MINNETONKA INDEPENDENT SCHOOL DISTRICT #276

Service Center

5621 County Road 101

**Minnetonka, Minnesota**

Minutes of August 19, 2021 Special School Board Meeting

The School Board of Minnetonka Independent School District #276 met in special session at 10:05 p.m. on Thursday, August 19, 2021 in the Community Room at the District Service Center, 5621 County Road 101, Minnetonka, Minnesota. Chairperson Chris Vitale presided. Also present were Board members Mark Ambrosen, Katie Becker, John Holcomb, Mike LeSage, Lisa Wagner and Superintendent Dennis Peterson, ex officio.

Chairperson Vitale called the meeting to order and asked that everyone stand and recite the Pledge of Allegiance to the Flag.

Chairperson Vitale then announced that the Board’s plan to discuss the Vision document in a return to Study Session at the conclusion of the Special Meeting would be tabled due to the lateness of the hour.

1. **AGENDA**

Becker moved, Wagner seconded, that the School Board approve the agenda, as presented. Upon vote being taken thereon, the motion carried unanimously.

2. **DECISION ON OPENING OF SCHOOL PLAN**

Superintendent Peterson began the discussion by presenting the proposed Return-to-School Safe Learning Plan to the Board, shown in full below:

***The Minnetonka Return-to-School Safe Learning Plan for 2021-22***

*The District takes the coronavirus pandemic seriously and intends to provide high levels of safety to students and staff of the District within a positive learning environment. Several of the most important elements of the Return-to-School Plan for the 2021-22 school year are described below and are presented to the School Board for their approval to provide direction to the District. Many of the elements of the Plan have been in place during 2020-21, and a few of them have been altered to reflect new science conclusions or the current condition of the Coronavirus.*

*The Minnetonka District is committed to providing a safe and healthy environment for each employee, student, parent and visitor to our buildings. This Safe Learning Plan identifies and explains the practices and protocols to help ensure that the District has a safe and healthy learning environment and helps mitigate transmission of COVID-19 in our school communities during the 2021-22 school year.*

*Our primary focus continues to be the education of our students, while integrating health and safety responses into our existing pre-pandemic public health support. It is understood that public health organizations have provided medical advice and local physicians and others encourage the District to simply follow that advice alone without consideration of other factors, we need to consider the public policy implications of a broader set of criteria. While we will continue to evaluate recommendations of the public health agencies, we believe in allowing families personal choice and responsibility regarding some elements of the Plan. We look forward to our continued partnership with our community this school year, and we remain committed to students' educational success and to keeping our learning communities safe.*

*Many things have changed since the start of the 2020-21 school year, when the virus was very new, and we operated under direction of the Governor of Minnesota. Millions of people have had COVID-19 over the past year, and science has revealed that those individuals have developed an immunity that is, at least, equivalent to the vaccines' impact on fighting the virus. Thousands of those infected persons live in our communities, and they are providing a certain level of immunity. Furthermore, since January, millions more people have received one of the three vaccines created to combat the virus, and thousands of persons in our communities have received the recommended dosages of the vaccines. A large percentage of Minnetonka staff have been vaccinated, and a significant percentage of students who are twelve or older have also received the vaccine. Another very important part of the condition of the population of students in our schools is that younger people are still far less likely to get the virus and have much lower levels of complications from the virus, according to current data. We also need to weigh the differences in the Delta strain of the virus, which is more contagious and is far less dangerous for serious illness or death, but it is still dangerous. Those realities are important to the District in providing educational activities in the Coronavirus environment. The other important variables to be considered are the incidence of these factors in our communities and in the schools themselves. General medical advice for an entire country or entire state needs to be evaluated in terms of our local community.*

