

**Minutes of the Regular/Organizational Meeting
Joint Powers Board
January 16, 2019**



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

Call to Order

Chair Riddle called the regular/organizational meeting of the Joint Powers Board to order at 6:18 PM on Wednesday, January 16, 2019 at the NWSISD office. Members present: Amy Edwards, Nicole Hayes, Cheryl Jechorek (BC alternate), Jackie Mosqueda-Jones, Chris Riddle, Bob Sansevere, and ex-officio Melissa Jordan. Absent: Ruthie Dallas and Joel Nelson. Also in attendance: David Law, Anoka-Hennepin Superintendent; Dustin J. Reeves, NWSISD Business Manager; Tim Caskey, HR Director; and Aaron Nielsen, MMKR auditor.

Approval of Agenda

Motion by Hayes, seconded by Edwards, to approve the agenda as presented for January 16, 2019. Upon vote being taken, all voted in favor, none voted against. Motion carried.

Board Representation

- The board recognized former board members Jessica Craig (Osseo) and Jamie Plantenberg-Selbitschka (ISD 728) with sincere thanks and appreciation for their service and time dedicated to the NWSISD collaborative.
- Welcome new board members: Jackie Mosqueda-Jones, replacing Jessica Craig for Osseo; and Joel Nelson, replacing Jamie Plantenberg-Selbitschka for Elk River.

2019 Organizational Action Approvals

Motion by Sansevere, seconded by Hayes, to approve the NWSISD organizational items as presented. Upon vote being taken, all voted in favor, none voted against. Motion carried.

1. Officer Appointments

- Chair: Chris Riddle
- Vice Chair: Amy Watkins
- Treasurer: Nicole Hayes
- Clerk: Ruthie Dallas

2. Joint Working Group (JWG) Appointments: Board members Chris Riddle, and Bob Sansevere, will serve on the 2019 Joint Working Group with two Superintendents (yet to be determined). Meetings will be held on an as-needed basis with Executive Director Jordan and appointees.

3. Organizational Items

- Designation of Official Newspaper - Sun Post
- Designation of Official Depositories for District Funds - MSDLAF
- Authorization of Payments for Goods and Services in Advance of Board Approval
- Authorization of Procedures for the Investment of Excess Cash
- Authorization Relating to Negotiable Safekeeping
- Designation of Identified Official with Authority for the MDE External User Recertification
- Adoption of 2019 Board Meeting Dates

NWSISD Programs and Other Reports

1. NWSISD Financial Audit: Aaron J. Nielsen, Principal with MMKR, presented the audit report and findings for fiscal year 2018. Controls are in place to ensure compliance, which resulted in a clean audit.
2. NWSISD Financial Report: Dustin J. Reeves presented the monthly financial report, including the high school grant update and federal grant update.

3. Executive Director Report: Jordan informed the board that the NWSISD lease is up for renewal at the end of June. Terms will remain similar to current lease, including a three-year agreement and a 30-day opt out notice.
4. NWSISD Magnet Schools Update: Jordan presented a report on the comparison for the total number of applications received, and the total number of seat placements. Notification letters have been completed and mailed to families. The second lottery is now open. Jordan also presented an update of the MSAP grant.

Discussion/Approval Items

1. Executive Director Mid-Year Goal: Mid-year goal highlights of the NWSISD Strategic Action Plan was presented for review and discussion.
2. Discussion and Approval of Staffing Structure Changes: Due to NWSISD's federal grant, Jordan presented a three-phase staffing structure proposal. Revised job descriptions to align with recommended changes were presented for discussion and approval. The initial phase would include shifting job responsibilities primarily for three current positions:
 - Communications and Magnet Specialist position would become a 1.0 FTE Magnet School Specialist due to an increased number of magnet schools and increase in duties.
 - Executive Assistant's position modified to include portions of the communications role, including webmaster duties. Because of the increase in responsibilities, the title would change from Executive Assistant to Manager of Administrative Services.
 - Administrative Assistant will assist with communications, specifically creation of marketing flyers and the Manager of Administrative Services would supervise the position.

Phase II will collect rationale to add a new general program specialist and phase III would add one additional program specialist in the fall of 2019. Motion by Sansevere, seconded by Hayes, to approve the structure changes as presented. Upon vote being taken, all voted in favor, none voted against. Motion carried.

Consent Agenda

Motion by Sansevere, seconded by Edwards, to approve the Consent Agenda of routine action items including: hiring of Randal Koch, Magnet School Coordinator; Check register for November – December 2018; Minutes from the regular Joint Powers Board meeting, held on November 28, 2018; Policy 418 presented for second reading; and Policies 102, 404, 406, 407, 408, 409, 415, 416, 420, 421, 424 presented for first reading.

Motion by Sansevere, seconded by Hayes, to remove policy 418 for corrections and bring back as a second reading to the March 2019 meeting. Upon vote being taken, all voted in favor, none voted against. Motion carried.

Adjournment

Motion by Sansevere, seconded by Edwards, to adjourn the meeting at 7:43 PM. Upon vote being taken, all voted in favor, none voted against. Motion carried.

Ruthie Dallas
Board Clerk