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## **Minutes of Special Meeting Meeting**

A Special Meeting Meeting of the Board of Education of Wayzata Public Schools was held Tuesday, June 1, 2021, beginning at 9:30 AM in the Zoom Teleconference.

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**Board of Education**  
Special Meeting – June 1, 2021

**AGENDA SECTION:** Call to Order

**ITEM:** Roll Call Attendance

**COMMENTS BY:** Andrea Cuene, Board Chair

	<b>PRESENT</b>	<b>ABSENT</b>
Linda Cohen	_____	_____
Seanne Falconer	_____	_____
Sarah Johansen	_____	_____
Chris McCullough	_____	_____
Cheryl Polzin	_____	_____
Bonita Lucky	_____	_____
Andrea Cuene	_____	_____
Chace Anderson, ex-officio	_____	_____



**Board of Education**  
Special Meeting – June 1, 2021

**AGENDA SECTION:** Policy Approval

**ITEM:** Face Coverings

**COMMENTS BY:** Jenni Ebert and Dawn Willson

Attached is the policy and regulations for your consideration.

The policy and regulations were reviewed using the Minnesota School Board Association Model Policy (where available), by the Teaching and Learning department and other district stakeholders where appropriate. A final review was completed by the Policy Committee of the School Board. Changes are indicated by an underline or strikethrough notation.

- Policy 103 – Face Coverings

**Recommended Action:** Approve the updates to Policy 103: Face Coverings as attached.

**Motion by:** \_\_\_\_\_

**ROLL CALL**

**Passed:** \_\_\_\_\_

**Second by:** \_\_\_\_\_

**Failed:** \_\_\_\_\_

**Abstentions:** \_\_\_\_\_

## **103 FACE COVERINGS**

### **I. PURPOSE**

The purpose of this policy is to comply with Executive Order 21-23, Executive Order 21-01, Executive Order 20-103, Executive Order 20-81, Executive Order 20-82, and applicable face covering requirements from the Minnesota Department of Health (MDH) and the Minnesota Department of Education (MDE).

### **II. GENERAL STATEMENT OF POLICY**

- A. On July 25, 2020 Minnesota Governor Tim Walz issued a new executive order requiring Minnesotans to wear a face covering in all public indoor spaces and indoor businesses. This order includes school buildings, grounds, and transportation. This policy will be effective until such time as the executive order, Department of Human Services certified childcare guidelines, and the Minnesota Safe Learning Plan requirements expire.
- B. The District is committed to following the most current and medically informed guidance regarding face coverings. This policy and corresponding regulations are subject to change based on public health guidance.
- C. Wayzata Public Schools requires that all staff, students (in grades K-Transition), and visitors above the age of 5 wear face coverings upon entry to the building(s) and to wear them when inside a building. Face coverings must also be worn when outside but unable to socially distance with at least 6-feet of personal space.
- D. The face covering requirements apply only during the instructional day, while riding on school transportation, and during out-of-school time Wayzata Kids childcare programming. The requirements do not apply to activities outside of the school day, such as sports or other extracurriculars. It is strongly recommended that anyone who is not fully vaccinated continue to wear face coverings indoors in school facilities and when around people from other households, as well as outdoors when social distancing cannot be maintained.
- E. Face coverings are recommended to be worn by staff and students when outside. Students must remain in cohorts, and follow the most current MDE and MDH guidance. Cohorts should not mix with other groups.
- F. Unless an exception described in the regulations (see section: Exceptions And Alternatives; Temporary Removal Of Face Covering) applies, all students, staff, and other people present indoors in school buildings and district offices or riding on school transportation vehicles are required to wear a face covering.

**WAYZATA PUBLIC SCHOOLS**

**Independent School District 284**

**Wayzata, Minnesota**

- G. A violation of this policy occurs when any student, staff, or other person present in a school building, in the school district office, or on a school transportation vehicle fails to wear a face covering, unless an enumerated exception applies.

