SOUTH WASHINGTON COUNTY SCHOOLS
SCHOOL BOARD
7362 East Point Douglas Rd S.
Cottage Grove, MN 55016

ADMINISTRATIVE REPORT

DATE: July 18, 2024
TOPIC: 5.7 – MDE Identified Official with Authority
PRESENTER: Dayna Pottratz, Executive Assistant to the Superintendent & School Board
REFERENCE TO POLICY/STATUTE: MDE, PELSB & OHE Yearly Requirement

A. **PURPOSE OF REPORT**
   a. The Minnesota Department of Education (MDE) requires school districts annually designate an Identified Official with Authority.
   b. 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).
   c. It is recommended the Board authorize Julie Nielsen to continue act as the Identified Official with Authority (IOwA) for South Washington County School District 0833-01.
   d. It is recommended the Board authorize Dayna Pottratz to continue to serve as the IOwA Proxy for South Washington County School District 0833-01.

B. **RECOMMENDATION**
   a. Approval

A. **CONNECTION TO STRATEGIC PRIORITY**
   a. Operations, Staffing, and Finance

SOUTH WASHINGTON COUNTY SCHOOLS
Office of the Superintendent
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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 and 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 (the superintendent or director) is designated as the IOwA. The IOwA will grant the IOwA Proxy role(s).
Designation of the Identified Official with Authority for Education Identity and Access Management

Organization Name: South Washington County Schools
6-Digit or 9-Digit Organization Number (e.g. 1234-01 or 1234-01-000): 0833-01

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: Julie Nielsen, IOwA and Dayna Pottratz, IOwA PROXY
Title: Superintendent and Executive Assistant

Board Member Signature:

Name: _____

Date: _____

Once the EDIAM Board Resolution is completed, scan and email it to: useraccess.mde@state.mn.us