. There are only a few phone issues left to resolve at MSAB.

Linda attended the MSBA conference in January. Information was shared about the Governor's budget recommendations for education and he asked for a list of unfunded mandates that educators would like to see repealed. He also offers additional funding for implementing programs he supports.

The Academies building projects (MSAD boy's dorm pre-design and MSAB's office relocation) continue to be on schedule. The collaborative program between the Academies and Shattuck/St Mary's weCreate is progressing and the website should be launched in the near future.

Legislative Updates:

The type 3 vehicle law impacted school district drivers by requiring all drivers have special training and pass a physical. This in turn impacted both Academies by requiring staff to have physicals (paid by the Academies) before they could drive students. The activities at MSAD continue to be negatively impacted because our deaf staff cannot pass the hearing test on the required physical. The first hearing was a successful one and will now continue on through the committees. If this language change is accepted we will be able to return to normal activities.

Patty Fritz, in supporting the Academies, has put forward two bills. The first is House File 0125 and Companion Senate File 0209. This first one is for the Academies collaborating with South Central College in building MSAB's independent living skills dorm, and the second is House File 0028, a bill for a wind generator on the Academies property.

The Governor will announce his budget on January 27, 2009.

Financial Report: Mike Hopwood reported:

Audit Follow-Up: Referring to the legislative audit report corrective action plan for the Academies, Mike reported that there are only two items yet to complete.

Item number 2: Mike is working with the Minnesota Department of Education to make sure that we are reporting student data accurately.

Item number 6: Mike is verifying the accuracy of severance payments.

Both items will be completed by the end of January. All other items are completed.

Motion by Nadine Jacobson, second by Joyce Daugaard, to accept the legislative audit corrective action plan on the 16 findings and that action to correct the suggested recommendations have been completed, or will be soon. Motion carried. (7-0)

'09 Year-to-Date Report: Mike Hopwood gave a report on the Academies' fiscal year report as of January 02, 2009.

Motion by Alex Caddy, second by Dr. Jackson, to accept the financial report as presented. Motion carried. (7-0)

MSAD's Director's Report: Roxie Mitchell

- Enrollment is up this year from 128 students in September 2008 to 135 students in January 2009. The early childhood program currently has 14 students.
- A science teacher resigned in late December. Present staff are covering the science department. A new, very qualified teacher has been hired for the Levels program.
- For the new semester thirteen MSAD students are in the mainstream program and ten students from FPS are in the ASL immersion program.
- Three MSAD high school students were inducted into the National Honor Society.
- Staff continues to receive training on the Promethean (white) boards and on Special Education Due Process.
- The MSAD ASL drama class will present Romeo and Juliet. The Faribault Public School ASL students will be voice interpreters for the play, a great experience for both schools. MSAD drama students will compete in a one-act play competition. This is a first for MSAD.
- Summer school plans will be finalized soon. The PASS program will run July 6 – 24. The K-7 program will run July 12-24. Running both programs at the same time will save funds in the shared services departments.
- The intensive mental health treatment program which is planned to be housed in Polard Hall will begin soon, but due to construction delays the program will temporarily be housed in the east wing of Quinn Hall.
- Roxie shared a very touching and heartfelt email from a new parent on her preschool child's first week of school.

MSAB Director's Report: Dr Duncan reported:

- Staff development:
Having a Special Education Director on staff has been a great asset to the Academies. Billie Ward has provided excellent Due Process training sessions.

Millie Smith, from Texas, has completed a two year training program.

Staff have completed a four part video program on blindness.

Back injury prevention training was offered to staff.

In February, fifteen paraprofessionals will attend a conference. This group is voluntarily attending this training.

The Academies' assistive technology instructor has attended training and continues to train students and staff.

- Program review:
Family and Consumer Science (FACS, also known as Home Economics) was non-existent at MSAB but is now reinstituted and supplies have been re-equipped. Every student, at every level, now goes through the consumer science program each school year. A curriculum is being developed as the program progresses.

Work experience, workplace skills and assessment programs were nonexistent but have now been reinstated. Currently, there is a two level program: level one is an introductory level (skill assessment and basic skills); level two is advance skill development (assessments). All students, multi-challenged included, are now experiencing skill development and work experience. This program is staffed with a transition coordinator, a part-time work experience coordinator and three job coaches.

Special Education due process has been a huge undertaking this year. It's important that we, as a special education school have a strong, confident due process system to support the school districts that send/lend students to us.

MSAB staff are working with the A Plus Transition program (students 18+). Students currently in the program are lacking independent living skills; however, as they become more independent they also become more motivated. This program is co-partnered with State Services for the Blind (SSB). Dr. Duncan will meet with field counselors of SSB to educate them on what MSAB offers so that the two agencies aren't overlapping services. The apartment complex is a critical part of the program. This partnership is very a successful program for both agencies. A counselor from SSB serves students at MSAB. Currently there are 17 students in the A Plus Transition program. With adequate housing there is potential to serve 40 students.

"Wagging Tails Tutors" is an experimental reading program that encourages students to read. Dogs work one hour at a time. The dog is a companion to students while they read to the dog. This program builds confidence in a child reading out loud. If this program continues to be successful we hope to offer a locally-run day program. The program is for all children, not just blind children.

- Summer school programs:
The SSB runs a Life Program that is housed on MSAB campus. This program serves high school age students and requires no funding from MSAB. It is good public relations for the Academy.

Planning for summer programs for multi-challenged, elementary, middle school and high school continues. Funding is an issue. These are the programs that bring in new students.

MSAB would like to offer an assistive technology camp that trains principals, special ed directors, vision teachers, coordinators, etc. Participants will learn about Braille, O/M, independent living skills, and blindness awareness to better understand why assistive technology is so important to each student. The program will run for three days. Five vendors will be on site to explain their equipment. The program will be limited to 24 participants.

- MSAB Foundation has donated money for a sensory optical fitness course. Because there are so few examples out there, designing the course will take some time. Fari-bault Park and Recreation board and the local Lions Club have been contacted about possible partnering.

Joan Breslin-Larson mentioned that the MN Dept of Education will have an assistive technology program the third week in June. MSAB and MDE will communicate to avoid running similar programs at the same time.

Operations Reports:

MSAD Site Council Report: Chet Virnig reported:

Grades K-12 had a holiday program in December; it was a huge success.

Public Relations is still a focus. The PR committee is making a DVD which includes testimonies from various stakeholders, including parents' experience in enrolling their child/ren at MSAD. The DVD will be ready in time for the Deaf/Hard of Hearing conference in April. The new DVD will be shared with the board once it is completed.

The website has greatly improved and is proving to be a real asset to interested families statewide. Soon to be added to the website is a FAQ (frequently asked questions) page, where parents can ask questions and receive accurate information in a timely manner. Having the two new IT people on staff has been a great benefit to the Academies.

A new representative from the alumni association (MSADAA) has joined the council.

MSAB Site Council Report: Kim O'Donnell reported:

A new parent representative (Lisa Moon) has joined the council.

Students and staff celebrated President Obama's inauguration by hosting an inaugural dinner and dance. The student's dressed up and participated in questions relating to the president. It was a fun event.

Billie Ward shared her presentation on special education, current plans and goals for the Academies. The board expressed an interest in seeing this presentation.

The new marketing DVD should be completed soon.

The webpage is very helpful for people seeking information.

The council continues to have discussion on "going green". They are excited about the possibility of a wind turbine. Students help with recycling for the academy. The idea of recycling leftover food to local farmers is being investigated. They continue to look into finding new ways to recycle light bulbs, toilet paper rolls, etc. The students are doing a good job and are trying to educate the staff on everyday recycling. Pop can recycling goes into a students' account.

Old Business:

Employment Background Checks Policy – Second Reading: Motion by Joyce Daugaard, second by Joan Breslin-Larson, to accept the Employment Background Check Policy as written. Motion carried. (7-0)

New Business: None

Information and Announcements:

There was discussion on whether the board would meet early to view Billie Ward's presentation. It was decided to begin the March 12th meeting at 12:00 p.m. in order to view Billie Ward's presentation prior to the 1:00 p.m. business meeting.

The Personnel Committee will meet in the morning on March 12, 2009 to discuss goals to recommend to the full board at the March 12, 2009 meeting.

Faribault's viaduct will be closed February to October. Detours are posted on the Academies' websites. Linda asked that MnDOT post signs informing people that Ravine Street is a deaf child area.

Linda receives communications from MN Rural Education Association and the MN School Board Association which she will forward on to board members. Both of these associations have informative websites.

- www.mnrea.org
- www.mnmsba.org

Meeting Adjourned: Walt Kramer, Chair, declared the meeting adjourned at 3:08



Nadine Jacobson, Clerk

Notes by Lola Brand

Minnesota State Academies Board
Meeting Minutes
March 12, 2009

Members Present: Walt Kramer, Chair; Joyce Daugaard, Vice Chair; Nadine Jacobson; Dr. Gwen Jackson; Alex Caddy; Joan Breslin-Larson; Marty Amundson; Linda Mitchell; Chet Virnig; Kim O'Donnell

Absent: None

Others Present: Pat Clarke, Joan Dinkel Keane, Roxie Mitchell, Mike Hopwood, Dr. Duncan, Ashley Kaiser (Mankato State student of Social Work taking ASL class)

Interpreters: Nettie Peters, Amy Amundsen

Call to order: Walt Kramer, Chair, called the Minnesota State Academies board to order at 1:10 p.m.

Approval of Agenda: Motion by Dr. Jackson, second by Joyce Daugaard, to approve agenda as drafted. Motion carried. (5-0)

Approval of January 22, 2009 MSA Board Minutes: Motion by Nadine Jacobson, second by Dr. Jackson, to approve the January 22, 2009 board minutes as presented. Motion carried. (5-0)

Public Comment: None

Administrative Reports:

Board Operations: Linda Mitchell reported:

A couple of retirees have submitted letters of retirement.

Both campuses will hold summer programs in July.

On March 30, 2009 all MSA vehicles will be inspected, including our buses. One of the Academies buses may not pass inspection and there are no funds to purchase a new bus. A possible solution is to contract with a bus company to provide bus and driver. This idea is being researched.

The Type III vehicle law is still in process. Sean Virnig, a Northstar Academy student and Mary Hartnett, Executive Director Of Minnesota Commission Serving Deaf and Hard of Hearing People, have testified before the committees. The language is still under consideration.

Legislative Update:

Financial forecast came out the first of March. We await the Governor's recommended budget.

The Governor's recommendation to the legislators is for a 2% cut for the MSA and we hope that cut does not increase.

Linda Mitchell, Dr. Duncan and Keith Stover (South Central College, SCC) testified to the House Education committee the SCC/MSAB collaboration for building an independent living housing complex at MSAB and regarding a project to erect a wind turbine (on MSA land). This is the first step for both bills. It appears the House Committee supports the housing, but will await their

approval. Regarding the wind turbine, Linda is researching the possibility of installing a wind turbine on 28 acres of the Academies' land. Last year's electrical bill was over \$200,000 for the year. This past winter we saved about \$10,000 by regulating building space temperatures and changing people's behaviors. Part of this research will determine whether this project will be just for the Academies or whether it will be collaboration with others (Shattuck, District One Hospital, and/or the Department of Corrections). SCC is interested in the wind turbine as a possibility for offering classes related to building and servicing wind turbines. Moventas, a Finnish company that manufactures gears for wind turbines, will hopefully be opening a plant in Faribault. Linda has invited staff from Moventas to be a part of our discussion/research.

Linda Mitchell will meet with Mindy Greiling to discuss any additional testifying that needs to be brought before the House and Senate committees.

Financial Report:

'09 Year-to-Date Report: Mike Hopwood gave details of the '09 year-to-date report.

Motion by Joyce Daugaard, second by Alex Caddy, to accept the '09 Year-to-Date report as presented. Motion carried. (5-0)

MSAD Director's Report: Roxie Mitchell reported:

- MSAD has hired a part-time person to coordinate tours and visitors.
- Two speech and language interns will be on campus until May. Both interns are undergraduate students from the University Wisconsin – Eau Claire. Starting in late March a student teacher from Augustana will do an internship until the end of the school year.
- A teacher and a GMW (general maintenance worker) have announced their retirement effective at the end of this school year.
- On April 27th MSAD will hold an Open House and host a dance for middle school students; inviting students and parents from the Metro Deaf School.
- The residential treatment program originally planned for Pollard Hall is temporally being housed in Quinn Hall. The program will be in Pollard Hall by the time school resumes in the fall. Staff from Volunteers of America (VOA) and MSAD meet weekly. Future plans include expanding services to include students from other schools/districts, group therapy sessions and a group skills session. The program needs a name; one possibility is IMPACT – Intensive Mental Health Program for Adolescent Children in Treatment. This program will not run through the summer months. This is a collaborative effort between MSAD and VOA. MSAD provides the educational component and VOA offers the treatment part of this program. MSAD's Levels Program will continue and is separate from the VOA services. MSAD staff met with the state architect, I&S- the firm selected to do the renovation, and VOA staff to decide on design, colors, materials, etc. The north end of the first floor will be for classrooms; the south end will be used for therapy/quiet rooms. The restrooms will be renovated and made accessible to meet code. Asbestos has already been removed. Early August is the construction end date with September occupancy.
- MSAD's football field will be re-sized and re-crowned so it will accommodate both football and soccer. Plans include raising the field for proper drainage, adding sprinkler systems, fencing around the field and laying sod. The scoreboard will be moved to the north east corner so MSAD fans have a better view. C&S vending will donate the scoreboard.

- Sprinkler systems for fire protection will be added to Rodman Hall and Lauritsen Gym. This work will begin in June and take most of the summer. Rodman Hall will be available for the summer program in July.
- Drama, "The Tangled Webs," will be April 16, 17, 18 and 20. Matinees will be on the 16th and 20th at 10:00 a.m., evening performances on the 17th, 18th at 7:00 p.m. Cost is \$5 per person and all performances will be voice interpreted.
- Academic bowl is in Oklahoma. Due to the Type III drivers restriction, our coaches who are deaf and very capable of driving - cannot drive students. Other arrangements will be made.
- Community based projects: Peace Builders program is running a "Pennies for Peace" collection which will be sent to students in Pakistan. Students in grades 3-10 will participate in a program called "Feed My Starving Children," where they will make and pack lunches that will be sent to other countries throughout the world. Staff and students are collecting old books to send to Africa.
- MSAD will run two summer programs at the same time – July 12-24. The Elementary (K-7) program will be geared toward literacy. The high school (8-12) program is a preparatory program for reading, math and writing exams and will also include driver's education.
- Current enrollment is 135 students.

MSAB Director's Report: Dr Duncan reported:

- Spring musical which will focus on Broadway music will be held on Friday, May 8, 10:00 a.m.
- Several MSAB students attended a career day activity that was put on by the Faribault Chamber of Commerce Workforce group.
- Artist in residency program concluded. The collaboration with the students, staff, artist, and a public elementary school was great.
- Dr Duncan is putting together a "Status Notebook". This notebook will contain all the projects currently happening at MSAB and will be given to the new director.
- Program planning for 09-10: Staff is looking at creative ways to provide educational programming. Once the programming is set, a document detailing all programs and services will be posted on the website.
- Staff is discussing contracted Braille and may approach the MSA Board asking for a position statement relative to contracted Braille.
- One staff has completed her training as a Braille technician and is currently working on completing the next stage and hopes to become a Braille specialist by fall.
- One of the programs being considered is to offer Nemeth code as a stand-alone class. Normally it is taught and learned as a student progresses through math. This coming year MSAB will offer a 6 to 12 week course in Nemeth code prior to taking math. This will be an experiment to see if there is a difference in how quickly students acquire math skills.
- Torger Lien Building (MSAB Industrial building) is being renovated for a work program.
- The MSAB Foundation board looked at and approved the plan for the new fitness sensory obstacle course. The fifteen-plus obstacle course will cost about \$60,000. They will attempt to raise \$30,000 this summer. It will be located next to the playground and is scheduled to be completed this summer. Dr Duncan will bring pictures (embossed and printed) to the next board meeting.
- MSAB continues to purchase specialized bicycles with money from various sources. The goal is to have 15 bikes.
- The security and relocation projects are moving ahead. Bids are in to begin in June with both projects done by August.

- March 20 is final workshop on Blindness 101. This is a simulation training that will be offered to 75 staff members.
- Alumni events will be held on June 5/6.
- PCI will be on June 13.
- Life Program will be in June.
- Three programs will run at the same time July 6-24. The programs will be for the elementary students, middle school and high school students, and multi-challenged students.
- Technology camp will run August 11-13.
- Dr. Duncan will be speaking at the National Federation for the Blind conference on April 18.
- Dr. Duncan expressed his continued concern regarding parent choice issues. He feels that the Academies must continue to take action and continue to promote the Academies and its programs.
- Two students in the A+ PROGRAM have marketed a musical gig that has become a big hit in the local area. They are working on refining their gig; this is part of their individualized work program. Both students have potential to have careers in the field of music. They have become a tremendous public relations tool for the blind and for the academy. Following a suggestion, Dr. Duncan agreed to arrange for these two students to perform before the board at the May meeting.

