

**Minutes of the Regular Meeting  
Joint Powers Board  
September 17, 2025**



**NORTHWEST SUBURBAN  
INTEGRATION SCHOOL DISTRICT**  
*A Global Community Learning and Growing Together*

**Call to Order**

Chair Eric Gordee called the regular meeting of the Joint Powers Board to order at 6:15 PM on Wednesday, September 17th, 2025 via Zoom with the following members: Eric Gordee, Avonna Starck, Kacy Deschene, Tanya Prince, Rich Zeck, Mindy Freiberg, Amanda Lawrence and ex-officio Heather Lyke. Also in attendance: Brooklyn Center Superintendent Carly Baker, Jerry Anderson, CESO Transportation and Chelcie Johnson, NWSISD.

**Approval of Agenda**

Motion by Deschene, seconded by Freiberg, to approve the agenda as presented for September 17, 2025. Upon roll call, all voted in favor, none voted against. Motion carried.

**NWSISD Programs and Other Reports**

1. Program Recognition Spotlight; Lyke introduced Jerry Anderson who shared information about student transportation and the improvements that have been made to strengthen the services provided by NWSISD through CESO.
2. NWSISD Financial Report: Lyke presented the monthly financial report
3. Executive Director Report: Lyke presented her written report including information on the core focus areas: Magnet Schools; College & Career Readiness; Student, Family & Community Engagement; Professional Development. Lyke also presented the Strategic Plan review for refresher
4. Executive Director Performance Appraisal Instrument: Lyke presented the new appraisal instrument that will be implemented for the executive directors yearly performance goals.

**Discussion/Approval Items**

**Consent Agenda**

Motion by Lawrence, seconded by Deschene, to approve the Consent Agenda of routine action items including **Check register** for June, July, and August 2025; and **Minutes from the regular Joint Powers Board Meeting** held on June 18, 2025; and 2025-2026 Policy Review Schedule as presented. Upon roll call, all voted in favor, none voted against. Motion carried.

**Designation of Identified Official with Authority for the MDE External User Recertification**

The Minnesota Department of Education (MDE) requires that school districts annually designate an Identified Official with Authority to comply with State Access Control Security Standard 1.0 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). BE IT RESOLVED by the Joint Powers Board of Northwest Suburban Integration School District to authorize Heather Lyke to act as the Identified Official with Authority (IOwA) for Northwest Suburban Integration School District 6078-62. Motion by Gordee, seconded by Strack, to approve as presented. Upon roll call, all voted in favor, none voted against.

**Approval of Executive Goals**

Motion by Deschene, seconded by Lawrence, to approve the 2025-2026 Executive Director [Heather Lyke] Goals as present. Upon roll call, all voted in favor, none voted against. Motion carried.

### **Written Information**

1. 2025-26 NWSISD JPB and Superintendent Calendar
2. 2025-26 Staff Organizational Chart
3. 2025-26 NWS Staff Directory
4. 2025-26 Magnet School Timelines
5. NWSISD 7 Thoughts Newsletter, Summer 2025
6. NWSISD Programming Brochure
7. Mentorship Program Brochure
8. Intro to Resilience Journey: Marking Districts Great Workplaces — Oct 22, 2025
9. Hands-on Strategies to Boost Student Engagement — Nov 19, 2025

### **Adjournment**

Motion by Prince, seconded by Zeck, to adjourn the meeting at 7:22 PM. Upon roll call, all voted in favor, none voted against. Motion carried.

Amanda Lawerence  
Board Clerk