*Therefore, the District will continue to emphasize the importance of layering strategies, as informed by regular monitoring of community transmission levels, vaccination coverage levels, screening/testing results and the occurrence of outbreaks. This plan will be updated (as needed) based on this information and our evaluation and interpretation of all applicable executive orders and current and future guidance and standards from the Minnesota Department of Health (MOH), Minnesota Department of Education (MOE), the Centers for Disease Control and Prevention (CDC) and federal Occupational Safety and Health Administration (OSHA).*

*All staff, students, families and visitors, as allowed, are expected to comply with and follow the established guidelines and protocols in this Plan for the health and safety of our community. Site leaders and supervisors are expected to ensure compliance with these provisions and support employees, as needed.*

# *Learning Model for all Grades:*

*All students in Grades preK-12 will be offered in-person learning to open the school year. All students in Grades K-8 will be offered an e-learning option, except Immersion which will only be offered online if enough students can be enrolled. High school students can be full-time online, if they choose, by taking Tonka Online courses, which have been expanded to meet all graduation requirements. They will receive help from counselors in building their schedules. All schools will follow the general type of schedules established for 2019-20.*

*Teachers will be expected to work in the in-person option of the program in all grades, and sufficient numbers of teachers will be assigned to the e-learning students in Grades K-8 to provide those learning opportunities to students who select that option. Sufficient numbers of high school teachers will be assigned to the Tonka Online courses to offer the courses students want and need.*

*The District will be prepared to shift to virtual learning only if conditions dictate, or in case the Governor orders the closing of in-person instruction.*

# *Buses:*

*All resident students will be offered District-provided transportation to their assigned schools (students within two miles of their school will need to pay the fee set by the Board). Non-resident students who can get to a bus stop within the District may ride District buses. All passengers are being required by the CDC and the State of MN to wear masks for the duration of their trips on buses. Normal distancing will be allowed. These expectations include buses for District-sponsored athletics, field trips and group travel for programming. Other requirements on the bus are as follows:*

* *Students from the same household are encouraged to sit together.*
* *Students may only ride the buses designated for their transportation to and from school.*
* *Windows and roof hatches will be opened to the extent weather permits to increase airflow and circulation.*
* *Buses will be cleaned and disinfected regularly using disinfectant products that are approved by the Environmental Protection Agency (EPA) for effective use against SARS-CoV-2, the virus that causes COVID-19.*
	+ *The cleaning will focus on frequent cleaning of touched surfaces in the vehicle (e.g., surfaces near the driver's seat, hard seats, door handles, seat belt buckles, doors and windows, grab handles).*
* *Doors and windows will be open when cleaning the vehicle and between trips to let the vehicles thoroughly air out.*

***Arrival Into the Building:***

* *Parents/guardians and/or individuals must complete a home screening before sending their children to school/programming.*
* *The District will work to minimize interaction of students between drop-off and entrance to school facilities, promoting 3 feet of social distancing as much as possible.*
* *The District will encourage social distancing in hallways and common areas.*
* *Students will be encouraged to wash their hands when entering the classroom (if a sink is available in the room) or on the way to the classroom.*

***Lunchrooms:***

*The goal is to continue to encourage good hygiene, frequent cleaning, and healthy behaviors in eating areas, including social distancing of three feet as much as possible. Staff will support the cleaning of surfaces between lunches. Students will be encouraged to clean their spaces as they leave the respective area.*

*Students in Grades 9-12 will be served their lunches in the cafeteria at the High School. Students will continue to be able to eat lunch in the Cafeteria or the South Commons area. Students who have concerns about eating in the cafeteria can have an option to eat in a designated gym. They will be able to reserve a desk in that gym for a separated eating area that will allow significant spacing. These measures will allow for social distancing of three feet, as much as possible.*

*Students in middle schools will be served in their cafeterias, and designated cohort groups will be identified for every student. Students will be required to sit with their cohort group. Social distancing of three-feet will be expected, as much as possible. Students will self-select their cohort group for seating at lunch. Each quarter students will have approximately two weeks to select a different group. Students will then remain in their assigned group for the remainder of the quarter. The process will be repeated each quarter. This system will allow staff to more accurately and efficiently do contact tracing, if needed.*