Operations Reports:

Personnel Committee Report: Walt Kramer reported that the personnel committee reviewed The MSA goals for 2009 as recommended by Linda Mitchell and voted to recommend the MSA board adopt the goals for 2009. Motion by Alex Caddy, second by Joan Breslin- Larson, to adopt goals for the Minnesota State Academies, for 2009 year, as presented. Motion carried. (7-0)

Linda Mitchell explained that this has become an annual process and suggested that the board have another retreat in the fall 2009 to discuss goals for 2010.

MSAD Site Council Report: Chet Virnig reported:

- Video phones have been installed in classrooms so now all staff have equal access to a phone system. MSAD is the first school where hearing teachers and deaf teachers have equal access to communication via phones and Video Phones.
- Billie Ward gave her MSA presentation on special education to the MSAD site council.
- Work continues on the video project. They have filmed many clips from parents, staff, and students. The project will be finished soon and then posted on the MSAD website.
- MSAD, for the first time ever, competed in the Minnesota State High School League one act play, taking 3rd place. Our teacher and students did an excellent job and were well received by all in attendance. Our theatre department provides a great opportunity for students in addition to the sports and academic programs.
- The Parent Teacher Houseparent Alumni Association struggles for participants, but at last month's meeting there were 25 people in attendance. The council hopes that trend continues.
- Athletic program fees are an issue. Currently, the Academies are the only schools in the state that do not charge students for sport participation. MSAD is considering charging a fee beginning Fall 2009. This proposal will come before the board at the May 2009 meeting.

- Chet announced that his term ends in May. Chet will bring his successor to the May 2009 meeting.

MSAB Site Council Report: Kim O'Donnell reported:

- Ken Trebelhorn presented to the council on some of the new technology at MSAB (Vista and the new voice over interactive phones).
- The three committees met:
 - Website committee is an ongoing process and is continually improving the website.
 - DVD committee – DVD should be completed by the end of May 2009.
 - Brochure committee – Brochure should be completed by the end of May 2009.
- Through the wellness committee the Academies received a grant for Bosu Balls. Two staff are teaching exercise class which include Bosu Balls, swimming, walking club, water aerobics, and weight lifting.
- Chili Dog Supper date may change, this is still being discussed.
- The council is working on listing goals for next year. One possible goal is to find more ways students and staff can "Go Green".
- April 3 and 4 – MSAD will host the Forensics, swimming and Goal Ball tournament. There is no fee for admission; all are welcome.

Old Business:

Parent Choice Committee Report: Alex Caddy referred to the information in the board packet.

Three items the committee will focus on before the next meeting are:

- Meet with the MASE leadership
- Meet with leadership of IEIC
- Meet with EDHI team at MSAD

MSAB Director's Search Report: Linda Mitchell reported that interview teams will meet with five applicants for the MSAB Director's position. There are two interview teams, one of direct service staff and one of supervisory staff. Dr. Duncan will give each applicant a tour of MSAB. Each applicant will be asked a few questions that they will answer with a written discourse. Linda Mitchell and Nadine Jacobson will also meet with each applicant. The goal is to hire before May 2009.

New Business:

Minnesota State High School League:

Dissolution of Cooperative Sponsorship for Softball and Baseball:

Motion by Alex Caddy, second by Dr. Jackson, to accept the MSHSL dissolution of the cooperative sponsorship of Boys' Baseball and Girls' Softball.

Application for Cooperative Sponsorship for Softball and Baseball:


Motion by Alex Caddy, second by Dr. Jackson, to approve the cooperative sponsorship for Boys' Baseball and Girls' Softball programs.

Information and Announcements:

- Nadine suggested that the Overflow Dining room be re-named. Linda Mitchell explained that the changes taking place with the new office relocation project the Overflow Dining Room will change its purpose and function. It was suggested that the room be re-named regardless.
- MREA updates – Linda will continue to send updates to board members.
- Due to conflicts for May 7 it was decided to re-schedule the next MSA Board meeting to Wednesday, May 6, 2009. Same time and place: MSAB, 1:00 p.m.
- Billie Ward will be invited to do her presentation at 12:00 p.m., either at the May meeting or June meeting.
- June Board meeting remains as it is posted: June 18, MSAD, 1:00 p.m.

Adjournment:

Walt Kramer, Chair, declared the meeting adjourned 3:24 p.m.



Nadine Jacobson, Clerk

Notes: LB

THE MINNESOTA STATE ACADEMIES BOARD
Meeting Minutes
May 6, 2009

Present: Walt Kramer, Chair; Joyce Daugaard, Vice Chair; Nadine Jacobson; Dr. Gwen Jackson; Alex Caddy; Joan Breslin-Larson; Marty Amundson; Kim O'Donnell; Linda Mitchell

Absent: Chet Virnig,

Others: Mike Hopwood, Joan Dinkel Keane, Roxie Mitchell, Dr. Duncan

Interpreters: Nettie Peters, Amy Amundsen

Call to order: Walt Kramer, Chair, called the Minnesota State Academies board to order at 1:07 p.m.

Approval of Agenda:

Changes to the agenda:

- Add 9.5 Meeting calendar for 09-10
- Move the break to the end of the meeting yet prior to the program (2:45)

Motion by Joyce Daugaard, second by Nadine Jacobson, to approve agenda as modified. Motion carried. (6-0)

Approval of March 19, 2009 Board Meeting Minutes: Motion by Alex Caddy, second by Joan Breslin-Larson, to approve the minutes as presented. Motion carried. (6-0)

Public Comment: None

Administrative Reports:

Academies Administrator: Linda Mitchell reported:

Introduction of Dr. Woog, MSAB Director: Linda Mitchell introduced Dr. Alice Woog to the MSA board. Alice will begin her work at MSAB on July 6. Alice comes from the Perpich Center for Arts Education, so she is coming to the Academies with state service experience. Alice listed many of her past experiences in education. Many in her family are educators. Alice is excited about coming to the Academies. Alice enjoys working with students and staff; her main focus is on the students. Alice will be on campus meeting with staff prior to her July start date.

Board Operations:

Academies Projects:

- MSAB's office relocation project will begin in June.
- Security project, which includes an outdoor loud speaker system (MSAB), strobe lights (MSAD and MSAB) and card access (both campuses), has begun. This project is expected to be completed in August.

- The Pollard Hall renovation project has begun and is expected to be completed in August. The day treatment program will be housed there beginning in September.
- Two buildings on MSAD campus (Rodman Hall and Lauritsen Gymnasium) are being equipped with a sprinkler system. Once this project is completed all MSAD buildings will be up to code for fire protection.
- The WeCreate website is now open for students to beta test. MSAB's assistive technology expert, Ken Trebelhorn, has assisted Shattuck in testing the WeCreate website to make it accessible to blind people.
- The MSAB Foundation's annual meeting was held at MSAB in early May. At that meeting the Foundation's Board approved the purchase of the sensory obstacle course that will be built this summer. Following the meeting board members spent some time on the bike path.
- The Academies are having an official survey done of our MSA property so that we know where our boundaries are located. The Academies would like to close the road that runs between the MSAB building (east side) and Seitz Field. This is a safety issue for MSAB students. It is possible that the prison's access road could be re-routed with little difficulty.
- Shattuck/St Mary's posted a request for proposal (RFP) for the wind turbine project. There are 5 potential entities interested in the building of a wind turbine; Shattuck/St Mary's, Roosevelt Elementary (Faribault Public Schools), District One Hospital, Department of Corrections, and the Minnesota State Academies. Shattuck is also working on getting some grant monies for this project.
- Employee recognition ceremony will be held this week. Retirees are listed on packet item number 9.2.

Legislative Update: Linda Mitchell reported that the Legislative Conference Committees met in the first week of May and will continue to meet until the end of the regular session. Linda will continue to remind Legislators that the Academies do not have the same access to stimulus money as public school districts.

Billie Ward and Linda Mitchell met with Deb Wall, President of the organization Minnesota Administrators for Special Education (MASE), regarding issues related to parent choice. Deb Wall will request that the Academies speak at the MASE leadership board meeting (June) to discuss the issue of parent choice for the Academies. The Academies parent choice committee will meet at a later date, following the MASE meeting.

Financial Report: '09 Year-to-Date Report: Mike Hopwood reported on the '09 year-to-date report.

Motion by Joyce Daugaard, second by Alex Caddy, to accept the '09 Year-to-Date report as presented. Motion carried. (6-0)

MSAD Director's Report: Roxie Mitchell reported:

- Enrollment is currently 132.
- The drama performances were in April with a special performance held for ASL students from various public schools (350 visitors). This was a very successful event which the ASL students really appreciated.
- The Student Athletic Association banquet was held in April.
- MSAD held an open house on April 22. Teachers/staff put in a lot of time making display boards and setting up TV access to show activities in the class rooms. Although attendance was low, two of the families who visited have inquired about admission for the fall. There are plans to host this event again next year.
- Two MSAD students attended Close Up in Washington, D.C.
- The high school students enjoyed their prom. They had a dinner, dance and an evening of fun.
- The student body government (SBG) and the athletics department is hosting a walkathon on May 14, 3:00 to 5:30. It will be a 2.1 mile walk from MSAD to the nature center and back to MSAD. Money earned will go to SBG and Student Athletic Association (SAA).
- Upcoming dates:
 - June 3 - spring awards program, Baccalaureate (5:30), Junior and Senior banquet (6:30, Rodman Hall)
 - June 4 – Class and Honors program (10:00 a.m. – Noyes Hall Auditorium) and Graduation ceremony (2:00 p.m. – Noyes Hall Auditorium)
- An MSAD parent nominated her child's teacher, Sarah Foulks, for Fox 9 Teacher of the Year award. Out of hundreds of nominations throughout the state only 9 teachers are selected. Sarah is the youngest teacher to receive this award. Fox 9 News donated \$900 for Sarah's classroom and provided Subway coupons for their classroom party. Sarah's interview is posted on the Fox 9 website.
- Three MSAD staff will be presenting at the Midwest Deaf Conference, Sioux Falls, South Dakota in July.
- To date there are 40 students registered for the MSAD summer school program in July.

MSAD Athletic Fee Proposal: Roxie Mitchell presented to the board the MSAD Site Council's recommendation for increasing student activity participation fees and admission fees (packet item 5.3.1).

MSAB Director's Report: Dr. Duncan reported:

- Dr. Duncan spoke at the Federation of the Blind spring conference.
- In June, Dr. Duncan will present at the State Services for the Blind conference. Dr. Duncan will explain the newly developed partnership between the SSB and MSAB, and he will introduce MSAB staff, including Alice Woog, MSAB Director.
- Ann Godwin was nominated as an Education Minnesota Teacher of the Year. Ann, accompanied by Dr. Duncan, attended a banquet that recognized all those

nominated for the Teacher of the Year award at the Minnesota Department of Education event.

- Summer school programs will run in July.
- Projects:
 - The security project, which includes the office relocation project, will begin in June.
 - Torger Lien building (industrial building) will be improved during the summer.
 - Staff are looking at long range facility needs which will be shared with Linda Mitchell.
- Staff attended a presentation on MAPS. These are tactile maps for people without vision. There is a number you can phone and get directions explained to you almost like GPS system.
- Upcoming dates:
 - The spring concert will be on May 14 at 1:30 PM and 7:00 PM. There is discussion of bringing back a theatre production next year.
 - June 3 - Awards program
 - June 4 – Baccalaureate, 7:00 p.m.
 - June 5 - Graduation, 10:00 a.m. Five out of the six graduates will return for the A+ program next year.
- Three students' work experience program involves them providing entertainment locally. They are learning how to schedule events, setting up transportation, making arrangements for setting up equipment, doing their own booking, and saving money to purchase their own equipment.
- Dr. Duncan's target date for departure is June 5. Dr. Duncan expressed gratitude for the past two years. He has enjoyed his time at the Academies and feels Alice Woog will do a great job replacing him, making a smooth transition. Walt Kramer thanked Dr. Duncan for his contributions to the Academies, both as a board member and as a supervisor.

Operations Reports:

MSAD Site Council Report: Chet Virnig was absent. Roxie Mitchell reported:

The MSAD site council viewed the PR video project. The next step is to add the sign bubbles, and then it will be ready to post on MSAD website. The DVD will be ready for the Academies booth at the state fair in August.

The MSAD website is constantly being updated and improved.

Incoming council members are: Education representative - Kari Pofahl, SRSEA representative – Sarah Foulks, Shared Services representative – Karlene Bleninger,. Positions yet to be filled: one parent representative and one student representative (both elected in September), a MSADAA representative and a MAPE representative.

The council discussed athletic fees, mainly participation fees for each sport and admission fees to sporting events.

The council will review the student handbook with suggested changes brought to the June board meeting.

Chet Virnig's term is up this June; his replacement will attend the June board meeting.

MSAB Site Council Report: Kim O'Donnell reported:

The three main projects (brochure, DVD and the MSAB website) should be completed by the end of this school year.

The site council and the MSAB Booster Club are reviewing the annual Chili Supper event. This tradition requires a lot of prep work ahead of time. It has been difficult to find people willing to assist. Sales from this event average about \$1000.

The MSA Wellness committee held a health fair for all Academies staff. There were lots of vendors with excellent information.

Upcoming events:

- The MSAB Forensics students will perform for the Lions Club.
- *D and A*, a student entertainment duo, have several performances lined up.
- May 27, the movie makers club will premiere their movie.
- The MSAB Alumni weekend will be held June 5/6.

The MSAD Booster Club/Hilltoppers is hosting a Family Fun Triathlon, May 30th. There is a \$15 registration fee. The race begins at the Faribault Community Center.

Old Business: None

New Business:

Minnesota State High School League Resolution for Membership:

Motion by Joan Breslin Larson, second by Joyce Daugaard, to approve MSAD's 2009-2010 resolution for membership in the Minnesota State High School League. Motion carried (7-0)

Information and Announcements:

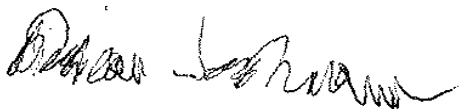
1. Nadine Jacobson has been reappointed to the Minnesota State Academies Board, serving until 2013.
2. Employee Service Awards, May 8, 2009. (packet item)
3. Upcoming events (packet item)
4. Linda Mitchell asked if the MSA Board should pursue the possibility of going paperless and having their packets posted electronically. There are several companies that provide software so a school district can do this. Following discussion, the board suggested that Linda continue to explore the options of a paperless board, but no endorsement made to purchase anything yet.
5. All board members should bring their calendars to the June 18, 2009 meeting so the 2009-10 MSA board meeting schedule can be set.

Adjournment:

Meeting adjourned 2:25 p.m.

A motion by Walt Kramer, second by Joyce Daugaard to adjourn the May 6, 2009 MSA Board meeting. Motion carried (6-0)

Following this meeting several MSAB students provided entertainment for all MSA board members.



Nadine Jacobson, Clerk

Notes: LB

THE MINNESOTA STATE ACADEMIES BOARD

Meeting Minutes

Thursday, September 17, 2009

Present: Walt Kramer, Chair; Joyce Daugaard, Vice Chair; Nadine Jacobson, Clerk; Martha Amundson; Alex Caddy; Joan Breslin-Larson (via phone); Chet Virnig; Russell Pudas; Kim O'Donnell; Linda Mitchell

Absent: Dr. Gwen Jackson

Others: Roxie Mitchell, Mike Hopwood, Alice Woog

Interpreters: Amy Amundsen, Pat Clarke

Call to Order: Walt Kramer, Chair, called the Minnesota State Academies board to order.

Approval of Agenda: Motion by Alex Caddy, second by Joan Breslin-Larson, to approve the agenda as presented. Motion carried. (6-0)

Approval of May 6, 2009 Board Meeting Minutes: It was noted that the attendance and absent list was in error. Motion by Joyce Daugaard, second by Nadine Jacobson, to approve the May 6, 2009 meeting minutes with attendance corrected. Motion carried. (6-0)

Public Comment: None

Administrative Reports

Academies Administrator Report:

Board Operations Items: Linda Mitchell reported on the following:

- Projects – Linda praised Randy Dirks, Academies Physical Plant Director, for his diligence in overseeing all the projects that took place on both campuses during the summer.
 - The MSAB conference room will soon to be completed.
 - Security project will soon be completed. All staff will have name badges/entry cards to enter buildings. The strobe lights (MSAD) and the PA system (MSAB) are being installed.
 - MSAD's football field is completed.
 - Rodman Hall and Lauritsen Gymnasium now have sprinkling systems. Only two buildings are still in need of sprinkling systems - the Power Plant on MSAD campus and the gym on MSAB campus.
 - Pollard Hall renovation (new IMPACT program) will be completed soon.
 - Administration is close to finalizing phase one of the master planning process for facilities. The second phase will be completed this fall.
 - The wind turbine consortium (MSA, Shattuck/St. Mary's, District One Hospital, Minnesota Correctional Facility and possibly Roosevelt Elementary School) has contracted for a feasibility study.
 - Pre-design for the new boys' dorm on MSAD campus is close to completion. It will be ready to present during this year's legislative bonding session.

- H1N1 – Linda praised Jill Kes, Academies Director of Health Services, and her staff for their efforts in educating staff, students and parents on the nationwide flu epidemic. The Academies are as prepared as can be.

