

## Minutes of the Regular Meeting

Joint Powers Board  
Northwest Suburban Integration School District #6078

September 17, 2014

### Call to Order

Chair Tynjala called the regular meeting of the Joint Powers Board to order at 6:13 PM on Wednesday, September 17, 2014 at the Northwest Suburban Integration School District Office. Members present: Kris Abrahamson, Jane Bunting, Janelle Collier, Tammie Epley, Ken Ogden, Chris Riddle, Jeff Simon and Jon Tynjala. Also in attendance: Interim Executive Director Gretchen Peel, Superintendent Dan Hoverman (Mounds View) and HR Director John Ward.

### Approval of Agenda

Motion by Abrahamson, seconded by Bunting, to approve the agenda as presented for September 17, 2014. Upon vote being taken, all voted in favor, none voted against. Motion carried.

### Executive Director, Programming and Other Reports

1. **Financial Update:** Peel presented the monthly budget update.
2. **Membership Fee and Program Percentages for MDE:** Revisions were made per a request received from MDE for NWSISD to outline program fees and program percentages. Business Manager Nielsen prepared and submitted to MDE a report which outlined program fees and percentage allocations based on member district revenue. Peel noted that member districts may apply for incentive revenue as each have approved Achievement and Integration (AI) plans. In addition, all member district plans have activities that decrease racial and economic disparities between a district and a neighboring district, or between a racially identifiable school and other schools in the district. In addition, the activities have to increase educational attainment rates or graduation rates.
3. **NWSISD Update:** Peel was asked by the Superintendent Advisory Group to prepare a report of NWSISD including her perspectives on the organization and next steps. As part of her report, Peel updated the board on the Achievement and Integration (AI) plan and the priorities which would be included as determined by the superintendents through previous work sessions. Several revisions of the plan have been made and are now aligned with member district plans. The revisions made did not result in any budget changes. Peel noted that there needs to be a common understanding on the mission, vision, goals and priorities of NWSISD among staff, superintendents, member district staff and the board. Meetings are held separately with the board, superintendents and staff which inhibit communication. It is Peel's recommendation to form an Executive Committee that would be comprised of two Board Members, two Superintendents, and the Executive Director. This committee would be charged with tasks such as developing an annual operational plan; working on the district's governance/leadership structure or plan; setting priorities so the work is aligned with the AI Plan and the goals and mission of NWSISD, reviewing policies and procedures; and acting in a support capacity to the Executive Director.
4. **Executive Director Search Update:** Peel shared information on the Executive Director Search process and noted that the profile, job description and application information have been posted. The posting is due to close on September 18, 2014. Discussion was held regarding concerns that the posted profile and job description do not define what the role of the new Executive Director would be. In order to be fair to potential candidates, the applicants should be notified that the job description/profile is being revised and the posting date would most likely be extended. It is crucial that the job description and profile is clear and correct, not only to secure the right candidate, but to ensure candidates have the proper knowledge of what the job expectations, parameters and perspectives of the position are.

### **Executive Director Search Update, continued**

Discussion on a variety of options was held for the best way to move forward. This would include communication with the search firm and revising the job description to clarify the priorities, goals and mission of the position. HR Director Ward will act on the board's behalf and contact the search firm to discuss next steps which would include the board's expectations, extending the application period and overall timeline, the board's recommendation to revise the job description, and to request a list of candidates. Ward would then meet with the search committee. Based on Peel's earlier recommendation to form an Executive Committee, board members agreed this would be a prudent way to move forward and the first task would be to clarify the Executive Director's job description and expectations. This committee would evolve over time and act as a steering committee to the board. It was recommended that the committee be comprised of four individuals from separate member districts to include two superintendents, two board members, and Interim Executive Director Peel. Board Member Abrahamson (Rockford), Board Chair Tynjala (Mounds View), Superintendent Bonine (Brooklyn Center), and Superintendent Maguire (Osseo) were appointed as committee members. Peel will coordinate the first meeting which will be held as soon as possible. HR Director Ward will also attend.

### **Discussion and Action Items**

1. **Discussion of Criteria for Adding a School as a NWSISD Magnet School:** Peel presented a draft of newly-developed criteria to be used when considering approval from districts for schools to be added as a NWSISD magnet school. Based on prior requests from Anoka-Hennepin and Fridley School Districts, and the potential for additional requests, it is important to determine the parameters and threshold when adding schools. This is a complex issue with potential impact for all member districts, and while this conversation can be challenging, the framework and structure developed will guide the process moving forward. NWSISD must work within the parameters it has, including the MDE plan and the integration rule. In addition, NWSISD is comprised of districts which vary greatly in terms of size and needs, therefore must be creative and innovative in looking at ways to support all districts in the collaborative, and in the best interest of the students. The proposed criteria could also be applied to all existing magnet schools. Based on discussion, it was determined that additional work, refinement and agreement by the Superintendent Advisory Group will need to occur before the board would be asked to consider adding new magnet schools. In order to add new schools and include them in the lottery, decisions must be made by October 15, 2014. Hoverman and Peel stated that the Superintendent Advisory Group has a meeting scheduled on October 9 and will also continue work on this via email if needed. It was determined that an October board meeting would need to be scheduled in order to act on requests for additional magnet schools. The superintendents will review and revise the draft criteria as needed to determine recommendations regarding adding magnet schools. Board members agreed to schedule October 15, 2015 at 6:15 PM as an additional meeting.

### **Consent Agenda**

Motion by Epley, seconded by Riddle, to approve the Consent Agenda of routine action items including check register for June-August 2014, and minutes from the regular Joint Powers Board meeting held on July 23, 2014. Upon vote being taken, all voted in favor, none voted against. Motion carried.

### **Adjournment**

Motion by Epley, seconded by Bunting, to adjourn the meeting at 8:05 PM. Upon vote being taken, all voted in favor, none voted against. Motion carried.

Jane Bunting  
Board Clerk