

# Board of Directors Board Meeting Minutes



March 31, 2020

## REGULAR BOARD MEETING\*

Ms. Sheri Benson, president, called the board meeting of the Heartland AEA Board of Directors to order at 5:01 p.m.

Board Members Present: Ms. Sheri Benson, Ms. Margaret Borgen, Dr. Earl Bridgewater, Mr. Pete Evans, Mr. John Kinley, Dr. Steve Rose and Ms. Margie Schwenk. *Absent:* Mr. Bruce Christensen.

Ms. Liz Brennan joined the meeting after roll call.

Administrative Staff Present: Ms. Nia Chiaramonte, Ms. Sheila King, Mr. Kevin Fangman, Dr. Jon Sheldahl, Mr. Kurt Subra, Ms. Jenny Ugolini and Dr. Kristi Upah.

## Approval of Agenda

A MOTION was made by Dr. Rose and seconded by Mr. Evans to approve the agenda. The motion passed unanimously.

## Public Forum and Correspondence

Dr. Jon Sheldahl, Heartland AEA Chief Administrator, shared an email from Ms. Pam Childers, a Heartland AEA school psychologist, who thanked the Agency's leadership and board for their response and support during the current COVID-19 health crisis.

## Discussion Items

### Update on Heartland AEA's Response to the COVID-19 Pandemic

Dr. Sheldahl shared the Agency's webpage that focuses on keeping employees up-to-date on the COVID-19 pandemic. Employees are able to submit questions, which are reviewed and answered by members of the Agency's COVID-19 Task Force. A meeting rhythm has developed, as superintendents now meet three times a week. The Heartland AEA Leaders team and AEA chief administrators also meet several times a week, as does the Iowa Department of Education (DE) who issues further guidance from the Governor. The AEA's and districts are currently waiting for further guidance on school closures and if the timeline will be extended. The DE has recently established a Continuous Learning Task Force that will help districts determine if they will offer voluntary enrichment resources to students or register to become an approved online provider so students can receive credit. How they respond will impact the AEA's and how services are provided.

A Resolution of Succession of Authority was reviewed and finalized. The resolution puts a successor in place in the absence of the chief administrator.

### Classified Non-Union (CLNU) 2020-21 Compensation

Mr. Kurt Subra, Heartland AEA Chief Financial Officer, discussed compensation for the CLNU group for 2020-21. APC proposes using the average of the salary/wage settlements for the certified (CU) and classified (CLU) unions. Those settlements were 2.79% and 2.35%, respectively, so the average is 2.57%. A formal recommendation will be brought to the April 14 board meeting.

### Leaders 2020-21 Compensation

Apply the 2.35% awarded to the CLU group to our Regional Director salaries. The Regional Directors comprise the largest number of Leaders. That flat dollar amount would be awarded to all Leaders. A formal recommendation will be brought back April 14 for action.

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## Review the Draft Board Agenda for April 14, 2020

Board members reviewed the draft agenda for the April 14, 2020 board meeting. The start time was adjusted to 5:30 p.m. and the meeting will now be held virtually.

## 28E Agreement with Green Hills AEA for Print and Creative Services

Mr. Subra discussed the 28E Agreement with Green Hills AEA for print and creative services. Green Hills AEA previously contracted with Northwest AEA for these services and would now like to outsource to Heartland AEA. Districts in the Green Hills AEA service area would place orders through the Heartland AEA Creative Services Online system and items would be delivered via Heartland AEA van delivery to Green Hills AEA van delivery for dissemination to districts. The agreement would begin July 1.

## Action Items

### Resolution of Succession of Authority

A MOTION was made by Mr. Kinley and seconded by Dr. Rose to approve the Resolution of Succession of Authority. The motion passed unanimously.

## Chief Administrator Comments

- Board members agreed to hold another board meeting on Tuesday, April 7 at 5:00 p.m.

## Board Comments

- Dr. Rose asked that any additional board committee work be suspended until the health crisis settles down. The rest of the Board agreed. The Board Policy Task Force scheduled for April 28 will be suspended until May.

## Adjournment

A MOTION was made by Mr. Kinley and seconded by Mr. Evans to adjourn the emergency board meeting. The motion passed unanimously. The meeting adjourned at 6:08 p.m.

Reports and documents and the full text of motions, resolutions or policies considered by the Board at this meeting are on file in the Board Secretary's office, 515/270-9030 ext. 14441, Monday through Friday, 7:30 a.m. – 4:30 p.m.

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Ms. Sheri Benson  
Board President

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Ms. Jenny Ugolini  
Board Secretary

\*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 emergency 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.

Iowa Code 21.4 (2a.) - Under Iowa Code 21.4 (2a) "good cause," it was impossible to post the agenda at our regional offices due to facility closures. The agenda was posted on the front doors of Heartland AEA's main office located at 6500 Corporate Drive, Johnston and on the Agency's website.