*Students in Grades K-5 will be served lunches in the lunchrooms and/or classrooms depending on social distancing guidelines as well as the space availability in each school. The balance between eating in the cafeteria and classrooms will vary among the schools. Every effort should be made to assure the three-foot distancing in the eating area. Students eating in the lunchrooms should sit with their class.*

# *Passing from Class-to-Class:*

*Students will occasionally pass from one class to another in the elementary schools, and they should be carefully managed to maintain social distancing both ways in the hallways. Middle school and high school students will be passing after each period and should be managed to ensure proper social distancing to the extent possible. Students should stay to their right as they move through the hallways and enter rooms. Clustering in the hallways should be avoided.*

# *Ventilation and Air Cleaning:*

*A critical aspect of Minnetonka's efforts to provide a safe environment for all occupants of our school buildings and offices is the high-quality protection provided by the District's ventilation system and the auxiliary system of air purifiers in classrooms and offices throughout the schools. This system assures that appropriate fresh air is introduced to every room frequently and minute particles, including the Coronavirus, are removed before infecting inhabitants. Therefore, the District provides two important layers of protection to inhabitants of all rooms in the District through its high-quality ventilation systems that have been certified by engineers and air purification systems that have been installed in all classrooms and offices. These purifiers provide extraordinary protection by removing germs from the air at a level necessary to extract the COVID virus.*

*The District had mechanical engineers from ATSR Architects & Engineers review all of our mechanical ventilation systems to verify that they were performing up to fresh air quality standards required by building codes, which are in alignment with fresh air standards for buildings set by the American Society of Heating, Air-Conditioning and Refrigeration Engineers (ASHRAE). The District received confirmation from them that our ventilation systems were performing as necessary to provide the proper fresh air per occupant This was very important for the District to know, so that we could be confident in continuing to use District buildings all year long during the first full school year during the COVID-19 Pandemic. Fresh air supply is very important.*

*The District was also interested in providing another level of safe air in each building and it was able to locate a unit built by Medify Air (www.medifyair.com) that filters at HEPA13 level, which is commonly referred to as medical grade, and filters down to 0.100 micron. This is very important because the COVID-19 virus is 0.125 microns in diameter, and it was necessary to have filtering down to that level to be able to trap it. There were many others out there that would filter to 0.200 or 0.300 microns, which would not trap the COVID-19 virus. At that time, this was the only one that we could find on the market that would filter down to 0.100 micron. The District purchased 1,159 of those units so that we could equip every classroom, specialist room, media center, music room, office and place of work in the District with at least one, and we put several in larger spaces.*

*The District purchased MA-40 units, which can filter all the air in a classroom every approximately 30 minutes. The important thing about these units, in addition to trapping the virus in the filter, is that they set up an air flow that pulls air down and away from noses and mouths of room occupants. So, if a person is talking, or sneezing, or coughing, any microscopic droplets that they may eject are entrained in the air flow (viruses cannot "swim upstream") and are drawn down and away from noses and mouths.*

# *Temperature-Taking Expectations:*

*Temperature-taking will be available to all students and staff at the beginning of the day.*

# *Promoting Good Hygiene and Health Behaviors:*

* *The virus that causes COVID-19 is mainly spread by respiratory droplets, and all efforts will be focused on preventing the spread of these droplets and the virus contained therein.*
* *HEPA filters will remain in all instructional spaces and buildings.*
* *Regular cleaning and disinfection of our learning spaces and vehicles will continue and they will be cleaned and disinfected regularly using disinfectant products that are approved and effective against the COVID-19 virus.*
* *Students and staff should wash their hands often throughout the day with soap and water.*
* *If soap and water are not readily available, one should use an alcohol-based hand sanitizer with at least 60% alcohol.*
* *Appropriate supplies to support healthy hygiene behaviors (e.g., soap, hand sanitizer, paper towels, disinfectant) will be available and strategically placed in areas where they can be/are frequently used.*
* *Schools will build routines of hand hygiene into the daily school schedule for all students and staff, including handwashing and sanitation breaks during or between classroom activities.*
* *The District will clean and disinfect frequently-touched surfaces and/or shared items and limit shared items.*

