

# Board of Directors Board Meeting Minutes



**May 12, 2020**

## **REGULAR BOARD MEETING\***

Ms. Sheri Benson, president, called the meeting of the Heartland AEA Board of Directors to order at 5:30 p.m.

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

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

## **Approval of Agenda**

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

## **Approval of Minutes from April 14 and 28, 2020**

A MOTION was made by Ms. Schwenk and seconded by Mr. Evans to approve the minutes from April 14 and 28, 2020. The motion passed unanimously.

## **Public Forum and Correspondence**

There was no one from the public present to speak to the Board.

## **Discussion Items**

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

Dr. Sheldahl, Heartland AEA Chief Administrator, provided an update on the Agency's response to the COVID-19 pandemic.

- There will be an impact next fiscal year on interest income. Close to \$500,000 worth of interest income was generated last year, but interest rates have plummeted this spring due to the pandemic.
- Agency leaders received a document yesterday regarding protocols for entering and working in an agency office. Small numbers of staff are returning to the office to do work that can't be done at home, including regional administrative assistants who are working on special education paperwork. The document is indicative of more things to come as the Agency works on the next phase of return-to-work plans.
- The Iowa Department of Education issued return-to-learn guidance and support documents for districts that have until July 1 to submit their plans. The AEA system is working on supports and resources to help districts on the various components of the plan.
- Dr. Sheldahl continues to meet with Heartland AEA area superintendents three times a week. Conversations lately have focused on return-to-learn, calendars and staffing.
- Board members asked questions about the closure's impact on faculty learning time (professional learning), special education services and IEPs and districts planning for students returning in the fall.

### **Board Policy Review – Second Reading**

Board members reviewed updated board policies 301, 405, 410 and 411. Language recommendations were made to policies 410 and 411 to define "workplace." Ms. Ugolini, Board Secretary, confirmed that the Iowa Association of School Boards was scheduled to review the entire policy manual in May 2021.

### **Wellmark BC/BS Renewal**

Mr. Subra, Heartland AEA Chief Financial Officer, reviewed the Wellmark BC/BS renewal contracts. The contracts are part of the Agency's benefits program, that with approval, would go into effect July 1, 2020.

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## Newton DMACC Regional Office Modifications

Mr. Subra discussed the modifications that will take place at the Agency's Newton regional office, which is housed in the Newton DMACC building. The estimated cost for the modifications is around \$30,000, which includes adding glass walls, reconfiguring work spaces and some minor demolition of an interior wall. The work is expected to be completed this summer.

## Action Items

### Wellmark BC/BS Renewal

A MOTION was made by Dr. Rose and seconded by Mr. Evans to approve the Wellmark BC/BS Renewal Agreements. The motion passed unanimously.

### Board Policy Review – Second Reading

A MOTION was made by Mr. Kinley and seconded by Mr. Evans to approve revised Board Policies 301, the 400 Series including new policies 405, 410 and 411 (410 and 411 with recommended language changes), the 500 series (not including policy 505), miscellaneous policies 204 and 816 and the Board Procedures Manual. The motion passed unanimously.

## Consent Agenda

Dr. Rose reviewed the financial statements and indicated everything is in order. The onsite professional learning and workshops that were cancelled have had little impact on refunds since not many people had registered due to COVID-19 closures. A MOTION was made by Mr. Kinley and seconded by Mr. Evans to approve the consent agenda including payment of warrant numbers 410145 through 410347 and electronic warrant numbers 30083 through 30367. *Ms. Sheri Benson abstained from the vote to avoid a conflict of interest, as her daughter, Jordan Bell, is a recent hire on the personnel report. The motion passed unanimously.*

- Personnel Report and Addendum
- Purchase Orders:
  - *Journey Ed.com - \$20,717.16*
  - *Jordison Construction, Inc. - \$112,800.00*
- Agreement between Heartland AEA and Keystone AEA
- Memorandum of Understanding between Heartland AEA and Youth & Shelter Services
- Memorandum of Understanding between Heartland AEA and Youth Emergency Services & Shelter
- Memorandum of Agreement between Heartland AEA and Polk County Emergency Management for Reunification Efforts
- Jordison Construction Contract
- Pelds Design Services Site Inspection and Management Contract

## Chief Administrator Comments

- Dr. Sheldahl acknowledged that May is Board Appreciation Month. He expressed his thanks to the Board for all its work.
- The June 9 Board Retreat has been rescheduled for July 28 from noon – 4:00 p.m. The retreat will focus on the Board's self-evaluation practices and goal setting. Planning for the retreat will be scheduled in June.
- The Iowa's AEA's Executive Director vacancy has been postponed due to the pandemic. Work on the job description is still in progress.

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## Closed Session

A MOTION was made by Mr. Evans and seconded by Mr. Kinley to enter into closed session as provided in Chapter 21 21.5(1)(i) of the Iowa Code to evaluate the professional competency of an individual whose appointment, hiring, performance or discharge is being considered when a closed session is necessary to prevent needless and irreparable injury to that individual's reputation and that individual requests a closed session. Motion carried unanimously. A roll call vote was taken. The Board of Directors entered into closed session at 6:35 p.m.

- Ms. Sheri Benson Aye
- Ms. Margaret Borgen Aye
- Ms. Liz Brennan Aye
- Dr. Earl Bridgewater Aye
- Mr. Bruce Christensen Aye
- Mr. Pete Evans Aye
- Mr. John Kinley Aye
- Dr. Steve Rose Aye
- Ms. Margie Schwenk Aye

A MOTION was made by Mr. Kinley and seconded by Mr. Evans to return to public session. The Board returned to public session at 7:00 p.m.

## Action Item from Closed Session

### Chief Administrator Contract Recommendation for 2020-21

A MOTION was made by Mr. Kinley and seconded by Mr. Evans to approve Dr. Sheldahl's administrator contract for 2020-21 which includes a positive evaluation and a salary increase comparable to that of AEA leadership. It will be a three-year contract with a salary that will be commensurate to APC. The motion passed unanimously.

## Board Comments

- Board members wished Dr. Bridgewater a happy birthday.

## Adjournment

A MOTION was made by Dr. Rose and seconded by Mr. Christensen to adjourn the meeting. The motion passed unanimously. The meeting adjourned at 7:04 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-May 31 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.

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