Legislative Update: Bonding requests for the next session will include (not prioritized):

- The new boys' dorm (MSAD)
- Additional living space (MSAB) which will be built by South Central College
- The road that runs between MSAB building and Seitz Field will be closed to MCF traffic and rerouted onto MCF property.
- Asset preservation
- Pre-design money for a new technology center. During the last bonding session the Academies received \$100,000 to renovate Mott Hall. It has since become obvious that renovating Mott Hall would be impractical and too expensive; hence, the pre-design request.

The Senate Bonding Committee toured the Academies on September 3, 2009.
House Bonding Committee will tour the Academies October 15, 2009.

Linda expressed appreciation to her staff for helping with an intense examination of the Academies budget. Altogether, the Academies cut \$779,000 from the budget. Areas where money is sought include grants, reducing staff hours on Sunday evenings, and food cuts. Administration anticipates that the changes to the budget will carry the Academies through the school year; the budget will be monitored consistently. Linda explained how other agencies are trying to "pawn off" costs to the Academies. Linda expressed appreciation to Mike Hopwood, Academies Business Director. He has been diligent in overseeing all activities.

Linda will spend time visiting the state representatives at the beginning of next year before the session begins.

MSAD is the host site for this fall's Midwest Superintendent Conference (November 4-6). There are other people attending this year's conference, including Outreach staff, CEASD members and Gallaudet University staff. The agenda will include discussion regarding state-run schools and how to maintain sustainability of these schools.

Financial Report:

Annual Spending Plan Certification: Mike Hopwood explained that the spending plan certification is sent to St. Paul annually. This money has been approved by the Academies Executive Budget Officer, in St. Paul. Motion by Nadine Jacobson, second by Martha Amundson, to accept the annual spending plan certification as presented. Motion carried. (6-0)

2010 Year-to-Date Report: Mike Hopwood reported on the 2010 year-to-date report. Motion by Joyce Daugaard, second by Alex Caddy, to accept the 2010 year-to-date report as presented. (6-0)

MSAD Director's Report: Roxie Mitchell reported:

- Enrollment: Currently 135 students
High School = 67/Middle School =36/Elementary and Early Childhood =32
- New staff hired ~ four teachers, four SEPAs, a Recreational Therapist, and several Human Services Technicians.
- Registration day and new student orientation ran smoothly.
- Staff development:
 - A speaker, whose topic was "Workplace Conflict and Stress", presented to all Academies staff. She will return for leadership training with department heads.
 - Writing traits workshop will be provided for staff on both campuses.
 - MSAD will review their curriculum, this year's cycle review includes math and reading training.
- Last year MSAD had two Residential Hall Directors; this year there is one director, Kathy Wenthe who oversees both the boys' and girls' dorms.
- Workstations for transitional students will be set up in Mott Hall. This curriculum will include ideas from the Perkins School for the Blind.
- The Academies grant writer, Mia Naseth-Phillips, secured a \$5,000 grant, for behavioral programming and curriculum training.
- This year MSAD will have 2 accreditation visits. MSAD's site council will be involved in preparing for the CEASD and NCA visits. Two staff members will attend a workshop on conducting accreditation site visits.
- Homecoming will be September 26. Luke Adams and his mother, from the television show Amazing Race, will present to our students on September 25.
- New pagers, used by MSAD staff, have been distributed.
- IMPACT program, the mental health program provided by Volunteers of America, which will be housed in Pollard Hall on MSAD campus, will open soon. Renovations are still in process. Currently the program is located in Quinn Hall. A meeting to discuss and finalize the interagency agreement will take place in late September. Once the agreement is set, new students can enroll. Six students are needed to start the program.

MSAD Student Handbook: Roxie Mitchell explained the new additions to the student handbook. Motion by Alex Caddy, second by Joyce Daugaard, to accept the changes to the MSAD student handbook as presented. Motion carried (5-0)

MSAB Director's Report: Dr. Alice Woog reported that the school year is off to a good start. Class scheduling was a challenge, but staff worked together and completed it. Next year's class scheduling will be completed prior to the end of this school year. Dr. Woog expressed her appreciation to the entire Academies' staff and their willingness to work together.

Dr. Woog also reported:

- Current enrollment is 52 students.
- Personnel item:
 - A SEPA supervisor has been hired.

- A staff member who worked with the multi-challenged students resigned just prior to the school year starting. That position is posted but until someone is hired, current staff is filling in.
 - When the hours change in November due to the later opening of the dorms on Sunday evenings, several positions will need to be posted for rebidding.
- Construction of the front office is on-going with plans to finish soon.
- Professional development :
 - There was an all agency workshop that focused on workplace conflict and stress.
 - Dr. Woog is meeting with all MSAB staff individually.
- Outreach:
 - Dr. Woog and MSAB's assistive technology staff attended and spoke at the MSAB Foundation Golf Fundraiser event.
 - Dr. Woog attended the MSAB Foundation's board meeting.
 - Dr. Woog will attend the American Printing House conference (October) in Louisville, KY.
 - Dr. Woog will speak at the National Federation of the Blind Conference in St Paul; she will speak on the importance of teaching Braille to students.
 - Dr. Woog is looking into the possibility of doing a cooperative program with the University of St Thomas. This program would be open to all students, including those with disabilities, and would run during the summer months.

Operations Reports:

MSAD Site Council Report: Chet Virnig introduced Russell Pudas. Russell will replace Chet as MSAD Site Council representative to the MSA Board. Chet mention that Keith Baker was elected as Site Council chair. The council has five new members, with two positions still vacant, Minnesota Association for Deaf Citizens and a student representative. This year the council will work on:

- Reviewing the by-laws
- Completing the MSAD's marketing DVD (the DVD was used at the Academies booth during the State Fair)
- Making guidelines for parent volunteers – a draft of these guidelines will be presented to the Academies board at the November board meeting.
- Reviewing and working on the accreditation requirements/visits.

Linda Mitchell, on behalf of the board, presented Chet Virnig with a gift for his service to the Academies board. Linda expressed sincere appreciation for all Chet does as a dedicated and talented staff member of the Academies. Chet thanked the Board for the opportunity to serve as a representative to the board.

Linda Mitchell welcomed Russell Pudas, MSAD Site Council representative, to the board.

MSAB Site Council Report: Kim O'Donnell, on behalf of MSAB staff, expressed appreciation to Alice Woog for her work ethics and ending the search for a long term Director. Kim extended a thank you to board members from the students who performed

for the board following the May meeting. The students were delighted to have had the opportunity to perform for the board.

MSAB Site council items included:

- Katy Roth replaced Jill Kes as the MMA representative to the MSAB Site Council. Katy, along with Kim, will represent the Wellness Committee on the MSAB Site Council.
- The new obstacle course/playground, provided by the MSAB Foundation, will be finished soon.
- Office relocation should be completed soon.
- The alumni reunion took place last June. Some of the alumni expressed concerns that core traditions within the school are being lost.
- Homecoming will be September 25. A dance and social will begin at 6:30 p.m., Coronation at 7:00 p.m., in Circle Court. The track meet will begin at 8:30 a.m. Saturday, September 26, at Shattuck's track.
- Goals for the Site Council include:
 - Plan activities for the upcoming year
 - Establish a mentoring program for the students
 - Monitor the website and keep it updated
 - Investigate the possibility of student teachers assisting with activities on campus
 - Encourage staff and students to become environmentally efficient – Go Green.

Old Business:

Parent Choice Update: Linda Mitchell and Billie Ward attended the Special Education Directors leadership conference in June. Transportation is always a concern/cost to school districts. School districts are reimbursed for transportation with Federal special education money. However, reimbursement occurs two years after the submission. Linda felt the meeting was positive. Linda met with Glory Kibble from the Minnesota Department of Education on the parent choice/open enrollment option. The expert at MDE, Morgan Brown, Offices of Student Support Service, Assistant Commissioner, is the person to help rewrite the statute language. Linda has addressed all the stakeholders and believes this open enrollment option is the right thing to do. Once the statute language is changed the committee will review it, share it with the board, and then Linda will take it to the legislators.

New Business:

Policies Review:

MSA Equal Educational Opportunity – First Reading: Linda Mitchell explained that the Academies follow the Minnesota School Board Association's recommendations on mandatory policies. This equal education opportunity policy is a required policy and should be included in the Academies' manuals.

2009-2010 Board Meeting Schedule: The board agreed to return to morning meetings, 9:00 AM – 12:00 PM. Meeting dates for the 2009-2010 year:

Date	Location
September 17, 2009	MSAD
November 19, 2009	MSAB
January 21, 2010	MSAD
March 11, 2010	MSAB
May 6, 2010	MSAD
June 17, 2010	MSAB

MDE Assurance of Compliance: Motion by Marty Amundson, second by Alex Caddy, to approve the MDE assurance of compliance. Motion carried (5-0)

Information and Announcements:
MSA 2009-2010 School Calendar:

MSA Special Education Director's Presentation: This presentation was tabled until the November meeting.

Midwest Superintendent's Conference: Linda Mitchell explained that the Midwest Supt's Conference will be held at MSAD, November 4-6. Linda invited board members to attend the workshop on sustainable residential schools. Once the workshop agenda is set, Linda will share it with board members.

State Fair: The Academies had a booth in the Education building at the MN State Fair. It was good exposure and a good experience.

MSAB Foundation: Linda distributed membership envelopes in efforts to recruit members for the Foundation. The Foundation's newsletter will be included in mailings and posted on MSAB's website.

Adjournment: Motion by Joyce Daugaard, second by Nadine Jacobson, to adjourn the September 17, 2009 MSA board meeting. Motion carried (6-0)

Nadine Jacobson, Clerk

THE MINNESOTA STATE ACADEMIES BOARD

Meeting Minutes

Thursday, November 19, 2009

Present: Walt Kramer, Chair; Joyce Daugaard, Vice Chair; Nadine Jacobson, Clerk; Dr. Gwen Jackson, Treasurer; Martha Amundsen; Kim O'Donnell; Linda Mitchell; Joan Breslin-Larson; Russell Pudas, Alex Caddy

Absent: None

Others: Roxie Mitchell, Mike Hopwood, Dr. Woog, Pat Clarke

Interpreters: Nettie Peters, Amy Amundsen

Call to Order: Walt Kramer, Chair, called the Minnesota State Academies November 19, 2009 meeting to order.

Approval of Agenda: Motion by Joyce Daugaard, second by Nadine Jacobson, to approve the agenda as presented. Motion carried. (5:0)

Approval of September 17, 2009 Board Meeting Minutes: Motion by Joyce Daugaard, second by Martha Amundson, to approve the September 17, 2009 meeting minutes as presented. Motion carried. (5:0)

Public Comment: None

MSA Special Education Director's Presentation: Billie Ward shared with the board her PowerPoint presentation of the Academies programs.

Administrative Reports:

Academies Administrator Report: Linda Mitchell reported on the following:

Board Operations Items:

- MSAB and MSAD Foundations were both listed on the MNGive.org website. This is a fundraising site where for one day donations to MN nonprofit organizations/charities would be matched, up to a certain amount. MSAB Foundation reported that they received close to \$3,000 through this one-day event.
- The wind energy collaboration is moving forward and the first feasibility report is complete. The group is now considering the possibility of four windmills to be placed on farm property east of Faribault (not the MSA property as was previously proposed). The estimated cost of a wind farm of this size would be approximately \$14 million dollars. The site for a large wind turbine (1.5 mg) requires about two acres of land, including the necessary access road to the turbine. A local realtor will be contacting farmers on the east side of Faribault to inquire about the possibility of leasing land for this purpose. The group will continue to research funding sources, including grants. The state agencies involved may be going to the legislators to request funding. The goal is for the turbines to provide most of the electricity needed for MSAB, MSAD, Shattuck, District One Hospital and the Department of Corrections.

The next step in the feasibility study is to gather 6 months worth of wind readings.

- In November, MSAD hosted the Midwest Superintendents' Conference, which included superintendents and outreach persons from 13 states. Participants stated that it was one of the best conferences they have attended. Linda thanked Pat Clarke and staff who helped with organizing the event. Participants requested that the interpreters of this conference be scheduled for the CEASD conference in the spring. Larry Siegel, attorney and author of the National Deaf Education Project, addressed the entire group on "least restrictive environment" versus "most restrictive environment" and what that means for Deaf and Hard of Hearing students. Other conference speakers included Joe Finnegan, executive director of CEASD; Jay Innes, Gallaudet Professor; and Joe Fischgrund, retired superintendent of the Pennsylvania School for the Deaf and adjunct professor at Gallaudet. MSA board member Joyce Daugaard attended part of the conference. After listening to the speakers, Linda felt reassured that resurrecting the MSAD early childhood program was the right thing to do and that expanding the Academies outreach programs is critical. The speakers shared research data that was interesting and important to the sustainability of "center" schools.
- A legislative order asked that the Office of Enterprise Technology research the concept of how centralizing technology statewide might save money and/or increase efficiency. The company hired to collect the data did not have the Academies on their list and thus we were overlooked. The Academies IT staff is finalizing a report to submit data. Linda is not in favor of the Academies technology department becoming centralized with other state technology services. The Academies needs are more specialized.
- After meeting with the Department of Education, Mike Hopwood and Linda learned of a discrepancy in numbers. Since MDE took over direct billing for the 1-1 aides, we have not been able to get our numbers to match. There is also a change in the interpretation of costs related to assistive technology items that were formerly being paid by the school districts. Now MDE is saying that the Academies must provide (pay) for assistive technology needs that are required for a student as mentioned in their IEP. This is a new cost to the Academies.
- The new Sunday return time for dorm students took effect on November 1 (7:00 p.m.). The change was implemented and ran smoothly. Additional schedule changes will be discussed for next school year, including revisiting the metro day bus idea.
- One of the Academies buses is no longer in service. The bus we currently have is 11 years old. If another bus is needed to transport students Faribault Transportation Company will be contracted.

- The State is changing its accounting and procurement system (MAPS), which requires that our business office staff attend intensive training sessions. The new system will take effect July 2011.
- Due to the change in hours for the dorms opening on Sundays, MSA and AFSCME had entered in to a Memorandum of Understanding (MOU) and are re-posting the positions. Positions will be posted as soon as the MOU is agreed upon by members.
- A new state grant is available to help document oral history for museums. An expert in oral history interviewing is willing to train staff (who in turn will train students) on how to conduct an oral interview. For MSAD, Wesley Lauritsen's book and related documents cover history from 1863-1963; there is no documentation (in one place) that covers 1963 to present. Cindy Weitzel, MCDHH staff member, visited to review the Academies needs. Most of the Academies (MSAB and MSAD) history documentation is housed at the Minnesota Historical Society for proper keeping. This grant money would allow us to organize and document recent history as well as take care of artifacts that are currently in the south wing of Tate Hall.
- The Academies have met with Faribault Public Schools to review the current mainstream contract. This contract was put in place more than 25 years ago. It is time to revisit the contract and adjust it to meet the needs for students at both the Academies and the FPS. Services currently included in the contract are:
 - MSAB – aide assistant, Brailist, administrative cost of supervision
 - MSAD – four interpreters
 - Both - supplies, staff development, liaison, indirect cost and administrative costs of \$25,000.A few years ago, the Academies took on the student support services staff as state employees.

Legislative Update:

- The five projects requested for bonding money include:
 - Design/build for new dorm on MSAD campus (final pre-design is completed)
 - Asset preservation: \$4.2 million requested
 - \$100,000 for renovation of Mott Hall for WeCreate: language changed - the Academies are now asking for pre-design money for a new technology center.
 - \$500,000 for South Central College Collaborative: SCC building a dorm for MSAB's A+ program.
 - \$500,000 to close the road between MSAB's building and Seitz field.
- Linda attended a meeting sponsored by the Chamber in which the local legislators listened to the concerns of businesses. It was depressing to listen

to business owners talk about the poor economy. This bonding session will be short (begins in February) and difficult financially.

- Linda met with Patty Fritz regarding the Parent Choice language. Patty Fritz supports the language and will present it to the legislature for the Academies. Linda plans to contact Senator Dick Day as well.
- It is now possible for a deaf student to apply to be a legislative aide at the state capitol. Students need to apply for the one position available. This is a great opportunity for a deaf student to gain experience in the political arena.

Financial Report:

'10 Year-to-Date Report: Mike Hopwood reported on the 2010 year-to-date report. Motion by Nadine Jacobson, second by Alex Caddy, to accept the 2010 year-to-date report as presented. Motion carried. (7-0)

Linda Mitchell explained that the compensatory ed money is based on how much money the Academies receive for students on free and reduced lunch. Since the Academies are classified as a residential school, students who stay in the dorm are automatically included. In an effort to maximize our compensatory ed money, all parents of day students will be contacted to be sure the necessary paperwork has been filed for those who qualify. Linda expressed her gratitude to Mike Hopwood and the Academies supervisors for their efforts in managing a very tight budget.

MSAD Director's Report: Roxie Mitchell distributed an outline of her report (see packet). Enrollment is at 138, including three new admissions. Student activities include:

- MSAD's holiday program will be held on December 23, 2009, at 9:30 a.m., in the Noyes Hall Auditorium.
- Because the Academies are a smaller population, three student programs that focus on leadership skills will be combined. Those programs are the Student Body Government, Jr. NAD, and National Honor Society.
- Peace Builders program has a special monthly activity. November's activity will include helping an MSAD family in need and collecting food for the local food shelf.