# *Students who are ill should stay home.*

* ***Staff who are ill should stay home.***
* *Anyone who has interacted with someone who tested positive for COVID-19 should stay home and contact their health care provider*

# *Anyone who has COVID-like symptoms and is awaiting test results should stay home, along with all household members.*

* *Students and staff should stay home if they have a fever (100°F or higher), or other symptoms of COVID-19 are present.*
* *Additional symptoms of COVID-19 include:*
	+ *New onset cough or a cough that gets worse*
	+ *Difficulty/hard time breathing*
	+ *New loss of taste or smell*
	+ *OR at least 2 of the following:*
		- *chills*
		- *muscle pain*
		- *sore throat*
		- *extreme fatigue/feeling very tired*
		- *new severe/very bad headache*
		- *new nasal congestion/stuffy or runny nose*
		- *gastrointestinal symptoms of diarrhea, vomiting, or nausea*

***Face Covering Expectations:***

*The decision on masks is probably the most controversial topic in the Plan. There is science favoring mask-wearing and science raising questions about the effectiveness of masks. There are very strong opinions on both sides of the matter, and there will be strong criticism of whatever decision is made. The CDC and Minnesota Department of Health recommend that students and staff wear masks at school, and several local physicians have recommended the wearing of masks.*

*The recommendation to the Board is that* ***all students and staff be strongly recommended to wear high-quality masks at school, including the N95 or KN95 mask if possible.***

*There are three other options regarding face coverings that can be considered.*

***Alternative One is*** *having a strict requirement of masks for all inhabitants of a school.*

***Alternative Two*** *is to require having masks for only students and staff who have not been vaccinated.*

***Alternative Three*** *is to require all students in K-7 to wear a mask at all times and have a strong recommendation for every staff member and students in Grades 8-12 to wear a mask.*

*The District has a significant supply of the best masks available for mass use, which is the N95 or KN95 mask. This mask provides protection to the wearer and it provides protection to others. The District can supply all staff with N95 or KN95 masks, and it can also provide them to vulnerable students or students whose parents request them. It is possible that all students wanting to wear an N95 or KN95 mask can have one provided. These masks are not washable and need to be replaced regularly in order to maintain effectiveness. Fitted masks can be available to particularly vulnerable students or staff members.*

*Teachers will provide sufficient spacing in each room between students who are not masked in order to separate unmasked students from each other and to increase the safety of those students and other students in the classroom.*

# *Social Distancing Expectations:*

* *The District will expect students to be distanced, at least, three feet apart, to the extent possible, at all times, and teachers should strive to achieve a six-foot distance when possible. The District will strive to create as much space between people as possible during the day, recognizing that it is not always feasible to have three feet of social distancing during primary instructional time in the classroom.*
* *The District will provide frequent reminders for students and staff to stay at least three feet apart from one another when feasible.*
* *Teachers should arrange classroom seating so that students are separated from one another by three feet, and they are expected to separate unmasked students even further apart. If it is not possible to arrange seating this way, teachers should consider turning all desks to face in the same direction (rather than facing each other).*
* *Principals should develop and keep students and staff in small cohort groups that stay together as much as possible throughout the day and from day-to-day.*
* *The District will limit mixing between cohort groups as much as possible (e.g., during lunch, in the cafeteria, bathroom breaks, arrival and dismissal, free periods, recess, etc.).*
* *Principals should keep detailed records when groups are exposed to each other during the day to facilitate contact tracing.*

# *Encouragement to be Vaccinated:*

*Staff and students who are eligible but have not been vaccinated are encouraged to get vaccinated as soon as possible. The vaccine will help control the infection of the recipients and help protect others from getting the virus.*