**ADOPTED:** August 10, 2020

**AMENDED:** February 22, 2021

**AMENDED:** May 10, 2021

**AMENDED:** June 1, 2021

**LAST REVIEWED:** June 1, 2021

## **103-R FACE COVERINGS REGULATIONS**

### **I. DEFINITION OF FACE COVERING**

- A. A face covering, when worn properly, must cover the nose and mouth completely, should not be overly tight or restrictive, and should feel comfortable to wear. The following are included in the definition of face covering:
1. Paper or disposable mask;
  2. Cloth face mask;
  3. Scarf;
  4. Neck gaiter;
  5. Bandana;
  6. Religious face covering; and
  7. Medical-grade masks and respirators
- B. A face shield is a clear plastic barrier that covers the face and allows visibility of facial expressions and lip movements for speech perception. A face shield should extend below the chin anteriorly, to the ears laterally, and there should be no exposed gap between the forehead and the shield's headpiece.
- C. Following the Minnesota Safe Learning Plan, it is strongly recommended that staff wear a face covering and face shield together whenever possible during the school day, to provide additional protection.
- D. Masks that incorporate a valve designed to facilitate easy exhaling, mesh masks, or masks with openings, holes, visible gaps in the design or material, or vents are not sufficient face coverings because they allow exhaled droplets to be released into the air. The Minnesota Department of Health and the Centers for Disease Control provides guidance regarding acceptable face coverings and the proper way to wear face coverings.

### **II. EXCEPTIONS AND ALTERNATIVES; TEMPORARY REMOVAL OF FACE COVERING**

- A. Face coverings should not be placed on anyone under age 2, anyone who has trouble breathing or is unconscious, anyone who is incapacitated or otherwise unable to remove the face covering without assistance, or anyone who cannot tolerate a face covering due to a developmental, medical, or behavioral health condition.

- B. A face shield may be used as an alternative to a face covering in the following situations:
1. A student or staff member may wear a face shield in place of a face covering if there is a medical waiver in place.
  2. Staff, students, or visitors who cannot tolerate a face covering due to a developmental, medical, or behavioral health condition may wear a face shield instead of a face covering.
  3. Staff providing direct support student services; and teachers, where the educational process may be hindered by a face covering; may wear a face shield instead of a face covering when that face covering would impede the service being provided.
- C. Staff, students, and other people present in school buildings or in district offices may remove their face covering or face shield in the following situations:
1. When engaging in classes or activities conducted outdoors if six feet of distancing is maintained or when students are in cohorts. Cohorts should not mix with other groups. People participating in these activities should maintain at least six feet of distance to the extent possible and follow current MDH recommendations;
  2. During specific activities that the Minnesota State High School League (MSHSL) has identified as exceptions to mask/face covering requirements;
  3. While receiving a service, including nursing, medical, or personal care services, that cannot be performed or is difficult to perform when the individual receiving the service is wearing a face covering;
  4. Pre-kindergarten students age 5 years and younger participating in programming in a school building or district office;
  5. When the wearer needs to remove their face covering to eat or drink, though care should be taken to maintain as much space as possible between people while doing so;
  6. During indoor practices or performances involving singing, acting, public speaking, or playing musical instruments where a face covering cannot be used while playing the instrument or participating in the activity, though people participating in these activities should maintain at least six feet of distance to the extent possible and follow current MDH recommendations;
  7. When required by school staff for the purposes of identification;
  8. Staff working alone in their offices, classrooms, vehicles, or job locations that have no person-to-person interaction;
  9. Staff working in communal spaces that have barriers such as Plexiglas or cubicle

walls between employees that are above face level; or

10. When communicating with a person who is deaf or hard of hearing or has a disability, medical condition, or mental health condition that makes communication with a face covering difficult, provided that social distancing is maintained to the extent possible.
11. When in school buildings outside the instructional day for sports or other extracurriculars with the exception of Wayzata Kids childcare programming.

### III. IMPLEMENTATION

- A. This policy will be conspicuously posted in each school building and administrative office and communicated to students, staff, families, and potential visitors to the school building.
- B. The school district will provide face coverings and/or face shields to employees and students. Employees and students may choose to wear their own face covering as long as it covers the nose and mouth. To the extent practicable, the school district will maintain an extra supply of face coverings for people who forget to bring their face covering.
- C. The school district will teach and reinforce the use of face coverings and/or face shields for students and staff throughout the school day, including on transportation vehicles, inside school buildings, and generally when on school grounds.
- D. Individuals who cannot tolerate a face covering due to a medical condition or disability related condition may be permitted to utilize alternative options such as a face shield or other reasonable accommodation. The Superintendent or designee shall have discretion to determine whether an employee, parent, or community member qualifies for a reasonable accommodation and if the accommodation is to be provided. For a student with a medical condition or disability, the student's education team (i.e. IEP team, Section 504 team, health plan team) will determine whether the student qualifies for a reasonable accommodation and the accommodation to be provided. As a condition to granting a reasonable accommodation, the school district may require an individual to provide a physician's note and/or other relevant information or with respect to the condition or circumstance. Requests for reasonable accommodations from the face covering requirement shall be assessed on a case-by-case basis in accordance with applicable federal and state law.
- E. All face coverings shall meet the requirements of applicable dress code policies and/or codes of conduct.