Roxie reported on two new student programs:

1. First Steps is a functional vocational program organized by Sue Heuston and her classroom aides.
2. Project Lead the Way is a new science curriculum that will be implemented at the middle school level at MSAD, and will eventually include the elementary students. Two staff will attend training next summer. The program focuses on science, technology, engineering and robotics. These programs tie in nicely with

our request for funding for a new technology center (one of the five bonding items).

Recent staff development includes:

- 6+1 training for teachers on both campuses. MSAD staff will now focus on applying an ASL format.
- Two staff have attended NCA training. The next step in the process is to survey all the stakeholders. Surveys will be out soon.
- Various staff are being trained on Cognos, which is a program that belongs to TIES (Technology Information Education Services) Student Information System that is used by the Academies. This program will compile student data, including test scores.
- Construction work in Pollard Hall is completed. The IMPACT program will move into the building by early January. An open house event is being planned.

MSAB Director's Report: Dr. Woog shared details of recent student activities and staff development training.

- Dr. Woog is working with her Special Education Program Assistants (SEPA). SEPAs will be offered professional development training, which will include technology, intervention strategies, and behavior strategies. Together they will compile a resource book. The SEPA's have mentioned that communication is an issue within their department, so they are working on improving communication.
- Dr. Woog has set up an Academy Advisory team. This team consists of five teachers, Dr. Woog, special ed director, residential director, food service director and health director. They meet once a month to review items, form an action plan and then share information with staff at monthly faculty meetings.
- Computer training sessions have been scheduled for all education staff.

Dr. Woog reported on several MSAB events. The chilidog supper was a great success. Alice thanked Kim O'Donnell for her time and skills in organizing the event and kudos to all staff who donated time or items. The Obstacle Course dedication was well attended. The music concert will be on December 10.

Dr. Woog is working with the IT staff to enhance the MSAB webpage. The MSAB Foundation and the Minnesota Chapter of the National Association of Parents with Visually Impaired children have been linked to the site. Dr. Woog will be posting a communication newsletter on the website. Board suggestions for improving the website include:

- Involve Ken Trebelhorn in the website additions, making sure new links are accessible to Blind and Visually Impaired people.
- Other links to consider:
 - Minnesota Organization of Parents of Blind Children
 - National Federation of the Blind of Minnesota

Dr. Woog shared with the board the meetings and conferences she has attended over the past two months.

A parent rep has joined the MSAB site council. The council will begin to work on the goals they have discussed. Some of those goals include preparing for the future NCA visit, SEPA and staff resource book, staff development and teacher observations.

The vacant teacher position has been filled. Kelly Kauss comes with a lot of experience with multi-challenged students.

MSAB has 54 students enrolled.

There was discussion on whether the Academies could somehow track the number of students who are served by the Academies statewide. Dr. Woog will determine the total number of students that MSAB serves.

Operations Reports:

MSAD Site Council Report: Russell Pudas reported:

- The site council is involved in the accreditation process and is preparing for an on-site visit for March 2010. Chet Virnig is chairing the committee, which meets bi-weekly.
- There is concern for student safety in regard to the traffic flow at the end of the school day. Possible solutions are being discussed.
- By-Laws were reviewed; changes were made and approved at the last meeting.
- A procedure for volunteers assisting on campus is being discussed.

MSAB Site Council Report: Kim O'Donnell's report included:

- State Services for the Blind representative, Jan Bailey, is retiring in December. Carolyn Barnes is the new parent representative to the MSAB site council.
- Obstacle course is completed.
- Chili Dog Supper raised over \$1300.
- The council continues their "Going Green" promotions.
- Track and goal ball teams have completed their seasons. Wrestling and cheerleading have started their seasons.
- The winter music program will be on December 10, 2009; entitled "Dear Santa". Performances will be at 1:30 p.m. and 7:00 p.m.
- Student Council is collecting for a food drive and Toys for Tots.
- The council is discussing a possible fieldtrip to Eagles Bluff, an environmental learning center. Linda Mitchell suggested that Shattuck St. Mary's be contacted regarding their ropes course.

Old Business:

Parent Choice Update: Linda Mitchell met with Minnesota Department of Education Assistant Commissioner Morgan Brown and Attorney General rep for the Academies, Marty Casserly to finalize statute language. With Patty Fritz's support, parent choice will be presented to Legislators and should be part of the Academies admissions by July 1, 2010.

New Business:

Policies Review:

MSA Equal Educational Opportunity – Second Reading:

On motion by Alex Caddy, second by Joyce Daugaard, to accept the MSA Equal Educational Opportunity Policy. Motion carried. (7-0)

Volunteer Policy: (Handout distributed at the meeting): The Academies' background check policy (408) covers volunteers; hence, there is no need for a new policy. Each campus will have its own procedures, which will be set by the individual site councils.

MSA and Faribault Public School Annual Mainstream Contract Agreement:

A motion by Joan Breslin-Larson, second by Dr. Gwen Jackson, to approve the mainstream contact agreement as presented. Motion passed. (7-0)

Information and Announcements:

- Alex Caddy may be absent at the January meeting pending the birth his child.
- Board members were invited to stay for lunch followed by a tour of the new obstacle course.

Adjournment: Motion by Joyce Daugaard, second by Marty Amundson, to adjourn the November 19, 2009 MSA board meeting. Motion carried. (7-0)

Nadine Jacobson, Clerk

THE MINNESOTA STATE ACADEMIES BOARD

Meeting Minutes

Thursday, December 31, 2009

Present: Alex Caddy, Linda Mitchell,

Present via telephone: Walt Kramer, Chair; Nadine Jacobson, Clerk; Marty Amundson

Others: Attorney Cindy Davis, via phone

Interpreter: Nettie Peters

Call to Order: Walt Kramer, Chair, called the Minnesota State Academies December 31, 2009 meeting to order.

Approval of Agenda

Public Comment: None

New Business:

Adopt the state-recommended plan to comply with the IRS regulations regarding the 403 (b) plans: Cindy Davis, Attorney, explained to the board that this plan document will keep the Academies in compliance with IRS regulations. Although regulations do allow for plan termination on 403(b) plans because this plan is funded with individual annuity contracts, individual annuity contracts do not allow for distribution upon termination of a plan and the IRS has not provided any guidance as to how a plan distributes those kinds of assets upon termination. Technically, under the law you can terminate; however, there is no practical means by which to do so with this plan. It is hoped that in the future IRS will provide guidance to accomplish such a termination. If/when that happens then the Academies can formally terminate the plan, if so desired. Another option (future) will be to unfreeze the plan to allow contributions under the plan again. You wouldn't have to use an individual annuity plan funding vehicle; you could do it through custodial accounts or through a group annuity which would allow you to make decisions about the plan much more easily. This action is required today to be in compliance with regulations; this is not locking the Academies in. In the future you will be able to do things with the plan that makes sense for your agency.

Cindy asked that a signed resolution and the signed document be sent to her, and she suggested that the Academies keep a copy for their records.

Motion by Marty Amundson, second by Alex Caddy, to adopt the state recommended plan to comply with the IRS regulations regarding the 403 (b) plans as presented. Motion carried. (4:0)

Approve MSAD's application for Project Lead the Way: Motion by Alex Caddy, second by Nadine Jacobson, to approve MSAD's application for the program "Project Lead the Way" as presented. Motion carried. (4:0)

Adjournment: Motion by Nadine Jacobson, second by Marty Amundson, to adjourn the December 31, 2009 MSA board meeting. Motion carried. (4:0)

Nadine Jacobson, Clerk

Notes: LB

THE MINNESOTA STATE ACADEMIES BOARD

Meeting Minutes

Thursday, January 21, 2010

Present: Walt Kramer, Chair; Joyce Daugaard, Vice Chair, Dr. Gwen Jackson, Treasurer; Nadine Jacobson, Clerk; Alex Caddy; Martha Amundson; Kim O'Donnell; Linda Mitchell; Russell Pudas;

Absent: Joan Breslin-Larson;

Others Present: Mike Hopwood, Dr. Alice Woog, Roxie Mitchell

Interpreters: Nettie Peters, Amy Amundsen,

Call to Order: Walt Kramer, Chair, called the Minnesota State Academies January 21, 2010 meeting to order.

Walt Kramer, on behalf of the entire board, extended congratulations to Joyce Daugaard and Dr Gwen Jackson on their re-appointments to the board. Both will serve a four-year term, January 25, 2010 – January 6, 2014.

Approval of Agenda: Motion by Alex Caddy, second by Dr Jackson, to approve the agenda as presented. Motion carried. (6:0)

Approval of November 19, 2009 Board Meeting Minutes: It was noted that Alex Caddy's name is missing from the record of attendance. Motion by Joyce Daugaard, second by Nadine Jacobson, to approve the November 19, 2009 minutes as amended. Motion carried. (6:0)

Approval of December 31, 2009 Board Meeting Minutes: Motion by Marty Amundson, second by Alex Caddy, to approve the December 31, 2009 minutes as drafted. Motion carried. (6:0)

Public Comment: None

Election of Officers: Joyce Daugaard, acting chair, asked for nominations for the position of Chair. Motion by Nadine Jacobson, second by Dr. Jackson, to nominate Walt Kramer as Chair to the board. Motion carried (6:0)

Walt Kramer, Chair, asked for nominations for the position of Vice Chair.

Nadine Jacobson nominated Joyce Daugaard for Vice Chair.

Alex Caddy nominated himself for the position of Vice Chair.

Joyce Daugaard asked that her name be withdrawn; hence, Nadine Jacobson withdrew her nomination.

Alex Caddy's nomination of himself was seconded by Dr Jackson. Motion carried. (6:0)

Walt Kramer, Chair, asked for nomination for the position of Treasurer.

Motion by Dr Jackson, second by Marty Amundson, to nominate Joyce Daugaard as Treasurer. Motion carried. (6:0)

Walt asked for nominations for the position of Clerk. Motion by Joyce Daugaard, second by Dr. Jackson, to nominate Nadine Jacobson to continue in the role of clerk. Motion carried. (6:0)

2010 Officers:

Chair – Walt Kramer

Vice-Chair – Alex Caddy

Treasurer – Joyce Daugaard

Clerk – Nadine Jacobson

Administrative Reports

Academies Administrator Report

Board Operations Items: Linda Mitchell informed the board of a request from the Governor's office, received just before the December holidays, via the Academies executive budget officer, that the MSA provide a plan showing a 3% reduction (about \$274,000) to the Academies' budget for the remainder of 2010 fiscal year and another 3% for the next (2011) fiscal year. In her report, Linda emphasized

- that the Academies are in the middle of a school year, all students come to the Academies on Individual Education Plans, which are legal documents; hence, if money allocated to professional technical contracts (O&M, speech, Physical Therapy, etc) were cut, the Academies would not be in compliance.
- Thanks to Mike's fiscal frugality, the Academies have saved \$49,000 which we would like to use for a new bus. If the budget is cut, that money will be returned to the state treasury. A bus is a necessity in providing for our students.
- The Academies are considered a state agency, not a school district; therefore, the Academies do not qualify for stimulus money.

The five projects included in the MSA's bonding requests are:

- Design/build for new dorm on MSAD campus (final pre-design is completed) \$12.4 million
- Asset preservation: \$4.2 million requested
- \$100,000 for pre-design money for a new technology center
- \$500,000 for South Central College Collaborative: SCC building a dorm for MSAB's A+ program
- \$500,000 to close Highway 298- the road between MSAB's building and Seitz field

The Governor has recommended only the asset preservation money.

Linda will meet with department heads to discuss possible savings and other ways to "think outside the box" without affecting programs. One possibility is to offer year-round school for the Academies. An alternate schedule would provide some advantages. One would be the reduction in time off for regression to occur and another would be the elimination of the need for ESY services. The year-round program could be a "45-15" schedule or something similar to that. Linda asked for

board approval to investigate the plusses and minuses of a year-around school option.

Following discussion, the board suggested that Linda seek assistance from the Minnesota Commission for the Deaf, Deaf-Blind and Hard of Hearing to approach legislators to change statute language so the Academies are considered a school district and not a state agency; that would allow applying for grants/funding. Linda explained that since the Academies are not considered a district the Academies cannot levy. Mike Hopwood explained that the Academies don't qualify for many grant options because they are not a 501c3 (non-profit); however, the MSAB and MSAD Foundations can apply for grants on behalf of the Academies.

Legislative Update: Linda reported that the Academies submitted language, their final draft to the legislative analyst for "parent choice." Linda will testify before the House Education Committee next week before the formal session begins, regarding the Academies' five bonding requests. Linda will meet with individual legislators during the next several weeks.

Senator Day's vacant position will be filled following the January 26, 2010, special election. There are three people running for the seat.

Financial Report:

FY10 Year-to-Date Report: Mike Hopwood reported on the 2010 year-to-date report. Motion by Joyce Daugaard, second by Martha Amundson, to accept the FY10 year-to-date report as presented. Motion carried. (6:0)

MSAD Director's Report: Roxie Mitchell mentioned that the Academies elementary department runs on a trimester schedule, as does the Faribault Public Schools elementary department. The Academies middle school and high school departments run on a semester schedule. Conflicts arise when trying to set up special services for our students. Roxie plans to review scheduling between the public schools and MSA.

MSAD enrollment is at 138 with two possible new enrollments within a month.

Roxie gave updates on the NCA process, the MSAD volunteer procedure, Cognos – TIES data collection program and the IMPACT program.

- NCA surveys have been distributed to all stakeholders. Survey results will be compiled and a report submitted during the first week in February. Roxie expressed her appreciation to all the staff that have assisted with this process.
- The MSAD site council has completed the MSAD volunteer procedure, which states that only parents can volunteer and only during school hours. Background checks are required. Training sessions will run throughout the school year to help the parent volunteers better understand what is expected of them.
- The reports compiled by using TIES Cognos data program will be included in the NCA report. Test results will be shared with the board at the March meeting.

- Kristen Thomas, Volunteers of America director and therapist, is running the IMPACT program. The program runs Monday - Friday. Kristen holds group and individual therapy for the five students enrolled in the program. She works with Russell Pudas, classroom teacher. The five students in this program were previously enrolled at MSAD.

Roxie thanked the board for their support of the Project Lead the Way program they formally approved at the meeting December 31, 2009.

The board asked how often the Academies would perform background checks on an individual. Linda Mitchell explained that the Minnesota School Board Association explained that legally background checks are required only once unless there is a break in service, or if there is a cause for concern. Dr. Jackson mentioned that the Edina school districts require background checks every 5 years.

The board asked how the Academies deal with a student who requires ESL services. Roxie Mitchell explained that such a student would mainstream with the Faribault Public Schools in an ESL class.

The board requested that Roxie include in the March board packet NCA survey results and test score reports.

MSAB Director's Report: Dr. Woog reported on student activities and staff development. The Academy Advisory team (volunteers) has met twice. This team meets monthly to address issues, and then shares the information with staff.

MSAB events:

- Twins Caravan will be on campus January 21.
- This year's dress up dinner/party will have a French theme. Board members are invited.
- State Services for the Blind may hold their March meeting at MSAB.
- The Governor has proclaimed the week of January 18, as Para Professional recognition week. Teaching assistants and dorm staff will be recognized during the week.
- Joe Cioffi, creator of tactual maps, will be using MSAB as an initial site for a GPS navigational system called "click and go." Alice is researching ways to fund this \$3500 investment.

Dr. Woog's report on her activities as director included groups who visited/toured campus and on-going work with the MSAB Foundation's grant writer. Items funded by the Foundation are the new obstacle course, funding for two MSAB students to attend South Central College and \$5000 to purchase equipment for the work program (shredders, die cutters, paper cutters, etc) and for fine arts activities. Dr. Woog expressed her appreciation to the Foundation for all their support to MSAB students.

Dr. Woog continues formal observation/evaluations of her teaching staff using Charlotte Danielson's framework for teaching. Dr. Woog and her staff are finding the process very rewarding.

Two new MSAB staff: Human Services Technician and a teacher for the multi-challenged students.

Operations Reports:

MSAD Site Council Report: Russell Pudas reported on several school activities.

Site Council activities include:

- The council reviewed, discussed and approved the changes made to the staff sign language communication skills policy.
- The council continues to look at updating and adding information to the website. New to the website will be a posting of courses available to our students. This will show that MSAD does meet MDE state standard requirements.
- Chet Virnig reported to the council on the NCA process. The formal team visit will be March 29/30, 2010.

MSAB Site Council Report: Kim O'Donnell reported that the council has set six goals for the coming year. Council members chose to serve on committees to assist with the following goals:

- 1:1 mentoring program
- Develop crisis teams for various situations
- Development of a resource manual for staff
- Communication (websites, newsletter, etc)
- Public Relations
- "Going Green" - the council is working with Randy Dirks, Physical Plant Director, to promote the "going green" concept school wide.

The council will review and update its by-laws by fall of 2010. The State Services for Blind (SSB) position is vacant.

Kim shared with the board several school activities.