# *Expectations for Testing for COVID:*

*Regular testing for COVID will be an important aspect of the District's effort to control any spread of COVID. All students and staff will have testing available to them once a week. Positive results on these tests will require the positive person to quarantine. It is possible that students or staff who are exposed to a COVID-positive case will be required to be tested multiple times within the two weeks following exposure. Additional expectations are as follows:*

* *The Minnesota Department of Health (MOH) recommends that all staff and students who intend to participate in school in person get tested for COVID-19 regularly. This is in addition to anyone with symptoms or anyone who was exposed to someone who tested positive. Active testing by students and staff will protect our progress and mitigate the spread of the virus.*
* *The District will continue to offer on-site testing for staff every week. We anticipate the State will expand opportunities for testing for students, and we will provide updates as more information becomes available. Also, the District is contracting with a private testing company to assure more frequent testing is available.*
* *Please be advised that the District accepts only laboratory-confirmed tests as valid results. These results must clearly state the person's name, source of testing, date of testing, and test results. While there are rapid test-at-home options now available on the market (that do not require samples to be sent into a lab), the District cannot accept these as valid results.*
* *Minnesota has an extensive statewide testing operation. Residents have several ways in which they can access no-barrier testing, including more than 20 community testing sites, a mail-order at-home test program, and clinics and hospitals across the state. Tests remain no-cost to the individual, but it would be advisable to provide insurance information so the state can seek reimbursement from insurance companies.*
* *A no-barrier community testing site will be provided in addition to state sites.*
* *Testing sites based on specific search criteria will be provided.*
* *Test kit to use at home can be ordered from the District.*

# *Excluding for Illness:*

* *The Minnetonka District will use the Minnesota Department of Health's exclusion decision tree for students with COVID 19 students.*
* *The nurse in each building will be the identified point-of-contact (COVID-19 Program Coordinator) in the school building for COVID concerns.*
* *The program coordinator, program lead, coach, or support staff will be the identified point of contact for programming outside of the regular school day/year.*
* *Staff and students should be encouraged to self-monitor symptoms throughout the day and immediately report any symptoms to the Health Office or program staff.*
* *If a student becomes injured or ill during the school day, staff will notify the Health Office.*
* *Health office staff will assist the child and/or determine if they need to go home.*
* *Students who are ill will be kept isolated from well students as much as possible until a parent can pick them up.*
* *If a student is symptomatic at school, the school will notify a parent/guardian for the student to be picked up and the student will be required to wear a mask while waiting.*
* *If a student becomes injured or ill during programming outside of the regular school day/year, the program coordinator will follow the protocols established by the District.*

# *Contact Tracing and Quarantining Requirements:*

*Contact tracing will be done in the case of any staff or student who tests positive for COVID to determine close contacts. Quarantining procedures will be different from the past year. The student or staff member with COVID symptoms will be quarantined for ten days after the on-set of symptoms. Close contacts who have been vaccinated or had COVID previously will not be quarantined, but, in order to avoid quarantining, they will need to submit to a COVID test immediately upon notification.*

# *Process When Informed of a Lab-confirmed COVID Positive Case:*

*If a student or staff member is notified of a positive COVID case during the regular school year, the following process should occur:*

* *If any staff (building or district) are made aware of a lab-confirmed COVID positive case, they will notify the school nurse at their site immediately.*
	+ *If they are not at a building, they will notify Annie Lumbar Bendson (Director of Health Services) at 952.401.5992 or* *annie.lumbarbendson@minnetonkaschools.org* *(preferred)*
* *The school nurse will conduct contact tracing to determine close contacts and will notify parents of the student's need to quarantine.*
* *The school nurse will determine if notification notices need to be sent out and if so, to whom. The administrative team will help to determine and support the notifications being sent out.*
* *If a student or staff member has been notified of a positive COVID case outside of the regular school year, the following process should occur:*
	+ - *If a supervisor, coach, coordinator, Principal, Athletic Director, etc. is made aware of a lab confirmed COVID positive case, they will notify Annie Lumbar Bendson (Director of Health Services) immediately at 952.401.5992 or at* *annie.lumbarbendson@minnetonkaschools.org* *(preferred).*
* *The District is required to report all COVID positive results to the Minnesota Department of Health.*