**IV. ENFORCEMENT; CONSEQUENCES FOR NON-COMPLIANCE**

- A. In order to promote the health and safety of employees, students and members of the community, and make available a safe environment that is conducive to learning, compliance with this policy is necessary.
- B. Employees who fail or refuse to comply with this policy may be subject to discipline, as appropriate, up to and including the termination of employment.
- C. Students who fail or refuse to comply with this policy may be subject to discipline or removal from school property. Students unwilling to participate in in-person or hybrid learning in compliance with this policy will be offered distance learning.
- D. The school district may, in its discretion, report violators of this policy to law enforcement. Any individual who willfully violates Emergency Executive Order 20-81 or 20-82 is guilty of a petty misdemeanor and upon conviction must be punished by a fine not to exceed \$100. (NOTE: This does not apply to: (1) children younger than 14 years old; or (2) students 14 years old and older who are enrolled in a school identified in Paragraph 12 of Emergency Executive Order 20-81, and who are on the premises of the school for educational purposes).

**ADOPTED:** August 10, 2020

**AMENDED:** February 22, 2021

**AMENDED:** May 10, 2021

**AMENDED:** June 1, 2021

**LAST REVIEWED:** June 1, 2021



**Board of Education**  
Special Meeting – June 01, 2021

**AGENDA SECTION:** Identified Official with Authority

**ITEM:** MDE IowA Renewal

**COMMENTS BY:** Chace B. Anderson, Superintendent

The Minnesota Department of Education requires that school districts must annually designate an Identified Official with Authority (IOwA) to comply with the MNIT Enterprise Identity and Access Management Standard which states that all user access rights to Minnesota state systems must be reviewed and recertified at least annually. The Identified Official with Authority will assign job duties and authorize external user’s access to MDE secure systems for their local education agency (LEA). The Board recommends to authorize Stacey Lackner to act as the Identified Official with Authority (IOwA) for Wayzata Public School District 0284-01.

**Recommended Action:** Approve Stacey Lackner to act as the Identified Official with Authority (IOwA) for Wayzata Public School District.

**Motion by:** \_\_\_\_\_

**ROLL CALL**

**Passed:** \_\_\_\_\_

**Second by:** \_\_\_\_\_

**Failed:** \_\_\_\_\_

**Abstentions:** \_\_\_\_\_



## Education Identity and Access Management Board Resolution

The Minnesota Department of Education (MDE), Professional Educator Licensing Standards Board (PELSB), and Office of Higher Education (OHE) require annual designation of an Identified Official with Authority (IOWA) for each local educational agency that uses the Education Identity Access Management (EDIAM) system. The IOWA is responsible for authorizing, reviewing, and recertifying user access for their local educational agency in accordance with the State of Minnesota Enterprise Identity and Access Management Standard, which states that all user access rights to Minnesota state systems must be reviewed and recertified at least annually. The IOWA will authorize user access to State of Minnesota Education secure systems in accordance with the user's assigned job duties, and will revoke that user's access when it is no longer needed to perform their job duties.

Your school board or equivalent governing board must designate an IOWA to authorize user access to State of Minnesota Education secure websites for your organization. This EDIAM board resolution must be completed and submitted to the Minnesota Department of Education annually, as well as any time there is a change in the assignment of the Identified Official with Authority.

It is strongly recommended that only one person at the local educational agency or organization (typically the superintendent or director) is designated as the IOWA. If the local educational agency or organization assigns this role to more than one person, identify each designated person in this board resolution.