Old Business:

Walt Kramer, brought up board meeting issues. Following discussion it was decided that the March 11, 2010 meeting will be moved to March 4, 2010 and the personnel committee will meet on February 23, 2010, at Edina's district office conference room, 2:00 p.m., to discuss goals for 2010.

New Business:

Policies Review:

Staff Sign Language Communication Skills Policy – First Reading:

Linda Mitchell reported the communication skills requirements listed in the policy/procedure manual were listed as a procedure. Linda has separated the

policy part from procedure part and is bringing it to the board for approval. Linda has met with staff regarding these policy changes and has gotten positive feedback. Statute language states that staff is required to have "sign language skills appropriate to their positions." There is some staff whose job requires less contact with deaf students/staff (survival level). The procedure, put in place 25 years ago, was originally called Sign Communication Proficiency Interview (SCPI). It is now called Sign Language Proficiency Interview (SLPI). The focus is the same, only the name has changed. Linda explained reasons for the need to update this policy. This revised policy emphasizes that those staff that have direct contact with deaf students/staff (intermediate and advance levels) will still have timelines to meet in passing the proficiency tests. By making changes to this policy, Linda hopes to:

1. Alter attitudes of staff who have little contact with deaf people (survival level). Hopefully, staff will become more comfortable using sign language.
2. To provide survival level staff the opportunity to see, and use, sign language by attending classes and developing a better understanding of deaf culture by attending events.

After explaining the policy to the board, the board asked if the unions were involved in making the changes and would staff be paid for attending events outside of work time. Linda will meet with department heads to discuss paying staff to attend events outside work time. The board is to look at the policy part. The board asked that Linda report her decision at the March meeting before a second reading.

MSA Wellness Policy Review – First Reading:

Linda reported that since the Academies required staff to purchase meal tickets to eat food prepared in the kitchen some staff bring their own food. The Academies wellness policy states that food from outside cannot be brought into the dining room. Linda explained the language change of the wellness policy that will allow staff and students to bring lunch into the dining room.

Information and Announcements:

- Linda will testify before the House K-12 Education committee the last week in January.
- Summer school dates are set but are tentative pending the Academies budget.

Adjournment: Motion by Dr. Jackson, second by Nadine Jacobson, to adjourn the January 21, 2010 MSA board meeting. Motion carried. (6:0)

Nadine Jacobson, Clerk

THE MINNESOTA STATE ACADEMIES BOARD

Thursday, March 4, 2010

Meeting Minutes

Present: Walt Kramer, Chair; Alex Caddy, Vice Chair; Joyce Daugaard; Nadine Jacobson; Joan Breslin-Larson; Marty Amundson; Kim O'Donnell; Russell Pudas; Linda Mitchell

Absent: Dr. Gwen Jackson

Visitors: Mike Hopwood, Kari Pofahl, Dr. Berge, Denise Reid

Interpreters: Nettie Peters, Amy Amundsen

Call to Order: Walt Kramer, Chair, called the Minnesota State Academies March 4, 2010 board meeting to order.

Approval of Agenda: Changes to the agenda:

Dr. Berge, representing the MSAB Foundation, will address the board during public comments.

Motion by Joyce Daugaard, second by Nadine Jacobson, to approve the agenda as amended. Motion carried. (6-0)

Approval of January 21, 2010 Board Meeting Minutes: Motion by Alex Caddy, second by Marty Amundson, to approve the January 21, 2010 minutes as drafted. Motion carried. (6-0)

Public Comment: Dr. Berge gave a briefing on the MSAB Foundation's recent activities. The Foundation's board will distribute the annual report to MSA board members later.

Administrative Reports:

Academies Administrator Report:

Board Operations Items: Linda Mitchell reported that the Academies were not included in the Governor's budget cuts for this 2010 fiscal year (April – June). The money set aside in anticipation of the 3% cut will be used to purchase a bus and possibly one or two handicap accessible vehicles. To date there is no information on the 2011 fiscal year budget and how it affects the Academies. The reports for the future state budget require all state agencies to look at how they do business and how to do business differently.

Legislative Update: Linda Mitchell has been to the Capitol to testify for the Academies bonding projects.

- Asset preservation, A+ Housing, and pre-design for a new Technology Center are small ticket items that will pass.
- Linda will meet with MCF (Department of Corrections) administration to finalize the MSAB road project.

Linda and Billie Ward testified before the House Education Policy Committee on the Academies Parent Choice language. The committee requested that the policy be re-

written to clarify the language. Linda is working with the legislative analyst to craft understandable language. If the policy committee approves, it will go back to Mindy Greiling's committee. This statute language, if passed, will go in to effect July 1, 2010.

Linda and Mike Hopwood will meet with Commissioner Alice Seagren. Part of the discussion will cover third-party billing, what MSA can bill for, a flexible school year schedule and clarification of our statute language. MDE says the Academies can only bill for educational aides. In the past, the Academies have been able to bill for O&M, outreach, etc. What is unclear is the language of being able to provide a fee for service with a school district, but not being able to contract with school districts. There is language that says the Academies can provide "supplemental educational services." Mike Hopwood will investigate the possibility of school districts being able to access the "cooperative" prices offered within the Materials Management division of the Department of Administration.

Another item of discussion will be the Academies switching to an alternative school year (called a "flexible learning year" by MDE). The Faribault Public School District is also studying the possibility of a year-round program to begin in the fall of 2011.

Linda expressed her concern that the MSAB community has experienced a lot of unexpected loss. Linda commends the staff on their attitude and support to each other.

Financial Report:

FY '10 Year-to-Date Report: Mike Hopwood reported on the 2010 year-to-date report. Motion by Nadine Jacobson, second by Alex Caddy, to accept the FY '10 year-to-date report as presented. Motion carried (6-0)

The board requested the June meeting agenda include a detailed report from the Academies third-party billing department.

MSAD Director's Report: Roxie Mitchell gave a summary of recent school activities. Roxie Mitchell introduced Kari Pofahl, MSAD middle school teacher, who reported on the Kansas Learning Strategies, a language arts program she uses in her classroom.

Roxie Mitchell introduced Denise Reid, MSAD Administrative Assistant. Denise explained the Academies data reporting system. Roxie expressed her appreciation to Denise for her commitment to assist with this program and data collection.

Roxie Mitchell gave details of her report. Additions include:

- MSAD's North Central Accreditation visit will be in March 2010.
 - The board requests to see the results of the education staff survey at the May meeting.

- The board requests that Roxie address the survey response to the question regarding bullying at school (elementary grades).
 - Roxie expressed appreciation to the site council and their efforts in assisting with the NCA visit preparation.
- MSAD's IMPACT program is in full operation. Kristin Thomas is the executive director and therapist. The program has four students. Linda mentioned that the VOA staff are thrilled with the therapist and the progress of the students in this program.

MSAB Director's Report: Dr. Woog gave details of her report. Additional items included:

- MSAB site council has discussed offering parent/teacher conferences.
- The Click and Go internal GPS project will include areas in the Faribault community that MSAB students access. This technology will become more common worldwide. Nadine cautioned students be taught navigation with and without such a system.
- Summer school will be July 12-23. Planning is in progress.

Operations Reports:

Personnel Committee Report: The personnel committee met on February 23, 2010 to discuss the Academies goals for 2010. A draft was distributed.

Motion by Alex Caddy, second by Nadine Jacobson, to accept the 2010 goals as presented. Motion carried. (6-0)

MSAD Site Council Report: Russell Pudas reviewed the site council's January and February meeting minutes. Linda added that the safety committee recently discussed the effectiveness of MSAD's paging system. Reports run by IT show that either pages are not being received or staff are not responding to pages. This is a key part of MSAD's security plan. It is necessary for MSAD to reevaluate MSAD's safety communication system and MSAD's emergency lock-down procedure.

MSAB Site Council Report: Kim O'Donnell reviewed the site council's January and February meeting minutes. MSAD carpentry class will make cane boxes for all classrooms at MSAB. Upcoming student activities include Twins opener theme dinner, swimming, forensics and goal ball events. The spring play will be May 5, 1:30 and 6th at 7:00 p.m. The play is "East Side Story" a combination of West Side Story and Romeo and Juliet. Special t-shirts will be sold for this event.

Old Business:

Policies Review:

Staff Sign Language Communication Skills Policy – Second Reading:

Linda met with MSAD site council to clarify that skills level requirements are not changing – the only change is the process required of those in survival level positions. Linda did receive feedback/suggestions to the form:

- State that an hour of workshop/event is equal to one CEU

- Clarify that sufficient time will be provided during normal work time. There is an option to attend other events outside the workday, without pay.

Motion by Joyce Daugaard, second by Alex Caddy, to approve the Staff Sign Language Communications Skills Policy #420 as amended. Motion carried. (6-0)

MSA Wellness Policy Review – Second Reading: Motion by Marty Amundson, second by Joan Breslin-Larson, to approve the Minnesota State Academies Wellness Policies on Nutrition and Physical Activity #533 as updated. Motion carried. (6-0)

New Business:

Policy Review:

Key/Keycard Policy – First Reading: Linda Mitchell explained that this is a current policy that needs to be updated to include security key cards in the Key Policy #802.

Gift Approval: Motion by Joyce Daugaard, second by Marty Amundson, to approve a gift certificate of the MN Orchestra to be given to Dr. Duncan for appreciation of his years of service to the Academies. Motion carried. (6-0)

MSA B Foundation Standard Contract: The standard contract between MSA and the MSAB Foundation, as required by state auditors, requires board signature. Motion by Joan Breslin-Larson, second by Nadine Jacobson, to approve the latest contract between MSA and the MSAB Foundation. Motion carried. (6-0)

Information and Announcements:

- There was discussion regarding changing the May 6, 2010 meeting time to an afternoon meeting so board members could attend the MSAB spring play. A decision will be made later.
- The coat trees that are being made by the MSAD carpentry class will be placed in meeting rooms and possibly sold as a fundraiser for their class.

Adjournment: Motion by Joyce Daugaard, second by Marty Amundson, to adjourn the March 4, 2010 MSA board meeting.

Nadine Jacobson, Clerk

Notes: LB

THE MINNESOTA STATE ACADEMIES BOARD

Thursday, June 17, 2010

Meeting Minutes

Present: Walt Kramer, Chair; Alex Caddy, Vice Chair; Joyce Daugaard; Dr. Gwen Jackson; Nadine Jacobson; Joan Breslin-Larson; Linda Mitchell

Absent: Marty Amundson; Kim O'Donnell; Russell Pudas

Visitors: Mike Hopwood; Jenny Jo Haram, Intern Interpreter; Roxie Mitchell; Pat Clarke

Interpreters: Nettie Peters, Amy Amundsen

Call to Order: Walt Kramer, Chair, called the Minnesota State Academies June 17, 2010 board meeting to order.

Approval of Agenda: Motion by Dr. Jackson, second by Joyce Daugaard, to approve the agenda as submitted. Motion carried. (6:0)

Approval of March 4, 2010 Board Meeting Minutes: Motion by Joan Breslin-Larson, second by Nadine Jacobson, to approve the March 4, 2010 minutes as drafted. Motion carried. (6-0)

Public Comment: None

Administrative Reports:

Academies Administrator Report:

Board Operations Items: Linda Mitchell reported

- School Buses: two have been ordered. One is larger with a storage compartment; the other bus is a handicap accessible bus that holds up to 8 wheelchairs. Both buses should be delivered before school starts this fall.
- A+ Housing Project: All parties involved are currently working on a Joint Powers Agreement. Minnesota State Colleges and Universities (MNSCU) liaison has been doing the legwork for this project. The plan is still to begin the ground work in August. MSAB held a memorial service for Weston McNeilus, an MSAB student who passed away recently. In Weston's memory a tree will be planted near this project.
- Projects:
 - MSAD:
 - All playground equipment will be replaced
 - Tennis courts will be refinished
 - MSAB
 - Track and field areas will be refurbished
 - MSA: MNDOT is installing new curb cuts at all pedestrian crossings.
- TV interview for "Cities on the Move": Roxie Mitchell and Dr. Woog were interviewed by a local cable station for their program "Cities on the Move". The show targeted Faribault and included the Academies in its 30 minute segment.

Legislative Update:

Parent Choice Language: The Academies parent option language was in the education policy bill, which was not passed. Linda will propose that it be included again in next year's legislative session and hope that it will be in effect by July 2011.

Funding approved:

- A+ Housing funding passed.
- \$100,000 for pre-design for a technology center.
- \$25,000 was moved from Frechette Hall pre-design to asset preservation.

Early retirement incentive: About 30% of MSA employees qualify for the early retirement incentive.

MSAB Road Closure: Linda has requested a meeting with the MN Dept of Transportation. A property survey will be completed for the Academies to clarify the boundaries of MSAB and MCF. This project has support of all those involved; the only question is who will pay for it. This is a safety issue that needs to be addressed. Speed bumps are not an option since it is a state highway.

Graduation ceremonies: Both ceremonies went well. Linda thanked Marty Amundson for her assistance and attendance as a board member.

Minnesota Department of Education: Linda and staff met with Alice Seagren and several staff of MDE to clarify some procedures and interpretations that impact the Academies. The meeting was productive for both parties. One of the items clarified was billing for extended school year, which is now understood to be something the Academies cannot do. Because of that, it may be that the Academies should ask for funding from the legislature to provide ESY services for the state. The Academies is also considering a flexible school year, which can be determined by the governing board. Before asking the board's approval of a flexible school year, meetings with all stakeholders would need to occur to determine if such a calendar would be supported by families and staff. MDE clarified the Academies' questions about charging of student fees. There is special statute language to address this. Student activity fees should be paid by the families, not the school district. Also clarified was the Academies authority to provide respite care to students who are wards of the State. This will be researched further and will be shared with school districts and county social service people.

Budget Ideas for 2011 FY:

- Some vacant positions will not be filled. Two positions recently filled are speech and language specialists. Another possible new service may be providing cochlear implant "mapping" if our current audiologist can be trained/certified to do this.

- Reallocation of resources: we may be able to change how we do business to save money.

State Fair committee: The Academies will have a booth at the state fair. Along with brochures and marketing items, staff will hand out an “I-Love-You-on-a –stick-fan”.

Tandemonium Day: A father of a Blind son (due to brain cancer) will donate two tandem bikes and helmets to every Deaf and Blind school in the nation. The only requirement is that the bikes be ridden on a special day set up to honor the son’s 10 year survival anniversary. The day is called Tandemonium Day and is partnered with the American Cancer Society. The bikes donated to MSA are in MN; we await permission to pick them up. More info will be shared regarding this event as it becomes available.

MSAB director replacement: The MSAB Director position will be filled by John Davis. John is currently employed at MSAB as a science teacher, has a teacher of the VI license and is currently working as the MSAB athletic director. John is willing to get his administrative licensure. Dr. Duncan has agreed to mentor John. Linda is confident that John is capable of working with the Academies staff and providing the necessary leadership for the position as director. Linda will submit a request for a waiver, which can be renewed once and allows John two years to get his license.

The board acknowledged Linda Mitchell’s expertise in dealing with recent staffing concerns and taking action as needed.

Financial Report:

FY ’10 Year-to-Date Report: Mike Hopwood reported on the 2010 year-to-date report. Motion by Nadine Jacobson, second by Dr. Jackson, to accept the FY ’10 year-to-date report as presented. Motion carried (6-0)

Budget Report (Draft): Mike reviewed the fiscal year 2011 draft budget report. Today’s document is a draft and does not require board action; said action will be taken at the September 2011 meeting. Mike explained the deficit will possibly be taken care of by not filling some of the vacant positions.

MSAD Director’s Report: Roxie reviewed her report. Added comments include:

- “City on the Move” – a local cable station doing their weekly segment of “City on the Move, interviewed several businesses in Faribault. Roxie and Dr. Woog participated on behalf of the Academies. The show aired three times.
- Enrollment for summer school is 68 students, early childhood through 12th grade.
- IMPACT program has 5 students and will run at the same time as the summer program. Roxie will arrange for the board members to visit the IMPACT program and the Next Steps Program in the fall. The therapist is perfect for the job and an efficient signer. Linda mentioned that the results of the

IMPACT program are very positive and the program has been very successful.

- Early Hearing Detection Intervention (EHDI) team members (early childhood teachers, audiologist, parents, MSAD Director, special education director, etc) is, again, up and running. EHDI's purpose is to provide unbiased support to parents of newly diagnosed Deaf/HH young children by data collection, providing workshops and conferences and opportunities for parent networking. MSAD will have a booth exhibit at the Hands and Voices national conference in July, with two MSAD staff attending the conference.
- North Central Association Commission on Accreditation and School Improvement (NCA CASI) and the Southern Association of Colleges and Schools Council on Accreditation and School Improvement (SACS CASI) (accreditation divisions of *AdvancED*), along with the Conference of Educational Administrators of Schools and Programs for the Deaf (CEASD), visited MSAD. MSAD is now fully accredited by both programs. The CEASD report and a link to the AdvancED report will be sent, via email, to all board members. Commendations and recommendations will be posted on MSAD's websites (the full report is too large to post). Roxie gave a brief summary on comments included in the reviews:
 - MSAD has a collaborative/team approach
 - All stakeholders are committed to the vision and mission of the school
 - Students feel safe
 - Administration does an excellent job of communicating
 - The governing board members have a wide range of expertise, which is uncommon for most boards, and all board members are engaged in the governing progress of the school
 - School reports are comprehensive and complete
 - Facilities are well maintained
 - Crisis manuals are complete
 - They commented on the success of many programs (early childhood, Peace Builders, technology, extracurricular activities, student support services, fiscal services department, etc)
 - Respectful, motivated students
 - Recommendations:
 - Expand transition program
 - Expand goals and objectives to student performance
 - Encourage a space study
 - Continue to develop professional learning communities
 - Initiate a peer coaching program for faculty
 - Close the QH playground due to safety reasons.
- New playground equipment is being researched for the MSAD campus.