# *Quarantine and Isolation Guidelines:*

* *All positive school community members are required to report their positive test results to their building and/or program supervisor.*
* *For individuals who test positive for COVID, they will be required to isolate until all three of these things are true:*
* *It has been at least 10 days since they first felt sick or tested positive (if asymptomatic); and,*
* *They feel better. Their cough, shortness of breath or other symptoms are better; and,*
* *They have been fever-free for 24 hours without the use of fever-reducing medication.*
* *Minnetonka Schools will be following a 5-day quarantine for those identified as a close contact of a COVID positive person.*
* *A shortened quarantine (5-day quarantine) or a testing cycle may be requested by completing the appropriate form. This requires a molecular/PCR test to be completed after a full 5 days of quarantine.*
* *Testing is required at the end of five day, and a negative test result needs to be shown.*
* *If a member of a household tests positive for COVID, any other members in that household may be required to complete a 10-day quarantine, unless they are exempt from quarantine by committing to the testing cycle.*
* *Household members may qualify for a shortened quarantine or testing cycle.*

# *Exemptions from Quarantine:*

*There are certain circumstances where students and staff may be exempt from quarantine:*

*If someone has completed COVID-19 vaccination (two doses in a two-dose series or one dose in a one-dose series) and is exposed, they do not need to quarantine if ALL of the following are true:*

* + *The COVID-19 exposure was at least 14 days after their vaccination series was fully completed.*
	+ *They do not currently have any symptoms of COVID-19.*
	+ *They have provided documentation of their vaccination series to the school health office and/or Director of Health Services that clearly indicates their name, date(s) of vaccination, and vaccine brand.*

*If a student or staff member does not want to provide their vaccine information and/or testing results, then they would be subject to the quarantine.*

*If someone has previously been infected with COVID-19 and is subsequently identified as a close contact, they do not need to quarantine if ALL of the following are true:*

* + *Their COVID-19 illness was laboratory confirmed and exposure was within 90 days of their positive test.*
	+ *They do not currently have any symptoms of COVID-19.*
	+ *They have provided documentation of their COVID positive results to the school health office and/or Director of Health Services that clearly indicates their name, source of testing, date of testing, and positive test results.*

*If a student or staff member does not want to provide documentation around their positive test results, then they would be subject to a quarantine.*

*Additionally, it is up to the health office staff and/or Director of Health Services to determine if ALL of the criteria were met for exemption from quarantine with the final determination made by the school district using the guidelines outlined above.*

***Maintaining a Safe Environment:***

* *The District will provide appropriate supplies in our schools and buildings to support healthy hygiene behaviors (such as soap, hand sanitizer, paper towels, disinfectant wipes, tissues)*
* *The District discourages sharing of items that are difficult to clean or disinfect.*
* *The District will work to separate students' belongings (in individually labeled containers, cubbies, lockers, etc.).*
* *The District will provide adequate supplies to minimize sharing of high touch materials to the extent possible (e.g., assigning each student their own art supplies, equipment)*
* *The District will ask students to avoid sharing high touch items, such as electronic devices.*
* *Students should not share food or beverages. Each student should bring their own water bottle. Water-filling stations are available.*
* *Plexiglass barriers are available to place between students in classrooms.*
* *The District will reinforce handwashing with soap and water for at least 20 seconds and/or the safe use of hand sanitizer that contains at least 60% alcohol by staff and older students.*
* *The District will reinforce hand washing during key times, such as:*
* *arrival and dismissal*
* *before, during, and after preparing or eating food*
* *after using the bathroom*
* *after blowing one's nose, coughing, or sneezing*
* *after touching objects with bare hands that have been handled by other people*

