

Board of Directors Board Meeting Minutes



August 10, 2021

BOARD RETREAT & MEETING

Mr. Pete Evans, vice president, called the retreat of the Heartland AEA Board of Directors to order at 1:02 p.m.

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

Ms. Borgen arrived at 1:24 p.m. and Dr. Bridgewater arrived at 2:15 p.m.

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

Approval of Agenda

The order of the agenda was modified. A MOTION was made by Dr. Rose and seconded by Ms. Schwenk to approve the agenda. The motion passed unanimously.

Consent Agenda

Ms. Brennan reviewed the financial statements and indicated that everything was in order. There were no issues to report. A MOTION was made by Mr. Kinley and seconded by Ms. Brennan to approve the consent agenda including payment of warrant numbers 413560 through 414181 and electronic warrant numbers 33955 through 34673. The motion passed unanimously.

- Personnel Report
- Purchase Orders:
 - o Iowa Events Center - \$39,300.00
 - o Peak Leadership Solutions - \$22,500.00
 - o Encore One L.L.C. - \$46,431.60
 - o EBSCO - \$124,748.00
 - o Illuminate Education, Inc. (FastBridge) - \$275,276.56
 - o 4D, Inc. - \$25,000.00
 - o SoftChalk, L.L.C. - \$25,654.00

Legislative Priorities (IASB and IAAEA)

Board members reviewed their top four choices for the 2021-22 IASB legislative priorities. A MOTION was made by Mr. Evans and seconded by Ms. Brennan to table the discussion until more board members were present. Motion passed.

Ms. Brennan left the meeting at 1:12 p.m.

Board Retreat Equity Action Plans

Dr. Jon Sheldahl, Heartland AEA Chief Administrator, discussed the diversity, equity and social justice work taking place within the Agency. The Agency recognizes there are equity issues in relation to student outcomes; diversity, equity and inclusion should impact how services are delivered and there is an interest in bringing more diversity to the Agency's workforce. Board members reviewed the results of an internal audit that was

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conducted this spring through staff focus groups and a survey. Dr. Sheldahl shared that next steps will include determining actions and where the work lies within the organizational structure.

The Board recessed to meet with new staff from 2:04 - 2:36 p.m.

New Iowa Standards for School Leaders

Dr. Sheldahl and Mr. Kevin Fangman, Heartland AEA Chief Academic Officer, discussed the new Iowa Standards for School Leaders that went into effect July 1. They noted areas of change and the strong focus on students, equity as its own standard, community of practice and that the standards are grounded in recent research and consideration of the well-being of students and self. Dr. Sheldahl shared his evaluation process would reflect the new changes beginning in September.

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Approval of Minutes from June 8, 2021

A MOTION was made by Dr. Rose and seconded Mr. Kinley to approve the minutes from June 8, 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

Dr. Sheldahl reported that the Agency's Leadership Retreat was held last week and noted that new staff orientation was taking place today.

Review of Financial Results 2020-21

Mr. Kurt Subra, Heartland AEA Chief Financial Officer, reviewed the year-end financial results. He noted that during the 2020-21 fiscal year, professional learning and travel dropped significantly as a result of the pandemic. Expenditures were down \$708,000 compared to two years ago. He also reviewed the Agency's self insurance fund which just completed its eighth year of the program.

Wellness Program Update and Proposed Budget

Mr. Subra reviewed the results of the Agency's wellness program. Seventy-eight (78%) of staff participated in the program in 2020-21. The activities and challenges are well received by staff. Over 400 completed the baselines activities which earned staff credit towards purchasing agency logo apparel. He shared the proposed wellness budget for 2021-22, which is estimated at \$187,715. Staff seem to embrace the program as the Agency's participation rate is high compared to K-12 and private employers.

Legislative Priorities (IASB and IAAEA)

Board members finalized their top four choices for the 2021-22 IASB legislative priorities. Ms. Ugolini will submit the choices to IASB. They also reviewed the two Iowa Association of AEAs' (IAAEA) legislative priorities for next year.

Action Items

Resolution of Depositories

A MOTION was made by Mr. Kinley and seconded by Ms. Schwenk to approve the 2021-22 resolution of depositories. The motion passed unanimously.

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IASB 2022 Legislative Priorities

A MOTION was made by Dr. Rose and seconded by Dr. Bridgewater to approve the IASB legislative priorities.

1. No. 24 Area Education Agencies
2. No. 32 Mental Health
3. No. 27 Student Achievement and Accountability
4. No. 30 Governance: Local Accountability and Decision-Making

The motion passed unanimously.

IAAEA 2022 Legislative Priorities

A MOTION was made by Dr. Bridgewater and seconded by Ms. Schwenk to approve the Iowa Association of AEAs' (IAAEA) 2022 legislative priorities. The motion passed unanimously.

Wellness Budget

A MOTION was made by Mr. Kinley and seconded by Dr. Bridgewater to approve the wellness budget for 2021-22 as presented. The motion passed unanimously.

Equity Action Plans

No action was taken at this time. The Board received an update on the equity report.

Board Comments

- Mr. Kinley noted that former Heartland AEA chief administrator, Dr. Paula Vincent, is serving as interim superintendent at Ames CSD for 2021-22.

Adjournment

A MOTION was made by Dr. Rose and seconded by Ms. Schwenk to adjourn the meeting. The motion passed unanimously. The meeting adjourned at 4:18 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.

A handwritten signature in black ink, appearing to read "Pete Evans", written over a horizontal line.

Mr. Pete Evans
Board Vice President

A handwritten signature in black ink, appearing to read "Jenny Ugolini", written over a horizontal line.

Ms. Jenny Ugolini
Board Secretary

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August 31, 2021

BOARD AGENDA PLANNING MEETING

Ms. Sheri Benson, president, called the board agenda planning meeting of the Heartland AEA Board of Directors to order 5:00 p.m.

Board Members Present: Ms. Sheri Benson, Ms. Liz Brennan, Dr. Earl Bridgewater, Mr. John Kinley, Dr. Steve Rose and Ms. Margie Schwenk. Ms. Margaret Borgen and Mr. Pete Evans joined the meeting following roll call. *Absent:* Mr. Bruce Christensen.

Administrative Staff Present: Ms. Sheila King, Dr. Jon Sheldahl and Ms. Jenny Ugolini.

Approval of Agenda

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

Discussion Items

September 13, 2021 Board Agenda Review

Board members reviewed the agenda for the September 13 joint board meeting with DMACC. Following the joint meeting, the Heartland AEA board will meet separately. Agenda topics include review of the early notification stipend, technology cyber security service agreement and an update on the chief administrator's professional development goals.

Adjournment

A MOTION was made by Dr. Bridgewater and seconded by Mr. Evans to adjourn the meeting. The motion passed unanimously. The meeting adjourned at 5:24 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.

A handwritten signature in black ink that reads "Sheri Benson".

Ms. Sheri Benson
Board President

A handwritten signature in black ink that reads "Jenny Ugolini".

Ms. Jenny Ugolini
Board Secretary