

Board of Directors Board Meeting Minutes



Sept. 8, 2020
BOARD MEETING*

Ms. Sheri Benson, president, called the meeting of the Heartland AEA Board of Directors to order at 5:34 p.m.

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

Ms. Margaret Borgen and Dr. Steve Rose joined the meeting following roll call.

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 Mr. Evans and seconded by Mr. Christensen to approve the agenda. The motion passed unanimously.

Work Session

Teaching & Learning in the Time of COVID

Mr. Kevin Fangman, Heartland AEA Chief Academic Officer, and Ms. Wendy Robinson and Ms. Amy Wichman, Heartland AEA Directors of Instructional Services, discussed supports being provided to teacher leaders and educators as districts alternate between in-person and virtual instruction. The Agency was able to help identify district needs and find the necessary supports and resources. Teacher training, coaching sessions and a repository of digital tools and resources were pulled together very quickly to assist districts as they roll in and out of remote instruction.

The Board recessed from 5:28 - 5:32 p.m.

Approval of Minutes from Aug. 11 and 25, 2020

A MOTION was made by Mr. Evans and seconded by Ms. Brennan to approve the minutes from Aug. 11 and 25, 2020. The motion passed unanimously.

Public Forum and Correspondence

Ms. Benson shared a thank you letter received from the Iowa Association of School Boards (IASB) for the Agency's membership renewal.

Discussion Items

COVID-19 Update and Impact on Staffing Numbers

Dr. Jon Sheldahl, Heartland AEA Chief Administrator, reviewed the number of staff who are currently being quarantined due to COVID-19. Numbers are very low at the moment and will continue to be monitored. Contract tracing is currently being performed by staff in the Human Resources Department. The agency began using Qualtrics in August, which is a company that provides an application to symptom check staff and assist with contract tracing.

New Staff Update

Ms. Nia Chiaramonte, Heartland AEA Director of Human Resources, provided an update on new hires for the 2020-21 school year. There were 55 new hires this fall that consisted of both new college graduates and those with more experience. The new hires come from a reduced number of states, as people have been less likely to move because of the pandemic. Recruitment efforts will continue to be made to address equity issues.

Board of Directors Board Meeting Minutes



Sept. 8, 2020

Chief Administrator's Professional Development Goals Update

Dr. Sheldahl provided an update of his professional development goals for 2020-21. He shared two leadership goals: 1) developing more robust mental health and well-being supports for Heartland AEA staff and 2) working toward Heartland AEA becoming a more equitable, socially-just and anti-racist organization.

Stipend for Early Notification 2020-21

Mr. Kurt Subra, Heartland AEA Chief Financial Officer, discussed offering the early notification stipend for a fifth year. It's worked well for the Agency to have resignation/retirement notifications in advance as it helps with recruitment and hiring.

Review New Draft of the Board Self-Evaluation Instrument

Board members reviewed the new draft of their self-evaluation instrument. Changes were made based on conversations that were held during the July board retreat. Board members approved the new draft, and they will take the evaluation later this month. Results will be discussed at the Oct. 13 meeting.

Title IX Policy Changes

Ms. Chiaramonte discussed changes to Title IX law. Title IX is a law that protects people from discrimination based on sex in education programs or activities that receive federal financial assistance. This would be a new policy, and it was vetted by legal counsel through the Iowa Association of School Boards. It would be an addition to the harassment policies already in place and would not impact the level of protections already established.

Agency Phone System Recommendation

Ms. Sheila King, Heartland AEA Chief Information Officer, reviewed the recommendation for a new agency phone system. The recommendation comes after a very thorough research process that included input from stakeholders and staff. The recommendation is for Zoom Phone, a cloud-based system that would provide more flexible, efficient and reliable communication with additional features. Board members discussed security of the new system, the use of personal devices versus agency equipment, questioned the possibility of any federal restrictions and reviewed costs.

Action Items

Early Notification Stipend

A MOTION was made by Dr. Bridgewater and seconded by Mr. Christensen to approve the 2020-21 early notification stipend. Motion passed unanimously.

Title IX Policy Changes

This item was tabled until the Oct. 13 board meeting.

Agency Phone Recommendation

A MOTION was made by Dr. Rose and seconded by Mr. Evans to approve the phone recommendation as presented. Motion passed unanimously. (The recommendation is to purchase Zoom Phone.)

Consent Agenda

Ms. Borgen reviewed the financial statements and indicated everything was in order. The Agency is two months into the fiscal year and is financially stable with very little variance in income or expenditures. A MOTION was made by Dr. Bridgewater and seconded by Mr. Evans to approve the consent agenda including payment of warrant numbers 411476 through 411680 and electronic warrant numbers 30938 through 31073. Motion passed unanimously.

Heartland Area Education Agency 11 does not discriminate based on race, color, creed, national origin, religion, age, sex, sexual orientation, gender identity and/or expression, genetics, pregnancy, disability, military or veteran status, parental, family or marital status. Direct inquiries to the Human Resources Director, 6500 Corporate Dr., Johnston, IA 50131-1603, the Director, Iowa Civil Rights Commission, Des Moines, Iowa 50319-1004 or Director, Office for Civil Rights, Kansas City, MO 64106.

Board of Directors Board Meeting Minutes



Sept. 8, 2020

- Personnel Report
- Purchase Orders:
 - *Discovery Education* - \$225,172.50
 - *Pear Deck, Inc.* - \$72,500.00
 - *WebSpec Design L.L.C.* - \$68,250.00
 - *Apple Computer* - \$52,480.00
 - *Apple Computer* - \$257,952.60
 - *Illuminate Education, Inc. (FastBridge)* - \$255,383.75
- Grand View Christian School and Heartland AEA Letter of Understanding
- 2020-21 Des Moines Support Services Contract Amendment

Chief Administrator Comments

- Dr. Sheldahl noted that several action items may be added to the Sept. 29 Board Agenda Planning meeting for several purchase orders. It may be time sensitive to have them approved.
- Board members will be updated on any agency FEMA reimbursements for the purchase of COVID-19 protective equipment.


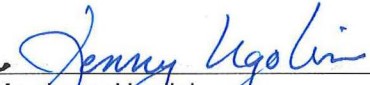
Board Comments

- Mr. Kinley has volunteered to participate in the Nov. 17 IASB delegate assembly. Ms. Ugolini will send board members information to register for the IASB convention.
- Ms. Borgen shared information about United Way's 21 Day Equity Challenge. It's a voluntary and free challenge. Dr. Sheldahl indicated he had registered the Agency as a participant.

Adjournment

A MOTION was made by Dr. Rose and seconded by Mr. Kinley to adjourn the meeting. The motion passed unanimously. The meeting adjourned at 7:19 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.

 
Ms. Sheri Benson Ms. Jenny Ugolini
Board President 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-until further notice 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.