Alex Caddy recognized the outstanding job Roxie Mitchell, her staff and the MSAD site council did in preparing for the accreditation visits.

MSAB Director's Report: Linda Mitchell reviewed Dr. Woog's report.

Operations Reports:

MSAD Site Council Report: No report

MSAB Site Council Report: No report

Third Party Billing Report: Cindy Koziolk gave a report on the Academies' third party billing process. In order for the Academies to bill for the services listed, the student must be on medical assistance and the parent must submit written permission to bill for needed services. This program can be audited at any time. Documentation is very important and must be in sync with each student's IEP.

Old Business:

Policies Review:

Key/Keycard Policy – Second Reading:

Motion by Alex Caddy, second by Joan Breslin-Larson, to approve the Key/Key Card Policy as presented. Motion Carried (6-0)

New Business:

MSHSL 2010-2011 Resolution for Membership with MSAD: MSAD's annual membership to the Minnesota State High School League has board approval for signature.

MSAD Foundation Standard Contract: The standard contract between the MSA and the MSAD Foundation, as required by state auditors, was approved for board signature.

Early Retirement Incentive Program: Linda explained that recent legislation was passed that would provide state agencies an opportunity to offer early retirement to employees who have 15 years of allowable service and are eligible to receive an annuity. MSA has approximately 70 staff that meet this criteria. The Academies have sent a survey to those staff who qualify for this incentive. Linda explained the Academies plan (included in the board packet) that has to be arranged with individual employees by December 31, 2010 and the employee must retire by June 30, 2011. Individual retirement plans will be shared with MMB for their approval.

An agency can incorporate this retirement plan in their budget to provide a cost savings by either not filling the position or filling the position with an employee whose salary is less than that of the retiring individual.

The benefits for the employee include the Academies' agreement to put money in the employee's health savings account at the equivalent cost of 24 months of health insurance.

A restriction on the retiree is that he/she cannot work as a state employee for three years after retirement begins.

Employees will have to research their own finances to determine if this a good plan for them. The Academies will facilitate bringing experts to campus to provide informational

sessions for those who might be interested but still need more information. This is a state-wide option.

MSA 2010-2011 School Calendar:

Motion by Joyce Daugaard, second by Alex Caddy, to approve the MSA 2010-2011 school year calendar as presented. Motion carried. (6:0)

Information and Announcements:

Kathy Wente, MSAD Residential Director, a 42 year employee, will retire in September.

Minnesota School Board Association's summer seminar will be August 5 and 6. If any board member is interested in attending the seminar, please contact Lola.

The proposed meeting schedule was reviewed and accepted. Meeting dates are:

September 16, 2010
November 18, 2010
January 20, 2011
March 3, 2011
April 28, 2011
June 16, 2011

Joan Breslin-Larson announced that MDE has hired a state specialist for the Blind and Visually Impaired. Her office will be housed in Roseville at MDE and she plans to visit the Academies in the near future.

Adjournment: Motion by Joan Breslin-Larson, second by Dr. Jackson, to adjourn the June 17, 2010 MSA board meeting. Motion carried. (6:0)



Nadine Jacobson, Clerk

Notes: LB

THE MINNESOTA STATE ACADEMIES BOARD

Thursday, September 16, 2010

Meeting Minutes

Present: Walt Kramer, Chair; Alex Caddy, Vice Chair; Nadine Jacobson; Joyce Daugaard; Marty Amundson; Joan Breslin-Larson; Russell Pudas; Kim O'Donnell; Linda Mitchell

Absent: Dr. Gwen Jackson;

Others: Roxie Mitchell; John Davis; Mike Hopwood; Tamera Weller; Pat Clarke

Interpreters: Nettie Peters; Amy Amundsen;

Call to Order: Walt Kramer, Chair, called the Minnesota State Academies September 16, 2010 board meeting to order.

Chair, Walt Kramer, introduced and welcomed John Davis, MSAB Director to the meeting.

Approval of Agenda: Motion by Joan Breslin-Larson, second by Marty Amundson, to approve the agenda as submitted. Motion carried. (6-0)

Approval of June 17, 2010 Board Meeting Minutes: Changes to the June 17, 2010 meeting minutes:

- Under the Academies Administrator Report, Board Operations, first bullet – should read, "...the other bus is a handicap accessible bus that holds up to eight wheelchairs." Adding the word *accessible*.
- Under the Academies Administrator Report, Board Operations, second bullet – add the students name (Weston McNeilus) for whom the memorial tree was planted.

Motion by Joyce Daugaard, second by Joan Breslin-Larson, to approve the June 17, 2010 minutes as amended. Motioned carried. (6-0)

Public Comment:

Tamera Weller, MSAD SEPA and AFSCME representative, addressed the board regarding the Academies administration considering contracting out food service for the students of the Academies. Tamera stressed that privatizing, for the long term, does not save money. AFSCME has documentation that supports this statement and they are willing to share it with the board. The idea of privatizing has caused a great deal of anxiety among AFSCME employees which affects the whole agency's community. Tamera mentioned that other AFSCME members were afraid to attend the meeting for fear of retaliation; and asked the board to consider not moving in the direction of privatizing at the Academies.

Administrative Reports:

Academies Administrator Report:

Board Operations Items:

Linda Mitchell, Superintendent, reported on the Academies events:

The A+ housing building project has begun. All the pre-building requirements were completed in time for the carpentry class to begin their fall semester. The next step for administration is to advertise the A+ program which will begin fall of 2011.

The Academies new security system continues to be a challenge. Randy Dirks, physical plant director, has submitted a letter to the authorities stating his frustration with the inconsistencies of the various contractors and demanding they provide a working system. The system is up and running, just not as securely as it should be.

The Academies have eight employees who have taken advantage of the Early Retirement Incentive (ERI) offered by the legislature. These employees either have retired, or will retire, before June 30, 2011. There are many more staff who qualify for ERI and the deadline for them to express interest and for the Academies to agree is December 31, 2010. The retiree will receive two years worth of health care insurance money placed in their health care savings account. There is a stipulation that the retiree cannot work for the state for three years following retirement; this stipulation may be the reason some staff are choosing not to retire at this time.

Ralph Anderson, MSAB Foundation board member, has retired. Linda Mitchell, along with John Davis and Amanda Taylor, MSAB student attended the luncheon in his honor.

MSA has a new executive budget officer, Kerstin Larson. (As an EBO, Kerstin is a MN Management and Business employee who represents MSA at finance discussion with the Governor and his staff. Kerstin replaces Kristy Swanson.) Linda and Mike Hopwood recently met with Kerstin giving her background information and history about the Academies. The Academies have been asked to prepare a 5% (\$550,000), 10% (\$1.1Million), and 15% (\$1.6 Million) budget cut list. The first report, a narrative in response to questions is due October 15 and the final budget document is due November 5. The information gathered from all state agencies' budget cut lists will help the new Governor in making budgetary decisions.

Linda mentioned that the opening of the school year went smoothly. Enrollment numbers on both campuses are stable. MSAD's early childhood program continues to grow and MSAB's enrollment is equal to last year. The Academies have hired two speech/language therapists; difficult positions to fill due to lack of qualified applicants.

Academies projects:

- Seitz Field has been resurfaced and is ready for use.
- Tennis courts (MSAD) will be under construction this fall and ready for use by spring 2011.

- Parking lot entrance behind the south end of Tate Hall is complete for current use. Blacktop surfacing will be done next summer. This change reduces traffic to the inner circle and to the playground behind Tate Hall. Linda and Randy will meet with Faribault's new fire chief to discuss closing the north end of this same road. Closing the road will provide safer access from Tate Hall to the playground.
- The new handicapped accessible bus is expected to arrive yet this September.

Legislative Update:

Linda explained a recent Faribault Daily News article regarding Hwy 298. Although the reporter interviewed Linda regarding the road project, the printed article was more focused on Senator Parry's stance on the Local Government Aid (LGA) funding. Senator Parry had requested funding from all parties involved, including the city of Faribault. The Faribault City Council denied Senator Parry's request. This, and other issues, led Senator Parry to call a town meeting. Senator Parry asked that Linda attend the town meeting in case there would be discussion regarding Hwy 298.

The discussion was focused on other issues, no discussion regarding Hwy 298. Linda stressed the urgency in completing the Hwy 298 pre-design study. The Academies have \$25,000 reserved for this study and MNDOT has agreed to contribute as well.

Financial Report (Mike Hopwood)

'11 Year-to-Date Report: Mike Hopwood reported on the 2011 year-to-date report.

Motion by Marty Amundson, second by Nadine Jacobson, to accept the FY '2011 Year-To-Date report as presented. Motion carried. (6-0)

2011 Budget Report: Mike reported on the FY11 General Fund spending plan. A change to the report since the July version is the addition of 4 MSAD interpreters who were moved from supplies to salaries and benefits.

Motion by Joyce Daugaard, second by Alex Caddy, to accept the FY '11 General Fund spending plan as presented. Motion carried (6-0)

MSAD Director's Report: Additions to Roxie Mitchell's report:

- Project Lead the Way was moved from Mott Hall to Smith Hall using a mobile lab.
- Keith Baker will take over the driver's education class as Pat Bronk retires from the Academies.
- Girls' volleyball team will attend a national tournament in October. The trip is fully funded by the team's fund raising events.
- Two performers coming to MSAD:
 - Deaf magicians will be on campus October 1.
 - Windell Smith Jr. - a CODA (Child of Deaf Adult) will give a presentation to students and staff on his experiences growing up in a deaf world and understanding the differences between the hearing and deaf worlds. This is an event that staff who have a "survival" level sign language requirement can attend which will count toward their required CEUs or hours of training.

- The IMPACT program currently has five students enrolled with six additional student possibilities from three different districts.

MSAB Director's Report: John Davis reported on the following:

- 48 enrolled with possibly two additional (early childhood) students coming soon.
- New staff: Replacing John in science is Gabriel Gonzalez; replacing Evie Pemrick in A+ is Jamie Jindra; Evie is serving as an outreach person in the Duluth area (.4 position); replacing Colleen Welton in the multi-challenged unit is Craig Horejsi.
- John and Ken Trebelhorn attended the NAPVI conference with Ken presenting on technology.
- The MSAB Foundation's golf tournament raised close to \$35,000. Two alumni preformed at the event. The event was focused on raising money for the arts. The foundation is hoping to assist MSAB by purchasing acoustical treatment for the gym. This past year the Foundation purchased a horizontal climbing wall to be installed in the gym, and sensory equipment for OT/PT room and the sensory room.
- MSAB is hosting a State Services for the Blind transition program on October 2. John is working with SSB staff to arrange for a counselor to be present on campus at least once a month. The new transition counselor is also serving as a representative to the MSAB Site Council.
- The new track is great. The track conference meet is in Indiana on October 2.
- Two tandem bikes were donated to all schools for the Blind throughout the nation, including MSAB. Bikes were donated by Eric Miller, father of a blind son. If Mr. Miller can raise the funds, he is hoping to organize an annual *Tandemonium Day*. For this year, he asked that all donated bikes be ridden on September 4. Although school was not yet in session, John was able to line up riders.
- John and the O&M instructor will be attending the annual meeting of the American Printing House for the Blind.
- John is in a two year program at Minnesota State - Mankato taking administrative classes towards his licensure.

The board expressed their appreciation for his willingness to complete his licensure.

Operations Reports:

MSAD Site Council Report: Russell Pudas gave a report on the MSAD September site council meeting. Currently there are four vacant positions: Minnesota Association of Deaf Citizens, parent, and two academic positions. Carrie Budahl was voted in as Chair; a Vice Chairperson will be voted in at the October meeting. Russell was elected to continue serving as the site council's representative to the MSA board. During the meeting the council reviewed the by-laws, consensus procedure, and the accreditation report. The council will focus on reviewing MSAD's mission statement, finances, school climate, educational programming, student services and technology. The four main

goals for this school year are: 1) reviewing MSAD's mission statement, (2) reviewing the student handbook, (3) grant writing and (4) public relations.

MSAB Site Council Report: Kim O'Donnell informed the board the MSAB Site Council was to hold its first meeting of the school year during the afternoon of the day the board met. Agenda items include welcoming John Davis as MSAB's new director, election of a new chair person, review last year's goals and by-laws. The council has a lot of new members this year.

Construction for the A+ housing has begun. The council will develop a PowerPoint document to present to transition teachers and parents. Information about the A+ program will be posted on the website.

The MSA wellness committee received a grant which will fund renovating a space to store Bosu balls and train staff to teach classes.

Old Business: None

New Business:

Minnesota State High School League Application for Cooperative Sponsorship – Girls Cross Country (Faribault Public School/Bethlehem Academy/MSAD)


Motion by Joyce Daugaard, second by Alex Caddy, to approve the application for MSAD to participate in the Minnesota State High School League cooperative sponsorship for a girls' cross country team. Motion carried. (5-0)

MDE Assurance of Compliance: Motion by Joyce Daugaard, second by Joan Breslin-Larson, to approve the MDE assurance of compliance. Motion carried. (5-0)

Information and Announcements

- Next meeting November 18, at MSAD.
- Russell Pudas thanked the board for their gift following his recent surgery.

Adjournment: Motion by Alex Caddy, second by Joan Breslin-Larson, to adjourn the September 16, 2010 MSA board meeting. Motion carried. (5-0)



Nadine Jacobson, Clerk

THE MINNESOTA STATE ACADEMIES BOARD

Thursday, November 18, 2010

Meeting Minutes

Present: Alex Caddy, Vice Chair; Nadine Jacobson; Joyce Daugaard; Marty Amundson; Joan Breslin-Larson; Russell Pudas; Kim O'Donnell; Linda Mitchell; Dr. Gwen Jackson;

Absent: Walt Kramer

Others: Roxie Mitchell; John Davis; Mike Hopwood; Kristin Oien, Minnesota Resource Center for the blind and visually impaired

Interpreters: Nettie Peters; Amy Amundsen

Call to Order: Alex Caddy, Vice Chair, called the Minnesota State Academies November 18, 2010 board meeting to order.

Approval of Agenda: Linda Mitchell mentioned item 8.2 will not require board action at this time. Motion by Marty Amundson, second by Nadine Jacobson, to approve the agenda as amended. Motion carried. (5-0)

Approval of September 16, 2010 Board Meeting Minutes: Motion by Joyce Daugaard, second by Marty Amundson, to approve the September 16, 2010 minutes as presented. Motioned carried. (5-0)

Public Comment:

Joan Breslin-Larson introduced Kristin Oien, specialist to special education policy, specifically, blind and visually impaired, MDE.

Administrative Reports:

Academies Administrator Report:

Board Operations Items: Linda reported on:

- During the evacuation of MSAB, the Academies dealt with various entities within the state system and learned a lot about environmental issues. Seepage continues to leak into the building, which is cleaned up as it comes in. The long term solution is to fix the foundation of the building. The first phase is to test the ground water. To do so piping has been inserted into the ground to run tests for the next few months. Currently the air in the building and the building itself is clean. As for the emergency, Linda was impressed with how the staff handled the situation. The evacuation ran very smoothly. The event was a great learning experience in how day-to-day business differs between campuses (technology, equipment needed to transport students, etc). The evacuation took place on October 4. MSAB students went home on October 5. All students returned October 10 and 11 and stayed the week at MSAD. The next week students were in session Monday – Wednesday, then home on Wednesday for Education Minnesota break. Staff moved everything back to MSAB October 20-

22. Linda mentioned that she was able to use the emergency calling system to keep parents and staff informed. That system is now set up for both campuses (parents and staff). The Academies have two staff attending training for all state agencies in preparation for a statewide emergency.