*NOTE: Please complete the following board resolution language using your organization's letterhead.*

### Designation of the Identified Official with Authority for Education Identity Access Management

Organization Name: \_\_\_\_\_

6-Digit or 9-Digit Organization Number (e.g., 1234-01 or 1234-01-000): \_\_\_\_\_

The Director recommends the Board authorize the below named individual(s) to act as the Identified Official with Authority (IOWA) for this organization:

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Board Member Signature:

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Once the EDIAM Board Resolution is completed, scan and send it to: [useraccess.mde@state.mn.us](mailto:useraccess.mde@state.mn.us)



Chace B. Anderson, Ph.D., Superintendent  
210 County Road 101 North, P.O. Box 660 | Wayzata, MN 55391-0660  
763-745-5001 | Fax: 763-745-5097 | [Chace.Anderson@wayzataschools.org](mailto:Chace.Anderson@wayzataschools.org)

June 1, 2021

To Whom It May Concern,

At the June 01, 2020 Special School Board meeting, the Wayzata School Board unanimously approved the following language:

*Designation of Identified Official with Authority for the MDE External User Access Recertification System The Minnesota Department of Education (MDE) requires that school districts annually designate an Identified Official with Authority to comply with the MNIT Enterprise Identity and Access Management Standard which states that all user access rights to Minnesota state systems must be reviewed and recertified at least annually. The Identified Official with Authority will assign job duties and authorize external user's access to MDE secure systems for their local education agency (LEA). The Board recommends to authorize Stacey Lackner ([stacey.lackner@wayzataschools.org](mailto:stacey.lackner@wayzataschools.org)) to act as the Identified Official with Authority (IOwA) for Wayzata Public School District 0284-01.*

If any additional information is needed for this approval my assistant would be happy to help. She can be reached at [ashley.winter@wayzataschools.org](mailto:ashley.winter@wayzataschools.org).

Regards,

Chace B. Anderson  
Superintendent



**BOARD OF EDUCATION**  
Special Meeting – June 1, 2021

**AGENDA SECTION:** Administrative Reports and Recommendations

**ITEM:** Finance and Business Services Recommendations

**COMMENTS BY:** Jim Westrum, Executive Director of Finance and Business

**Fiscal Year 2021 Updated Revised General Fund Budget Amendment**

The updated revised General Fund budget reflects additional revenue received per the Minnesota Department of Education from Federal sources. The one-time dollars are from the Elementary and Secondary School Emergency Relief (ESSER) fund created by the Coronavirus Aid, Relief, and Economic Security (CARES) Act, Governor’s Emergency Education Relief (GEER)’ and the American Rescue Plan Act (ARP). The federal dollars received from the CARES Act (Coronavirus Relief Funds) were reflected in the revised budget presented in January 2021.

The ESSER funds are used to meet the needs emerging from the COVID-19 pandemic. These dollars include expenditures for salaries and benefits, enhanced cleaning, transportation, technology needs, and other expenses.

The updated expenditures budget reflects certain cost savings primarily from distance vs. in person learning.

The third round of ESSER funds (ESSER III) include a 20% set aside for learning loss. The revenues and expenditures associated with learning loss will be reflected in the 2021-2022 budget. ESSER III includes a requirement for a Safe Return to IN-Person Instruction and Continuity of Service plan. The plan requires input from District and community stakeholders and will be presented to the School Board at a later date.

	Original Budget		1/11/2021 Revised Budget		6/1/2021 Updated Revised	
	Revenue	Expenditures	Revenue	Expenditures	Revenue	Expenditures
<b>General Fund</b>	183,687,479	183,928,655	179,809,182	187,758,344	183,528,157	186,528,344

**Recommended Action:** Approve the updated revised General Fund budget for the fiscal year ending June 30, 2021.

**Motion by:** \_\_\_\_\_ **ROLL CALL** **Passed:** \_\_\_\_\_

**Second by:** \_\_\_\_\_ **Failed:** \_\_\_\_\_

**Abstentions:** \_\_\_\_\_



**Board of Education**  
Special Meeting – June 1, 2021

**AGENDA SECTION:** Adjourn

**ITEM:** Adjourn

**COMMENTS BY:** Andrea Cuene, Board Chair

This agenda item brings closure to the School Board meeting.

**Recommended Action:** Call the meeting to a close.

**Motion by:** \_\_\_\_\_ **Yes:** \_\_\_\_\_ **Passed:** \_\_\_\_\_

**Second by:** \_\_\_\_\_ **No:** \_\_\_\_\_ **Failed:** \_\_\_\_\_

**Time of Adjournment:** \_\_\_\_\_ 14 \_\_\_\_\_