

Board of Directors Board Meeting Minutes



June 8, 2021

BOARD MEETING*

Ms. Sheri Benson, president, called the meeting of the Heartland AEA Board of Directors to order at 4:30 p.m.

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

Mr. Pete Evans joined immediately following roll call.

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

Approval of Agenda

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

Work Session

2021 Denison Organizational Culture Survey Results

Dr. Jon Sheldahl, Heartland AEA Chief Administrator, and Ms. Sheila King, Heartland AEA Chief Information Officer, shared the results of the 2021 Denison Organizational Culture Survey. The survey was administered to all agency staff in April 2021, with 542 employees responding. Overall there was growth in all areas and a lot of positive feedback, especially around internal communication. Intentionality has become a strength of the Agency that will continue to be maintained.

Iowa Association of School Boards (IASB) Legislative Priorities

Board members discussed choosing IASB priorities for the 2022 legislative session. They will finalize their choices at the Aug. 10, 2021 board retreat.

The Board recessed from 5:24 - 5:30 p.m.

Board Meeting

Approval of Minutes from May 11 and 25, 2021

A MOTION was made by Dr. Rose and seconded Mr. Evans to approve the minutes from May 11 and 25, 2021. The motion passed unanimously.

Public Forum and Correspondence

There was no one from the public present to speak during the forum.

Discussion Items

Chief Administrator's Report and Recent Activities

- **COVID-19 Update** – Dr. Sheldahl reported that there have only been three new COVID-19 cases among agency staff since early March. A COVID-19 communication was sent to staff on May 27, 2021, with the anticipation that it will be the last regular communication to staff about the pandemic and mitigation efforts. The Agency's COVID-19 Task Force has sunsetted its weekly meetings after meeting continuously for over a year.

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- **Chiefs' Retreat and Efficiency Study** – Dr. Sheldahl shared that during the AEA Chief Administrators' retreat to be held next week, they will be working on an AEA efficiency study. They are using the Association of Educational Services Agencies (AESAs) to help conduct interviews and to look for efficiencies.

Remote Workplace Program Manual

Dr. Sheldahl shared that the Agency has had a remote work option for more than a decade. The remote option is typically used by staff who work in school districts, and it allows them to work in their assigned building or another location. It has worked well and saves travel expenses for the Agency. This year a new hybrid remote work category has been created that would allow a staff member to set up a schedule to both work in an agency office and work remotely. Over the past 18 months of the pandemic, productivity has increased in some departments by some staff not coming into the office every day. In some instances, remote working has helped with staff satisfaction and productivity, and it offers flexibility. The program will be monitored to ensure quality services are maintained.

Copier Request for Proposals (RFP)

Mr. Kurt Subra, Heartland AEA Chief Financial Officer, discussed the request for proposal for office copy machines. The Agency's current copy machines are extremely outdated and need to be replaced. An RFP was submitted to four vendors with three submitting proposals. A recommendation was made to accept the proposal from Marco, with an agreement that would begin in July 2021.

Altoona Lease Agreement

Mr. Subra shared a recommendation for acquiring a lease agreement for office space in Altoona. The Agency had previously used space provided by S.E. Polk CSD and Grand View Christian Schools as a co-location space. Due to spacing constraints, location and availability, Mr. Subra recommends finding an alternative location. Approval of the recommendation would allow the Agency to move forward with leasing space in Altoona once the Agency's attorney has approved a final lease agreement.

Fall Board Election Timeline

Ms. Jenny Ugolini, Heartland AEA Board Secretary, shared that this fall is an election year for Heartland AEA board members. Any board member who is up for election but does not plan to re-run is asked to notify her or Dr. Sheldahl of their plans.

Board Meeting Schedule

Board members discussed the start time of future board agenda planning meetings, work sessions and board meetings. Board agenda planning meetings will continue to be held at 5:00 p.m., board work sessions will begin at 4:00 p.m. and regular board meetings will begin at 5:30 p.m. Exceptions were noted for the Aug. 10 board retreat and the Sept. 13 joint board meeting with DMACC.

Action Items

Copier RFP

A MOTION was made by Mr. Kinley and seconded by Mr. Evans to approve the copier RFP. The motion passed unanimously. (The RFP recommendation is for moving forward with an initial 36-month lease agreement with Marco Technologies, L.L.C. of Urbandale with a July 1, 2021, effective date.)

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Altoona Lease Agreement

A MOTION was made by Dr. Bridgewater and seconded by Dr. Rose to approve the Altoona Lease Agreement recommendation that gives administration the ability to move forward. The motion passed unanimously. (The recommendation is to approve the leasing of office space in Altoona, Iowa subject to agreement on the terms of a written lease. The Agency's attorney has received the lease, and we will follow his counsel on the final lease terms.)

Remote Workplace Program Manual

A MOTION was made by Mr. Evans and seconded by Mr. Kinley to approve the Remote Workplace Program Manual that now includes the hybrid remote work option. The motion passed unanimously.

Consent Agenda

Mr. Evans reviewed the financial statements and indicated that everything was in order. Travel expenses were significantly down this year, and everything is in good standing. A MOTION was made by Mr. Kinley and seconded by Mr. Evans to approve the consent agenda including payment of warrant numbers 413305 through 413559 and electronic warrant numbers 33612 through 33954. The motion passed unanimously.

- Personnel Report
- Purchase Orders:
 - *Perspective Consulting* - \$38,000.00
 - *PowerSchool Group, L.L.C.* - \$62,516.62
 - *LightEdge Solutions, Inc.* - \$24,000.00
 - *Iowa Association of AEAs (IAAEA)* - \$731,423.00
 - *Mystery Science, Inc.* - \$53,393.00
 - *Coughlan Companies, L.L.C./DBA Capstone* - \$128,938.00
 - *Discovery Education* - \$225,305.50
 - *Defined Learning* - \$50,386.86
 - *Journey Ed.Com* - \$20,717.16
 - *MARCO Technologies* - \$127,761.48
 - *MARCO Technologies* - \$48,000.00
 - *ACT (netTrekker)* - \$72,500.00
 - *Great Prairie AEA* - \$57,209.00
 - *Mackin Educational* - \$344,930.24
 - *Seesaw Learning, Inc.* - \$68,327.10
- Transportation Agreement – Winterset CSD
- 28E Agreement between Heartland AEA and Green Hills AEA for Print Services
- Itinerant Teacher Service Agreement by and between Iowa Educational Services for the Blind and Visually Impaired and Heartland AEA
- Orientation and Mobility Service Agreement by and between Iowa Educational Services for the Blind and Visually Impaired and Heartland AEA
- Seesaw Learning, Inc.

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Chief Administrator Comments

- The Board Retreat will be held on Aug. 10, 2021.

Board Comments

- Ms. Brennan is attending the National School Boards Association Advocacy Council meeting this week. She will share resources and materials with other board members. She will also be attending a meeting with members of the House and Senate. If you have any input, please contact her.

Adjournment

A MOTION was made by Dr. Rose and seconded by Dr. Bridgewater to adjourn the meeting. The motion passed unanimously. The meeting adjourned at 6:49 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) 473-6644, Monday through Friday, 7:30 a.m. – 4:30 p.m.

 (VP)

Ms. Sheri Benson
Board President



Ms. Jenny Ugolini
Board Secretary

*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.