- The new bus arrived but did not pass inspection. A decision has not been made as to whether we should order another bus or purchase two vans. John will discuss this with staff for their input/feedback. Until a decision is made, we will contract with the Faribault Transportation Company.
- The Volunteers of America and MSAD collaborative IMPACT hosted an open house on November 17. The program was well received. Visitors included school district administrators, Metro Deaf School, staff from the original committee from the Department of Human Services and other professionals in the field of deafness. This program is set up to service students ages 10-17, serving up to 16 students. Currently, six students are enrolled. This program, eight years in the making, is unique and there is a need for this service.
- Linda, Mike Hopwood and John Davis meet with a representative for the summer transition program (STP) regarding MSAB being the fiscal host for the STP in effort to better stabilize the program. Over the years host sites have varied throughout the state; the goal is to find a permanent site for this transition program. Following discussion it was decided that MSAB will wait for guidance from the Minnesota Department of Education.
- Linda explained the history of the MSA and District 656 (Faribault) mainstream contract. There is statute language that states that the school district (District 656) located in the same city as the state institution (MSA) would keep their basic aide revenue for their students who attend the Academies, and the Academies would not be charged by District 656 for programming provided to MSA students who mainstream. For the past 20+ years MSA and District 656 have not exchanged money. Linda recently found out that the billing process changed in 2008 when MDE took over the billing for the Academies. District 656 was reduced by \$250,000 basic aid revenue last year and this year for students attending MSA. It's not clear if the statute language change is a misunderstanding, if it's in the way students are counted, or if it is a mistake. This is not a good situation for the Academies. Board packet item 8.2 is the paper agreement that says MSA and District 656 will not charge each other for services; it requires both boards' signatures. Neither board will sign the agreement until it is known why District 656 is being charged for services. This item will be on the January agenda.
- The A+ house (the collaborative between MSA and South Central College) is on schedule. Because it is a state project, the Department of Administration requires that the housing project be monitored by I&S Architects, an additional cost; and I&S drew up plans that do not match the student's plans; the Academies must pay for change orders...which are another additional cost. In the end, it will be a nice building; the students are doing a great job. It will be a great addition to MSAB's program.

- The Academies held Thanksgiving feasts on both campuses. Staff was asked to contribute food/cash to the local food shelf.
- Linda, as part of an accreditation team, visited the Florida School for the Deaf and Blind.

Legislative Update: Linda mentioned that the House is changing from 60 committees down to 30 committees and there are a lot of new members to educate prior to testifying. The Academies current budget goes through June 2011. Linda submitted the Academies 5%, 10% and 15% reduction plans, but to date, has heard nothing from our executive budget officer.

Linda mentioned that she and her staff are gathering information regarding contracting out for food service. When all the details are laid out it will be brought before the board for discussion.

Linda has included the request for the parent option language in the Governor's budget in hopes of getting it approved and activated by July 1, 2011.

Financial Report:

'11 Year-to-Date Report: Mike Hopwood reported on the 2011 year-to-date report. Motion by Marty Amundson, second by Nadine Jacobson, to accept the FY '2011 Year-To-Date report as presented. Motion carried. (6-0)

MSAD Director's Report: Additions to Roxie Mitchell's report:

- IMPACT open house had many visitors from various agencies, including a parent of a prospective student.
- MSAD's PeaceBuilders program received a \$300 mini grant that will fund our students in preparing packages to be sent to soldiers and packages included in the local meals-on-wheels program.
- Sertoma organizations from around the state have so far donated \$14,000 (of the \$70,000 goal) towards the MSAD playground equipment.
- MSAD Site Council will review the mission and vision as part of the recommendations from the accreditation process. Sub committees will focus on the recommendations. One area to review is MSAD's mission statement – making it easier to read, easier to remember and easier to understand. Another area of focus will be organizing a family informational weekend. Potential dates are February or April. Safety will be the topic (internet, child, etc) for this weekend program.
- Holiday program will be on December 17, 9:30 a.m., Noyes Hall Aud. All are welcome.

MSAB Director's Report: John Davis reported on the following:

- MSAB's evacuation ran very smoothly. The staff and students enjoyed the interaction and making new friends. John expressed his appreciation to all staff

and mentioned the IT staff and how amazing they were in assisting with the move.

- A+ housing is now enclosed, roof on, shingled and the college students are working on the inside. The project's progress is on the MSAB website. Connie Telschow, Transition Coordinator, has a PowerPoint presentation that she uses to share information with other agencies around the state.
- Upper Midwest Optical presented a check for \$33,000 from the MSAB Foundation's golf tournament. This money will be used to enhance MSAB's arts program (music, theater, drama, etc).
- MSAB handbook has been reviewed and revised. John will bring it to the January meeting for board approval.
- John spoke at the National Federation for the Blind conference. The MSAB site council's mentoring program received positive response and support at the conference.
- The horizontal climbing wall, donated by the MSAB Foundation, is up. The students really enjoy it.
- Holiday program will be on December 9, 1:30 p.m. and 7:00 p.m.
- Enrollment is at 48.
- John and two staff have attended training on the accreditation process, a process he hopes to start during the 2011/12 school year.

Operations Reports:

MSAD Site Council Report: Russell Pudas informed the board of several past and upcoming events. Upcoming events include:

- All MSA staff holiday gathering, December 16
- MSAD holiday program, December 17
- D/HH track and field day (K-6), February 23, Vadnais Heights.

A former MSAD student, Andy Bonheyo, has received national recognition as coach of the year.

Russell reviewed items from the September and October minutes.

Site Council positions vacant are that of vice chair and a dorm representative.

MSAB Site Council Report: Kim O'Donnell reported:

The October meeting was canceled due to the evacuation.

Ken Trebelhorn was voted in as Chair; Michelle Shanley as Vice Chair.

Kim reviewed items of the September minutes.

Past and upcoming events include:

- Chili Dog Supper, November 7. It was a successful event with a profit of \$824.50
- Homecoming was replaced with a Fall Festival.
- Halloween celebration included a Slim-a-thon, an event enjoyed by all.
- A+ housing updates and PowerPoint are posted on the MSAB website.

Nadine Jacobson asked Kim to check on brailing the MSAB cookbooks.

Old Business: None

New Business:

Policy updates:

- **413 Harassment and Violence Policy and Report Form:**
- **514 Bullying Prohibition Policy:**
- **526 Hazing Policy:**

Motion by Nadine Jacobson, second by Joyce Daugaard, to approve policy 413 Harassment and Violence and its report form, policy 514 Bullying and Prohibition, and policy 526 Hazing as presented. Motion carried (6:0)

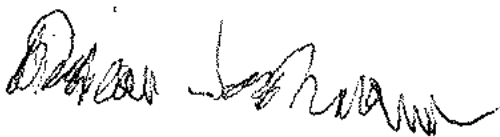
MSA and Faribault Public School District Mainstream Contract 2010-2011: This is the item Linda mentioned under her board operations report, bullet # five. Approval of this agreement was tabled until the January 2011 meeting.

Information and Announcements:

Linda extended an invitation to the MSA all staff holiday gathering, Thursday, December 16, 1:30 – 5:00, in the MSAD museum.

Linda explained Dropbox.com, an electronic storage system where files can be shared with those granted permission. Linda asked the board's permission to pursue this as an option to share updates/changes to the board operations manual. The board granted permission to pursue the system and suggested sharing the board packet, minutes and agendas in the same manner.

Adjournment: Motion by Joan Breslin-Larson, second by Gwen Jackson, to adjourn the November 18, 2010 MSA board meeting. Motion carried. (6-0)



Nadine Jacobson, Clerk

THE MINNESOTA STATE ACADEMIES BOARD

Thursday, January 20, 2011

Meeting Minutes

Present: Walt Kramer, Chair; Alex Caddy, Vice Chair; Joyce Daugaard; Dr. Gwen Jackson; Nadine Jacobson; Marty Amundson; Joan Breslin-Larson; Linda Mitchell; Kim O'Donnell, Russell Pudas

Absent:

Others: Roxie Mitchell; John Davis; Mike Hopwood;

Interpreters: Nettie Peters; Amy Amundsen

Call to Order: Walt Kramer, Chair, called the Minnesota State Academies January 20, 2011 board meeting to order.

Approval of Agenda:

Item 5: Election of Officers – Linda Mitchell asked the board to postpone electing officers to the March 2011 meeting, or until Governor Dayton fills the vacant positions. Motion by Joyce Daugaard, second by Joan Breslin-Larson, to approve the agenda as modified. Motion carried. (7-0)

Approval of November 18, 2010 Board Meeting Minutes: Motion by Joan Breslin-Larson, second by Dr. Gwen Jackson, to approve the November 18, 2010 MSA board meeting minutes as presented. Motion carried. (7-0)

Public Comment: None

Election of Officers: Current officers are: Walt Kramer, Chair; Alex Caddy, Vice Chair; Joyce Daugaard, Treasurer; Nadine Jacobson, Clerk. It was decided to postpone electing new officers until the March 2011 meeting.

Administrative Reports:

Academies Administrator Report:

Board Operations Items: Linda reported on the Academies facilities and phase 2 of the master plan:

- Technology Center pre-design: Discussion of a new technology center has begun. The Academies have \$100,000 for the pre-design. Linda plans to present the pre-design design to legislators by fall 2011. The current plan is to add a technology center to the east end of Smith Hall. This center will serve both campuses.
- Frechette Hall: There are 84 students residing at MSAD including the elementary boys. There is need to reorganize space. One option is to demolish Frechette Hall at a cost of \$380,000. The Academies have 10 buildings on MSAD campus. We've been advised to demolish buildings that no longer serve a purpose. Frechette Hall is in major need of repair. The boys are housed in only A and B unit, C unit is closed. Tate Hall and Pollard Hall are two possible short term solutions – until a new dorm is built. In Tate Hall, all the administration offices would need to be moved to another location. Pollard Hall would need more renovation- asbestos removed, new

windows and new HVAC. Linda predicts that by July, if the parent choice language is approved, the Academies enrollment will go up.

- Rodman Hall: It would cost close to \$1 million to renovate the kitchen on MSAD campus.
- MSAD tennis courts: The courts will be torn down and moved north. This will open up the flat land next to the football field, creating a practice field.
- A+ house: The new structure is enclosed. MSA and South Central College will arrange for an open house community event sometime the end of April.
- Gym lighting: New lighting has been installed in the gym at MSAB; a big difference in light and energy savings (using 60% less energy). New lighting will be installed in MSAD gym at a later date.

Other Information:

Summer school will run July 10 – 22, 2011.

Early retirement incentive: The Academies will have a total of 15 staff retired by June 30, 2011.

MSA and Faribault Public Schools mainstream contract: M.S. 125A.65, Subdivision 6, allows for the option that no tuition will be charged to the Faribault School District for students enrolled at the Minnesota State Academies who are residents of the Faribault School District, and that no tuition will be charged to the Minnesota State Academies for students attending the Faribault School District for mainstreaming purposes. Historically, this has been the agreement. There is a current misunderstanding with the Mn Department of Education. In 2008 statute language changed how the basic aid revenue was billed/paid out. MDE is charging FPS for the basic aid revenue, which they aren't supposed to bill them because of M.S. 125A.65, Subdivision 6. Linda has sent information (records of past years and drawing their attention to subdivision 6) to MDE in hopes that this misunderstanding is cleared up soon.

MSA Calendar: Due to the evacuation in October, MSAB will add three days to this school year. MSAB's graduation will be on June 15, their last day of school.

Legislative Update: Representative Patti Fritz has added the Academies parent choice language to the education committee's bill. Our EBO (executive budget officer) suggested that we request it be part of the governor's budget. Linda will meet with the Governor's legislative analyst to be sure the language includes all the Academies needs.

With support from Joan Breslin-Larson and MDE we are looking at adding language to M.S. 125A.71 to include summer transition programming at the Academies. The Academies hosting a transition program will support the A+ project.

To date, Linda has not heard anything regarding the 2012 budget.

Financial Report:

'11 Year-to-Date Report: Mike Hopwood reported on the 2011 year-to-date financial report. Motion by Marty Amundson, second by Nadine Jacobson, to accept the FY '2011 year-to-date report as presented. Motion carried (7-0)

MSAD Director's Report: Additions to Roxie's report:

Due to the early retirement incentive, two educational staff will be leaving. Replacing qualified personnel becomes increasingly difficult. Two interns will be working at MSAD this spring semester.

The Early Detection of Hearing Impairment (EDHI) team is making some positive changes. A new member to the team is the Allina Clinic's audiologist. Mary Ellen Bondhus, MSAD parent and representative for Hands and Voices, has assisted in putting together packets that all audiologists hand out to parents of children with hearing loss.

MSAD students will attend the GPSD basketball tournament February 10, 11, 12 and the Academic Bowl February 14 and 15. Events are in Kansas and Missouri.

John Coverstone, MSA's audiologist, has completed Cochlear Implant training from the U of MN and Mayo Clinic. Having this training provides our students needed assistance without having to travel and it changes the Academies reputation regarding CI. Due to John's connections and reputation the two clinics were willing to provide the training, which normally isn't offered to outsiders.

Linda acknowledged Roxie's expertise in following up on the accreditation visit requirements by promoting a professional learning community.

Minnesota State High School League Grant Resolution: Motion by Joyce Dugaard, second by Alex Caddy, to permit MSAD's athletic director to submit a grant application to the MSHSL requesting \$1,500 for four guest speakers during the National Athletic Directors for the Deaf Conference, which will be hosted by MSAD on June 20-22, 2011. Motion carried (7-0)

MSAB Director's Report:

MSAB Hand Book: John Davis presented MSAB's proposed student handbook. It has been reviewed by the MSAB Site Council. Motion by Alex Caddy, second by Nadine Jacobson, to approve the MSAB student handbook as presented. Motion carried. (7-0)

John acknowledged Jan Gora's involvement with the progress of the A+ housing project. The board will be able to tour the building during the April 28, 2011 meeting.

MSAB is host to the National Association of Parents with Children of Visual Impairments on January 29, 2011. This is a new, but active, group to MN. Several MSA staff will be speaking at this conference.

Ken Trebelhorn and Connie Telschow will present at the American Council of the Blind of Minnesota (ACBM) convention January 22, 2011.

John will begin the accreditation process and schedule the accreditation visit during the 2011-2012 school year.

MSAB's cheerleaders will compete for conference championship in Ohio, January 21-23.

Operations Reports:

MSAD Site Council Report: Russell Pudas reviewed council minutes and shared that MSAD was featured in a recent Hands and Voices newsletter. A copy of that article will be sent to the board members.

MSAB Site Council Report: Kim O'Donnell reviewed council minutes.

Upcoming events;

- March 2 - annual dress-up dinner. This year's theme is *Southeast Asia* and board members are invited.
- Feb 14 – Valentine's Day dinner.
- April 28 – Forensics in Ohio

The independent living committee is involved with the A+ housing and they are enjoying the experience.

The council is reviewing by-laws.

- One change being considered is the council's representative to the MSA board term. Currently that position changes in December; the council is considering making that switch in June, at the end of the school year.
- They are looking at how to change the membership requirements.

The council has started its mentoring program for students. Speakers have been scheduled to present once a month. The goal is to offer one-on-one mentors to the students.

Student Council is reviewing the BAAL event. There is some controversy over its history and intent. It has been decided to continue with the tradition as it has been, leaving it open for review after this year.

Linda Mitchell mentioned that both site councils are reviewing how to change their membership. There are new groups now that didn't exist before that would be beneficial to include on our councils and some positions have been vacant for a long time. Linda is reviewing the steering committees records to see if changes can be made to both councils' by-laws.

Old Business:

Minnesota State Academies and Faribault Public School District Mainstream

Contract 2010-2011: Motion by Nadine Jacobson, second by Alex Caddy, to adopt the Minnesota State Academies and the Faribault Public Schools mainstream agreement for the 2010-2011 school year. Motion carried. (7-0)

New Business:

Master Calendar – MSAB Three Additional Days: Due to the evacuation in October, MSAB calendar is extended to include June 13, 14, 15.

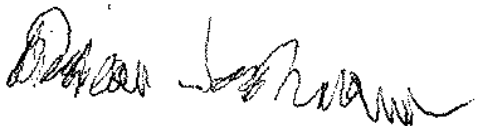
Policy Review:

- **102 Equal Education Opportunity Policy – First Reading:** Linda mentioned that this policy is an MDE mandatory policy. Since the Academies have policy 521 Student Disability Nondiscrimination, which protects disabled students – and all Academies students are disabled – we are covered. The policy will be posted for staff to review. Any comments about the policy will be brought to the March 3, 2011 meeting.
- **418 Alcohol and Other Drug Use Employees Policy – First Reading:** Linda explained that this is a state policy and asked that the board consider acting on its adoption since, as a state agency, we are required to follow it regardless. Motion by Nadine Jacobson, second by Dr. Gwen Jackson, to adopt Policy 418 Alcohol and Other Drug Use Employees. Motion carried. (6-0)

Information and Announcements:

- **Dropbox.com as an option for file sharing:** There was discussion on board members sharing board materials via Dropbox.com. It was decided that IT specialist Dan Scissons assist in drafting a procedure for board members to follow regarding downloading and using Dropbox.com. Motion by Joan Breslin-Larson, second by Joyce Daugaard, to initiate a pilot program in the use of Dropbox.com for dissemination of board materials to board members. Motion carried. (6-0)

Adjournment: Motion by Walt Kramer, second by Alex Caddy, to adjourn the January 20, 2011 MSA board meeting. Motion carried. (6-0)



Nadine Jacobson, Clerk

THE MINNESOTA STATE ACADEMIES BOARD

Thursday, March 31, 2011

Meeting Minutes

Present: Walt Kramer, Chair; Alex Caddy, Vice Chair; Joyce Daugaard; Nadine Jacobson; Marty Amundson; Joan Breslin-Larson; Linda Mitchell; Kim O'Donnell,

Absent: Dr. Gwen Jackson; Russell Pudas

Others: Roxie Mitchell; John Davis; Mike Hopwood;

Interpreters: Nettie Peters; Amy Amundsen

Call to Order: Walt Kramer, Chair, called the Minnesota State Academies March 31, 2011 board meeting to order.

