

# Board of Directors Meeting Agenda



June 8, 2021

**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: 926 5879 9215 followed by #  
*Skip putting in participant ID - just stay on the line*

**Computer Link**

<https://heartlandaea.zoom.us/j/92658799215>

**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 Chiamonte 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

**Board Work Session at 4:30 p.m.**

Time	Topic/Process	Presenter	Outcome
2 min.	<b>1.01</b> Roll Call	Sheri Benson	Roll call and approval of the agenda.
	<b>1.02</b> Approval of Agenda	Sheri Benson	
35 min.	<b>1.03</b> 2021 Denison Organizational Culture Survey Results	Sheila King, Jon Sheldahl	Board members will review the results of the 2021 Denison survey.
20 min.	<b>1.04</b> IASB Legislative Priorities <ul style="list-style-type: none"> <li>● IASB Platform - Pick four priorities for 2022.</li> <li>● 2021 IASB Resolutions</li> </ul>	Sheri Benson, et al	Up to four priorities can be chosen and are due Aug. 11, 2021.

**Break**

## Board Meeting

Time	Topic/Process	Presenter	Outcome
5 min.	<b>1.05</b> Approval of minutes from May 11 and 25, 2021.	Sheri Benson	Review and approval of minutes from May 11 & 25, 2021.
	<b>1.06</b> Public Forum and Correspondence	Jon Sheldahl	Hear comments from members of the public.

## 2. Discussion Items

Time	Topic/Process	Presenter	Outcome
15-20 min.	<b>2.01</b> Chief Administrator's Report and Recent Activities <ul style="list-style-type: none"> <li>● Covid-19 Update               <ul style="list-style-type: none"> <li>○ Covid Dashboard</li> <li>○ May 27 Covid Message to Staff</li> </ul> </li> <li>● Chiefs Retreat and Efficiency Study</li> </ul>	Jon Sheldahl, et al	Board members will be updated on recent activities and upcoming events.
20 min.	<b>2.02</b> Remote Workplace Program Manual	Jon Sheldahl, et al	Board members will review the updates to the Agency's Remote Workplace Program Manual.
10 min.	<b>2.03</b> Copier Request for Proposals (RFPs) <ul style="list-style-type: none"> <li>● Amendment to Lease</li> <li>● Marco Lease and Maint. Agreement</li> <li>● Addendum to the Equipment Maintenance Lease</li> </ul>	Kurt Subra	Board members will review the RFPs for new copiers.
10 min.	<b>2.04</b> Altoona Lease Agreement <ul style="list-style-type: none"> <li>● Office location &amp; Floor Plan</li> <li>● Letter of Intent</li> </ul>	Kurt Subra	Board members will discuss the new lease agreement for office space in Altoona.
2-5 min.	<b>2.05</b> Fall Board Election Timeline	Jenny Ugolini	Board members will be reminded about the 2021 election timeline.
5-7 min.	<b>2.06</b> Confirm Future Board Meeting Times	Jon Sheldahl, Jenny Ugolini	Board members will discuss future meeting times.

### 3. Action Items

Time	Topic/Process	Presenter	Outcome
5-10 min.	<b>3.01</b> Copier RFP <ul style="list-style-type: none"> <li>• Amendment to Lease</li> <li>• Marco Lease and Maint. Agreement</li> <li>• Addendum to the Equipment Maintenance Lease</li> </ul>	Kurt Subra	Board members may approve the copier RFP.
	<b>3.02</b> Altoona Lease Agreement	Kurt Subra	Board members may approve an Altoona Lease Agreement.
	<b>3.03</b> Remote Workplace Program Manual	Jon Sheldahl, et al	Board members may approve the changes to the Remote Workplace Manual.

### 4. Consent Agenda

Time	Topic/Process	Presenter	Outcome
5 min.	<b>4.01</b> Personnel Report	Nia Chiaramonte	<b>Handout:</b> Personnel Report <b>Admin. Recommendation:</b> approval
	<b>4.02</b> Bills	Pete Evans	<b>Handout:</b> Available at meeting <b>Admin. Recommendation:</b> approval
	<b>4.03</b> Purchase Requests <ol style="list-style-type: none"> <li>1. <i>Perspective Consulting</i> - \$38,000.00</li> <li>2. <i>PowerSchool Group, L.L.C.</i> - \$62,516.62</li> <li>3. <i>LightEdge Solutions, Inc.</i> - \$24,000.00</li> <li>4. <i>Iowa Assoc. Of AEAs (IAEA)</i> - \$731,423.00</li> <li>5. <i>Mystery Science, Inc.</i> - \$53,393.00</li> <li>6. <i>Coughlan Companies, L.L.C./DBA Capstone</i> - \$128,938.00</li> <li>7. <i>Discovery Education</i> - \$225,305.50</li> <li>8. <i>Defined Learning</i> - \$50,386.86</li> <li>9. <i>Journey Ed.Com</i> - \$20,717.16</li> <li>10. <i>MARCO Technologies</i> - \$127,761.48</li> <li>11. <i>MARCO Technologies</i> -</li> </ol>	Kurt Subra, Sheila King, et al	<b>Handout:</b> Purchase Requests <b>Admin. Recommendation:</b> approval

	<p>\$48,000.00</p> <p>12. ACT (netTrekker) - \$72,500.00</p> <p>13. Great Prairie AEA - \$57,209.00</p> <p>14. Mackin Educational - \$344,930.24</p> <p>15. Seesaw Learning Inc. - \$68,327.10</p>		
	<b>4.04</b> Transportation Agreement - Winterset	Jenny Ugolini	<b>Handout:</b> Winterset agreement <b>Admin. Recommendation:</b> approval
	<b>4.05</b> 28E Agreement between Heartland AEA and Green Hills AEA for Print Services	Kurt Subra	<b>Handout:</b> 28E Agreement <b>Admin. Recommendation:</b> approval
	<b>4.06</b> Itinerant Teacher Service Agreement by and between Iowa Educational Services for the Blind and Visually Impaired and Heartland AEA	Kristi Upah	<b>Handout:</b> Agreement <b>Admin. Recommendation:</b> approval
	<b>4.07</b> Orientation and Mobility Service Agreement by and between Iowa Educational Services for the Blind and Visually Impaired and Heartland AEA	Kristi Upah	<b>Handout:</b> Agreement <b>Admin. Recommendation:</b> approval
	<b>4.08</b> Seesaw Learning Inc. Contract	Sheila King	<b>Handout:</b> Agreement <b>Admin. Recommendation:</b> approval

## 5. Chief Administrator Comments

## 6. Board Comments

## 7. Adjournment

FYI - Upcoming events

### Next Board Meeting:

- August 10, 2021 - Board Retreat, Lunch at Noon, Retreat at 1 p.m.
- Monday, September 13 - Joint Board meeting with DMACC, Ankeny location.

\*[Iowa Code 21.8](#) - Pursuant to Governor Reynolds' proclamation of public health emergency currently in effect, an electronic meeting will be held because it is impossible or impractical to host the meeting and hearing in person due to concerns for the health and safety of the school community and public due to COVID-19.

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