

Board of Directors Meeting Agenda

December 8, 2020



Location:

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

Phone:

Dial: 1-669-900-6833
Meeting ID: 965 7036 5937 followed by #
Skip putting in participant ID - just stay on the line

Computer Link

<https://heartlandaea.zoom.us/j/96570365937>

Time: 4:30 p.m.

Participants

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

President: Sheri Benson

Recorder: Jenny Ugolini

Time	Topic/Process	Presenter/ Staff Resource	Outcome
2 min.	1.01 Roll Call	Sheri Benson	Roll call and approval of the agenda.
	1.02 Approval of Agenda	Sheri Benson	
15 min.	1.03 Overview of Agency's New Website	Courtney Croatt, Julie McCarty	Board members will review the Agency's new website.
30 min.	1.04 Accelerating Student Learning	Kevin Fangman, Wendy Robinson	Learn actions the agency is taking to support schools in assessing students unfinished learning and planning instruction to in grade level standards.

Break

2. Annual Meeting

5 min.	2.01 Approval of minutes from November 10 and 24, 2020.	Sheri Benson	Review and approval of minutes from November 10 and 24, 2020.
	2.02 Public Forum and Correspondence	Jon Sheldahl	Hear comments from members of the public.
20-25 min.	2.03 Election of a President of the Board	Jenny Ugolini	The president pro tem calls for nominations; nominations need not be seconded. The Board shall then vote on the nominations by ballot. The secretary shall announce the result of the vote and administer the oath of office. The newly elected president shall then assume the chair. The President shall hold office for one year.
	2.04 Election of a Vice President of the Board	Board President	The Board President shall call for nominations; the nominations need not be seconded. The Board shall then vote on the nominations by ballot. The President shall announce the results and the secretary shall administer the oath of office. The Vice President shall hold office for one year.
	2.05 Administer Oaths of Office to Newly Appointed President and Vice President	Jenny Ugolini	
	2.06 Appointment of a Board Secretary and Treasurer. Administer oaths of office.	Board President	Board members shall appoint a Board secretary and treasurer and administer oaths of office.
	2.07 Selection of Regular Meeting Dates and Times	Board President	Board members will confirm meeting dates and times for 2021.
	2.08 Committee Assignments and	Board	Board members will confirm

	Appointments	President	committee assignments for 2021.
	2.09 Appointments of Law Firm(s)	Kurt Subra	Board members may appoint Ahlers & Cooney, P.C. and Nyemaster Goode, P.C. as the Agency's legal counsel.
	2.10 Conflict of Interest Statements	Jenny Ugolini	Board members will complete the annual conflict of interest statements.

3. Discussion Items

Time	Topic/Process	Presenter/ Staff Resource	Outcome
30 min.	3.01 Chief Administrator's Report and Recent Activities <ul style="list-style-type: none"> • Covid-19 Update • Contract pending with NYCLA • IASB Annual Convention • AESA Annual Conference • IAAEA State Board Meeting & Slides 	Jon Sheldahl, Earl Bridgewater, et al	Board members will discuss recent events and activities.
10 min.	3.02 Review January 12 Board Agenda	Jon Sheldahl	Board members will review the draft agenda for Jan. 12.
5 min.	3.03 Summer Board Retreat	Board President	Board members will discuss holding a summer board retreat.

4. Action Items

Time	Topic/Process	Presenter/ Staff Resource	Outcome
1 min.	4.01 Acceptance of audit results as presented on Nov. 10.	Board President	Board members may accept the 2019-20 audit report that was presented at the November 10 board meeting.

5. Consent Agenda

Time	Topic/Process	Presenter/ Staff Resource	Outcome
5 min.	5.01 Personnel Report • Early Resignation Incentive	Nia Chiaramonte	Handout: Personnel Report Admin. Recommendation: approval
	5.02 Bills	Margaret Borgen	Handout: Available at meeting Admin. Recommendation: approval
	5.03 Transportation Agreement • <i>West Des Moines CSD</i>	Jenny Ugolini	Handout: Transportation Agreement Admin. Recommendation: approval
	5.04 Flexible Benefits Plan Amendments	Kurt Subra	Handout: FLEX Amendment(s) Admin. Recommendation: approval
	5.05 Health Reimbursement Arrangement Amendments	Kurt Subra	Handout: HRA Amendment(s) Admin. Recommendation: approval

6. Chief Administrator Comments

7. Board Comments

8. Adjournment

FYI - Upcoming events

Next Board Meeting:

- Tuesday, January 12, 2021

*[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.

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