

# Board of Directors Meeting Agenda



April 14, 2020

Time:

Board Meeting: 5:30 p.m.

**Location:**

This will be an electronic meeting that the public can access via their computer or by telephone. Iowa Code 21.8.\*

**Computer Link**

<https://heartlandaea.zoom.us/j/665672986>

**Phone:**

Dial: 1-669-900-6833

Meeting ID: 665 672 986, followed by #

*Skip putting in participant ID - just stay on the line*

\*[Iowa Code 21.8](#) - Due to the COVID-19 pandemic and current directives from the state and federal government restricting the size of public gatherings, the meeting of the Heartland AEA Board will be held electronically. Heartland AEA facilities have been closed starting March 17-April 12 to mitigate the spread of the virus.

**Participants**

|                                      |                                       |  |  |
|--------------------------------------|---------------------------------------|--|--|
| Ms. Sheri Benson<br>President        | Mr. Bruce Christensen<br>Board Member | Ms. Margie Schwenk<br>Board Member             | Dr. Jon Sheldahl<br>Chief Administrator        |
| Ms. Margaret Borgen<br>Board Member  | Mr. Pete Evans<br>Board Member        | Ms. Nia Chiaramonte<br>Dir. of Human Resources | Mr. Kurt Subra<br>Chief Financial Officer      |
| Ms. Liz Brennan<br>Board Member      | Mr. John Kinley<br>Vice President     | Mr. Kevin Fangman<br>Chief Academic Officer    | Ms. Jenny Ugolini<br>Board Secretary           |
| Dr. Earl Bridgewater<br>Board Member | Dr. Steve Rose<br>Board Member        | Ms. Sheila King<br>Chief Information Officer   | Dr. Kristi Upah<br>Chief Student Svcs. Officer |

**President:** Sheri Benson      **Recorder:** Jenny Ugolini

**1. Board Meeting at 5:30**

| Time   | Topic/Process  | Presenter/<br>Staff Resource | Outcome   |
|--------|--|------------------------------|---|
| 5 min. | 1.01 Roll Call   | Sheri Benson                 | Roll call and approval of the agenda.                                       |
|        | 1.02 Approval of Agenda  | Sheri Benson                 |   |
|        | 1.03 Approval of minutes from March 10, 19 and 31, and April 7, 2020 | Sheri Benson                 | Review and approval of minutes from March 10, 19, and 31 and April 7, 2020. |

|  |   |              |   |
|--|---|--------------|---|
|  | <b>1.04</b> Public Forum and Correspondence | Jon Sheldahl | Hear comments from members of the public. |
|--|---|--------------|---|

**Public Hearing on Adel Regional Office Pavement Resurfacing and Removal Project at 5:35 p.m.**

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| <b>Topic</b>   |
| Adel Regional Office Pavement Resurfacing and Pavement Removal and Replacement Project |

**2. Discussion Items**

| Time       | Topic/Process   | Presenter/<br>Staff Resource                           | Outcome  |
|------------|---|--|--|
| 10-15 min. | <b>2.01</b> Update on Heartland AEA's Response to the COVID-19 Pandemic   | Jon Sheldahl   | Board members will be updated on the Agency's response to the COVID-19 pandemic. |
| 5 min.     | <b>2.02</b> Board Policy Review Summary<br>First Reading <ul style="list-style-type: none"> <li>● 301 Draft - Succession of Authority to the Chief Administrator</li> <li>● 405 Reduction in Force</li> <li>● 410 Weapons Free Workplace</li> <li>● 411 Substance Free Workplace</li> <li>● 505 Internet Acceptable Use - <i>Pending</i></li> </ul><br>Second Reading <ul style="list-style-type: none"> <li>● 400 series</li> <li>● 500 series</li> <li>● Misc. Policies, 204, 805 &amp; 816</li> <li>● Board Procedures Manual</li> </ul> | Sheri Benson, Margaret Borgen, Liz Brennan, Steve Rose | Board members will have a first and second reading of updated policies.          |
| 5-10 min.  | <b>2.03</b> Adel Regional Office Pavement Resurfacing and   | Kurt Subra   | Board members will be updated on the pavement and resurfacing                    |

|        |  |            |   |
|--------|--|------------|---|
|        | Pavement Removal and Replacement Project                   |            | project.  |
| 5 min. | <b>2.04</b> Amendment to Medical Flexible Spending Account | Kurt Subra | Board members will discuss an amendment to extend the time for employees to use medical flex spending account balances. |

### 3. Action Items

| Time      | Topic/Process  | Presenter/<br>Staff Resource   | Outcome   |
|-----------|--|--------------------------------|---|
| 5-10 min. | <b>3.01</b> Adel Regional Office Pavement Resurfacing and Pavement Removal and Replacement <i>Project Plans, Specs, Form of Contract and Estimated Total</i> | Kurt Subra                     | Board members may approve the plans, specs, form of contract & estimated total cost of project. |
|           | <b>3.02</b> Adel Regional Office Pavement Resurfacing and Pavement Removal and Replacement Project <i>Bid</i>  | Kurt Subra                     | Board members may approve the bid.  |
|           | <b>3.03</b> Approval of Classified Non-Union (CLNU) 2020-21 Compensation   | Nia Chiaramonte,<br>Kurt Subra | Board members may approve the classified non-union (CLNU) compensation for 2020-21.             |
|           | <b>3.04</b> Approval of Certified Non-Union (CNU - Management) 2020-21 Compensation  | Nia Chiaramonte,<br>Kurt Subra | Board members may approve the certified non-union (CNU) management compensation for 2020-21.    |
|           | <b>3.05</b> 28E Agreement with Green Hills AEA for Print and Creative Services   | Kurt Subra                     | Board members may approve the 28E agreement between Green Hills AEA and Heartland AEA.          |

#### 4. Consent Agenda

| Time   | Topic/Process   | Presenter/<br>Staff Resource | Outcome  |
|--------|---|------------------------------|--|
| 5 min. | <b>4.01</b> Personnel Report  | Nia Chiaramonte              | <b>Handout:</b> Personnel Report<br><b>Admin. Recommendation:</b> approval     |
|        | <b>4.02</b> Bills <ul style="list-style-type: none"> <li>● List of Paid Bills March 1-15, 2020</li> <li>● List of Paid Bills March 16-31, 2020</li> </ul> | Sheri Benson                 | <b>Handout:</b> Available at meeting<br><b>Admin. Recommendation:</b> approval |
|        | <b>4.03</b> Youth Emergency Services & Shelter 2020-21 Facility Service Agreement   | Kristi Upah                  | <b>Handout:</b> Agreement<br><b>Admin. Recommendation:</b> approval            |
|        | <b>4.04</b> Community, Family and Youth Services/PCJDC 2020-21 Service Agreement  | Kristi Upah                  | <b>Handout:</b> Agreement<br><b>Admin. Recommendation:</b> approval            |
|        | <b>4.05</b> Rosedale Shelter/YSS 2020-21 Service Agreement  | Kristi Upah                  | <b>Handout:</b> Agreement<br><b>Admin. Recommendation:</b> approval            |

#### 5. Chief Administrator Comments

#### 6. Board Comments

#### 7. Adjournment

Next Board meeting: May 12, 2020 - Time and location to be confirmed.

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