***Athletic and Other Activities:***

*Within the limitations ordered by the MSHSL (Minnesota State High School League), the District will conduct athletic practices and games, as well as other activities, with only social distancing required when participants are not actively engaged in the specific events or practices. Specifically, athletes who are sitting or standing on the sidelines of a practice or game, should strive to achieve a three-foot distance between athletes. Coaches/supervisors should encourage participants to ride to and from events with parents, if at all possible, in order to avoid large numbers of event participants clustering together.*

***Mental Health Support:***

*Mental health support will be available to all students during the school year, and specific information regarding the support will be provided.*

***Academic Support:***

*Added academic support will be available to all students struggling with the instruction provided virtual or in-person. Specific information regarding the available support will be provided.*

# *Regular Cleaning of Surfaces:*

*As the District has done during 2020-21, surfaces will be cleaned with sanitizing solutions regularly.*

In the discussion that followed, Board members focused on the portion of the Plan that detailed Face Covering Expectations. They discussed the recommendation from District Administration that all students and staff be strongly recommended to wear high-quality masks at school, including the N95 or KN95 mask if possible. They also discussed the following three alternatives that had been presented:

* Alternative One—a requirement of masks for all inhabitants of a school.
* Alternative Two—a requirement of masks for only students and staff who have not been vaccinated.
* Alternative Three—a requirement of students in Grades K-7 to wear a mask at all times and have a strong recommendation for staff members and students in Grades 8-12 to wear a mask.

Board members also discussed the proposed quarantining policy and how it would work if masks were required or not required. They also discussed the logistical challenges of Alternative Two. Board member Wagner then brought forth a motion that the Board approve the Safe Learning Plan as presented, incorporating Alternative Three regarding face coverings, but modified to require students in Grades K-8 to wear a mask at all times and strongly recommending that staff members and students in Grades 9-12 wear a mask. Board member Becker seconded the motion.

In the discussion that followed, Board member LeSage offered a friendly amendment, which was accepted, that the face covering recommendation also apply to staff in K-8 buildings. The Board also noted that all visitors to the buildings would be required to follow the Face Covering Expectations.

Upon vote being taken on the foregoing motion, the motion carried unanimously. Chairperson Vitale noted that the Safe Learning Plan would be revisited at the October 7 regular Board meeting.

3. **UPDATE ON PLAN FOR FILLING BOARD VACANCY**

Chairperson Vitale outlined the plan the Board had approved at its prior meeting for filling the current vacancy on the Board due to Christine Ritchie’s recent move to the East Coast. The timeline, which is also available on the District website, is as follows:

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| --- | --- |
| Announcement of process and timeline | August 16 |
| Receipt of resumes, letters of intent, and references from applicants | August 17-September 7 |
| Deadline for submission of applications | September 7, 5:00 p.m. |
| Board members individual review of applications | September 8-12 |
| Board decides number of interviews and reference checks to conduct. Board sub-committee assigned to develop interview and reference questions. | September 9, 7:30 a.m.(Special Meeting) |
| Invitation for interviews | September 13, 7:30 a.m.(Special Meeting) |
| Conduct interviews | September 20-21 |
| Selection of finalists | September 23(Special Meeting/Study Session) |
| Review of references | September 24-27 |
| Selection of new board member | September 27, 7:30 a.m.(Special Meeting) |
| Installment of new board member | October 28(Special Meeting/Study Session) |

Chairperson Vitale thanked Board Treasurer Wagner for her work on the process and timeline, and he encouraged members of the public to apply.

4. **ADJOURNMENT**

At 12:35 a.m. on Friday, August 20, Becker moved, LeSage seconded, that the Board adjourn the special meeting. Upon vote being taken thereon, the motion carried unanimously.

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John Holcomb, Clerk