Approval of Agenda: Motion by Alex Caddy, second by Joyce Daugaard, to approve the agenda as drafted. Motion carried (4-0)

Approval of January 20, 2011 Board Meeting Minutes: Motion by Joyce Daugaard, second by Nadine Jacobson, to approve the January 20, 2011 MSA board meeting minutes as presented. Motion carried. (6-0)

Public Comment: None

Administrative Reports:

Board Operations Items:

MSAD lost a student and another student lost a parent during the same week in March. MSAD will have a memorial event for the student sometime this spring.

The MSAD residential director position is vacant and will be posted by summer. Kathy Wente will fill the position for the remainder of this school year.

May 6, 2011 is the employee recognition day.

Legislative Update:

- The Academies trial placement language is in the Governor's recommendation, in the House (HF 133) and Senate (SF400). The language is the same in all three places and should be part of the omnibus education bill; if that bill passes, the trial placement language passes. St Paul school district is concerned that if the Academies have control of trial placement some parent may want their child to commute daily. It may be that a child will have to commute daily (medically fragile, etc) but it is not our intention to make changes to transportation standards.
- To date, there are no other cuts mentioned for the Academies.
- Linda has talked with the Dept of Corrections regarding running a trial program for nutritional services. (One of the budget reductions recommended by the Governor.) Linda plans to share information about the trial program with parents, staff and the public very soon. Her reasons for exploring the DOC as an option include:

- Cost per child per day. (\$3.28)
- High quality food. Their food is fresh; made from scratch; They order in bulk and are able to get the lowest costs;
- Other food vendors are more expensive and the food is of lesser quality (processed food).
- DOC operates 24 hours a day, seven days a week, 52 weeks a year.
- They are located close by – food will be warm and fresh.
- Their menu runs on a five week cycle.
- They are the most highly monitored facility – the supervisor to worker ratio is very high.
- They manage diets for those with allergies, special medical needs, religious restrictions, etc. The Academies dietitian will be involved in tweaking the menu and monitoring the meal choices to meet nutrition guidelines for school-aged children.

The plan is to run the trial program yet this year. Using the DOC for nutrition service is considered an interagency agreement and it's not outsourcing.

Contingent Work Force (CWF) is the company that supervises the kitchen staff at the DOC. Prisoners will not be on our campus. The Academies staff will work in the dining rooms, serving food, washing dishes, etc. There was discussion of board members touring the facility. It was decided the tour is not necessary; however, the board asked for additional information such as a copy of the menu, to sample their food at the May meeting, how to respond to the media should a board member be contacted, etc.

Once Linda has shared information with the necessary staff and DOC is able to get its procedures in place, the trial program will begin.

The board unanimously voiced support for the Academies and the Dept of Corrections running a trial (pilot) program for nutrition services.

Financial Report:

'11 Year-to-Date Report: Mike Hopwood reported on the 2011 year-to-date financial report. Motion by Joan Breslin-Larson, second by Marty Amundsen, to accept the FY '2011 year-to-date report as presented. Motion carried (6-0)

MSAD Director's Report: Additions to Roxie's report:

MSAD will graduate 15 seniors in June.

Playground update: An RFP has been put out – it includes what can be the maximum bid, warranties, IPENA certified, etc. If bids received are not satisfactory we have the option of starting over.

A correction to Roxie's report: June 10 (not June 20th as stated) is the last day of school for MSAD.

Positions to be posted for next year include student development coordinator; librarian, residential hall director, school psychologist, due process secretary and SEPA supervisor.

Russell Pudas is absent today due to a medical emergency.

Marty offered site suggestions for posting vacant positions, and she mentioned the convenience for student teachers/interns to be housed in Pollard Hall, at no cost, while spending time at the Academies.

There was discussion regarding what to look for during an interview to find the best qualified person and encouragement to be sure and check references. Linda explained that many of our positions are very specialized; often there's a small pool of applicants and, as a state agency, we are restricted on what we can offer for salary.

VL² Early Education Longitudinal Study: Gallaudet University is conducting a national research project to explore how family factors and school factors influence how young deaf or hard of hearing children learn. MSAD currently has 12 students who would be involved in this three-year study.

Motion by Alex Caddy, second by Joan Breslin-Larson, to approve MSAD's participation in Gallaudet's VL² educational learning study. Motion carried. (6-0)

MSAB Director's Report: John Davis reported:

Enrollment is at 52. In June four students will be aging out (21 years of age and leaving the program).

A+ Housing project is going well. South Central College Foundation will have a program on Saturday, April 30 with a community wide open house on Sunday May 1. MSAB will have an A+ open house/grand opening in September. SCC has published an article in their MN State Colleges and Universities (MNSCU) magazine which is distributed to legislators. The article focuses on SCC, not so much on MSA. MSAB will contact the local media closer to the grand opening in September.

Upcoming events:

- April 9/10: Swimming and forensics at MSAB
- May 12: Spring Concert (1:30 p.m. and 7:00 p.m.). MSAB students have enjoyed the artist in residence program. The focus has been on jazz, which the students will perform at the concert.
- May 18-20: John will attend the COSB outreach program in Montana.
- June 17/18/19: Parent Child Institute program

NAPVI had previously asked to host a summer (sports) camp at MSAB. They have changed their request to a winter camp, possibly in January/February 2012. They estimate 14-20 participants in sports such as cross country skiing, swimming, goal ball, etc.

Joan Breslin-Larson presented to John Davis several copies of a DVD that was made by the National Center on Accessible Instructional Materials at CAST, Inc. and MNSCU. The DVD focuses on accessible instructional materials for students with print and reading disabilities. The DVD was taped at MSAB and is distributed nationally. Joan asked that John share the DVDs with staff and families of the students who participated in the taping.

Operations Reports:

Personnel committee Report: Alex Caddy reported on the March 3, 2011 personnel committee meeting. The committee discussed the administrator's position description, 2011 goals, nutrition services options and trial placement language.

Motion by Alex Caddy, second by Joyce Daugaard, to accept the 2011 agency goals as presented. Motion carried. (6-0)

MSAD Site Council Report: Russell Pudas absent.

MSAB Site Council Report: Kim O'Donnell reviewed MSAB site council minutes. Kim reported:

- Changes to the council's representatives: Caroline Barnes, parent and NFB representative, resigned; Janet Dickelman replaced John Pike as the American Council for the Blind representative and Kristen Oien, Blind/Visually Impaired Specialist is the representative for the State Vision Network.
- The mentoring program is going well; however, they are reviewing the program since students have expressed an interest in small group discussions for students with time to visit individually with the speaker afterwards. They are not so interested in 1-1 mentoring. If board members know of people who would like to be guest speakers, let Kim know.
- Events:
 - Dress up dinner was on March 2. The theme was Asian; two Asian students were scheduled to provide entertainment.
 - PCI – June 17 and 18
 - Forensics, swimming and goal ball on April 9 and 10 at MSAB, April 1 at South Dakota, and April 29 at Ohio.
 - Pioneers will host a beeper egg hunt and picnic on May 5
- **By-Laws Membership changes:** Linda Mitchell explained that statute states the board will establish the site councils; hence, the board approves changes to the site council's by-laws. Membership groups have not been reviewed since the late 1990s. Linda listed the MSAB site council's suggested changes:
 - add NAPVI (National Association of Parents of Visually-Impaired children)
 - add MNA (Minnesota Nurses Association) the labor union in which MSA's nurses are represented
 - Delete descriptors from the parent and teacher groups, e.g. multi-challenged, academic

- Make the former SVN (state vision network) position an on-going position filled by the MDE State Vision Specialist for the Blind/Visually Impaired.

Motion by Joan Breslin-Larson, second by Marty Amundson, to approve changes to the MSAB Site Council by-laws as proposed. Motion carried (6-0)

There was discussion on the use of teleconferencing as an option for site council meetings.

Old Business: Linda mentioned the mainstream contract with Faribault Public Schools is being reviewed. Possible changes may include:

Having MSA employees support MSAB students in the mainstream
FPS may contract with MSA for ASL interpreters

New Business:

Policy Review:

- **102 Equal Education Opportunity Policy – Second Reading:** The policy was posted for staff to review. Linda received no comments from staff.
Motion by Nadine Jacobson, second by Joyce Daugaard, to adopt the proposed Equal Education Opportunity Policy. Motion carried. (6-0)

- **405 Braille Competency/Special Training – First Reading:** Linda explained updates to this policy. After discussion the board suggested the following changes:
 - Clarifying staff requirements and knowledge of basic competencies
 - On the braille competency checklist – add the wording “At the conclusion of the course the employee will be able to...” so to list instructional objectives and not state that the employee must perform each task.
 - Add a phrase that states the Academy encourages an environment of braille knowledge.
 - Item 4A – changed the wording from “All classroom teachers must possess certification...” to “All classroom teachers must possess licensure...” and in the last sentence “Exceptions to this must follow the Minnesota Board of Teaching guidelines until such licensure is obtained”.
 - The word “braille”, should it be capitalized, or not.

Nadine will work with Ann Godwin on staff requirements and research the correct usage of the word braille/Braille and she will report at the next meeting.

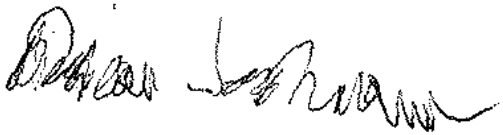
This policy will be posted for all staff to review. Policy 405 will be added to the May meeting agenda as a second reading.

- **501 CPI Prevention Intervention Policy Update – First Reading:** Linda explained that this policy has been reviewed by all departments and will be posted for staff to review. Policy 501 will be added to the May meeting agenda as a second reading.

Information and Announcements:

- Dropbox.com feedback:
Comments include:
Board members will print packets themselves.
Administrative Assistant will send email notices when a new item is posted.
Store meeting packets for a full school year
If board members wish to use a laptop during the meetings let us know before the meeting date so arrangements can be made for wireless access.
- Linda Mitchell has jury duty May 2 - 16. It was decided to change the May 12, 2011 meeting date to May 19, 2011, at MSAB.

Adjournment: Motion by Joyce Daugaard, second by Alex Caddy, to adjourn the March 31, 2011 MSA board meeting.



Nadine Jacobson, Clerk

Notes: LB

THE MINNESOTA STATE ACADEMIES BOARD

Thursday, May 19, 2011

Meeting Minutes

Present: Walt Kramer, Chair; Alex Caddy, Vice Chair; Joyce Daugaard; Nadine Jacobson; Marty Amundson; Joan Breslin-Larson; Linda Mitchell; Kim O'Donnell; Russell Pudas; Dr. Gwen Jackson

Absent:

Others: Roxie Mitchell; Mike Hopwood

Interpreters: Nettie Peters; Amy Amundsen

Call to Order: Walt Kramer, Chair, called the Minnesota State Academies May 19, 2011 board meeting to order.

Approval of Agenda: Motion by Joyce Daugaard, second by Alex Caddy, to approve the agenda as drafted. Motion carried (7-0)

Approval of January 20, 2011 Board Meeting Minutes: Motion by Joan Breslin-Larson, second by Marty Amundson, to approve the March 31, 2011 MSA board meeting minutes as drafted. Motion carried. (7-0)

Public Comment: None

Administrative Reports:

Board Operations Items:

Crisis Manuals: Academies staff has updated the Guide to Emergency Procedures manuals.

A+ House Project: Following this meeting the board will tour the A+ house. Jan Gora and Randy Dirks, along with South Central College, have done a wonderful job on the A+ House project. South Central College has held two open house events; one for their students and staff and a second one for the Faribault community. Linda has heard numerous comments on how wonderful the house is.

This project was very successful; Linda is willing to collaborate with SCC on future projects. MSAB will host an open house for MSAB stakeholders sometime in the fall of 2011. Representative Patty Fritz was very instrumental in getting this project through the bonding process.

Master planning: Asset preservation money is allotted every two years. The Academies administration is developing a master plan that includes 3 rounds of bonding years (6 years worth of projects) so when testifying, legislators can better understand the long range plan.

Technology center: The architects toured both campuses. The design will be submitted to legislators in the fall of 2011. This center will serve both campuses.

MSAB Foundation: The Foundation's board held their annual meeting at MSAB in May. They continue to work on ways to enhance programming at MSAB.

Road closure: MSA administration is working with the Department of Administration on the road closure issue, but this project is temporarily on hold.

Food service pilot program: The food service trial program with the Department of Corrections and Contingent Work Force will run May 16-20 at MSAB and May 23-27 at MSAD. Board members are invited to sample the food by attending lunch on campus following this May 19, 2011 meeting. A report of the pilot program will be compiled by all parties involved.

MSAB's mechanical room: Linda explained that the actual water table next to the building is 3.5 feet to 5 feet above the mechanical room. The engineers are working on a design that will run ground water away from the building.

The two board positions that came vacant in January have not yet been filled. Linda has been in communication with the Governor's office and awaits his decision.

Legislative Update:

- The regular legislative session is scheduled to end on May 23, 2011. Due to lack of a budget the Governor may call a special session, which is yet to be scheduled. All state agencies, including the Academies, have been instructed to plan for a potential government shutdown.
- Trial placement language is included in a bill.
- Linda expressed concern that the legislature may impose across the board cuts affecting all state agencies. Mike Hopwood and Linda will talk to our EBO (executive budget officer) and the Governor's office to inform them how such a decision would impact the Academies.
- Linda explained that Enterprise Lean is a coordinated state government initiative for improving the organizational performance and results in Minnesota's state government agencies, including the Office of Enterprise Technology. This plan is not beneficial to the Academies. Agencies must submit a report to OET by June 15, 2011.

Financial Report:

'11 Year-to-Date Report: Mike Hopwood reported on the 2011 year-to-date financial report. Motion by Nadine Jacobson, second by Marty Amundsen, to accept the FY '2011 year-to-date report as presented. Motion carried (6-0)

MSAD Director's Report: Additions to Roxie's report:

- MSAD has 17 families inquiring about the school's programs.
- The site council's Family Day, held on April 9th, was very successful. The council has decided to plan three such family events next year.
- Roxie is working with an organization that is planning for a foreign exchange student to attend MSAD's program. The student is from the Philippine School for the Deaf and her attending MSAD is contingent on finding a host family.
- Playground CAD drawings are due by Friday May 20, 2011. The regional Sertoma meeting will be held at MSAD on June 11, 2011. The Minnesota Sertoma clubs have been very supportive to the Academies playground project.

MSAB Director's Report: John Davis was attending the COSB conference in Montana.

Operations Reports:

MSAD Site Council Report: Russell Pudas thanked the board for their gift during his recent illness.

New members for next year include:

Susan Heuston (MAPE)

Two new student representatives

The council will plan for three events similar to the parent information weekend that took place in April.

MSAB Site Council Report: Kim O'Donnell mentioned new members:

Rian Koplan (NAPVI)

Jan Bailey (NFB)

MNA – still needs a representative

Kim informed the board that the MSAB site council will elect a new representative to the board at the start of the 2011 school year.

Past events:

- Community piano recital
- MSA Wellness Committee had a successful health fair for staff.
- Swimming and forensics team went to Ohio in April.

Upcoming events:

- Forensics team will present to the local Lions Club at the June meeting.
- MSAB will host the North Central Association for Schools for the Blind (NCAS) forensic competition April 2012. Some of the participants will be housed on MSAD campus.
- Parent Child Institute – June 17 and 18
- Awards program - June 13
- Baccalaureate at Our Savior's Lutheran Church - June 14
- Graduation - June 15. There will be two students who are aging out and one student who will graduate but return next fall.

Walt Kramer, Chair, on behalf of the board, thanked Kim for her services to the board.

Old Business: None

New Business:

Policy Review:

- **405 Braille Competency/Special Training – Second Reading:** Linda explained that some adjustments will be made to the policy and suggested it return to the board for a third reading in June. Motion by Nadine Jacobson, second by Marty Amundson, to table this and to bring it back for a third reading to the June 2011 meeting. Motion carried. (7-0)
- **501 CPI Prevention Intervention Policy Update – Second Reading:** Motion by Joyce Daugaard, second by Alex Caddy, to approve this policy as presented. Motion carried (7-0)

MSAD and Minnesota State High School League Resolution for Membership 2011-2012: Motion by Nadine Jacobson, second by Dr. Gwen Jackson, to approve MSAD's membership to the Minnesota State High School League. Motion carried (7-0)

Minnesota State High School League Application for Cooperative Sponsorship – Boy's and Girl's Cross Country cooperative with Bethlehem Academy, Faribault Senior High School, MSAD: Motion by Alex Caddy, second by Joan Breslin-Larson, to approve the Boys and Girls Cross Country cooperative between Bethlehem Academy, Faribault Senior High School and the Minnesota State Academy for the Deaf. Motion carried. (7-0)

Information and Announcements:

- The board was invited to stay for lunch and to tour the A+ House.
- MSA summer school programs will run July 10 – 22, 2011.
- The meeting scheduled for June 23, 2011 was rescheduled to June 30, 2011, with the understanding it depends on legislation approving a state budget.

Adjournment: Motion by Joyce Daugaard, second by Dr. Gwen Jackson, to adjourn the May 19, 2011 MSA board meeting. Motion carried. (7-0)



Nadine Jacobson, Clerk