

Special Meeting

Wednesday, September 10, 2025 6:00 PM

Lysen Hall, MSAB Campus, 400 SE 6th Ave, Faribault, MN 55021

1. **Call to Order:**

2. **Action Items:**

2.A. Out of State Travel Requests

3. **Adjourn**

Out of State Travel

MSAB Track Tournament

Staff: Stacy Akemann, Meghan Needham, along with 5 students

Dates: 9/20/25

Event: Kansas School for the Blind Invitational Track Meet, Kansas City, KS

Justification: MSAB was invited to participate.

Estimated expenses: \$2,800 (transportation, lodging, meals, and registration fee)

Orientation and Mobility Program (in collaboration with Region 10)

Staff: Zach Schaefer

Dates: 6/19-7/22/25

Event: Orientation and Mobility Program, Portland State University, Portland, Oregon

Post-Travel Justification: MSA partnered with Region 10/Zumbro Educational District to arrange an orientation and mobility in-person training in Portland, Oregon, as no comparable programs were available in Minnesota. MSA and Region 10 agreed to share lodging costs, with Region 10 coordinating the arrangements and completing their required documentation. Because Region 10 was handling the paperwork, MSA did not realize that documentation was also needed on our end. To ensure all requirements are now met, we are submitting this out-of-state travel request along with the associated paperwork.

Expenses: \$1,800 for lodging (MSA's portion of the total expenses)