

Board of Directors Board Meeting Minutes



Sept. 13, 2021

JOINT BOARD MEETING WITH DES MOINES AREA COMMUNITY COLLEGE

Ms. Sheri Benson, Heartland AEA board president, called the joint board meeting of the Heartland AEA and the Des Moines Area Community College boards of directors to order at 3:03 p.m.

Introductions and Roll Call

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

DMACC Board Members did not have quorum so roll call was not taken.

Heartland AEA Administrative Staff Present: Dr. Jon Sheldahl and Ms. Jenny Ugolini.

DMACC Administrative Staff Present: Dr. Rob Denson and Ms. Carolyn Farlow.

Approval of Agenda

A MOTION was made by Mr. Kinley and seconded by Ms. Brennan to approve the agenda. Motion passed unanimously.

The DMACC Board of Directors did not have a quorum present. Since the agenda did not contain any action items, a quorum was not required to begin the meeting.

Heartland AEA and DMACC Updates

Dr. Jon Sheldahl, Heartland AEA Chief Administrator, and Dr. Rob Denson, DMACC President, shared updates and recent activities and milestones from each of their respective organizations.

Adjournment

A MOTION was made by Heartland AEA board member Ms. Brennan and seconded by Mr. Kinley to adjourn the meeting. Motion passed unanimously.

The joint board meeting adjourned at 3:57 p.m.

HEARTLAND AEA BOARD MEETING

Ms Sheri Benson, president, called the meeting of the Heartland AEA Board of Directors to order at 4:24 p.m.

Board Members Present: Ms. Sheri Benson, Ms. Margaret Borgen, Ms. Liz Brennan, Dr. Earl Bridgewater, Mr. Pete Evans, Mr. John Kinley, Dr. Steve Rose and Ms. Margie Schwenk.

Mr. Bruce Christensen joined at 4:39 p.m., and Ms. Brennan left at 5:15 p.m.

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

Approval of Agenda

Board of Directors

Board Meeting Minutes



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

Public Forum and Correspondence

Ms. Benson shared a thank you letter from the Iowa Association of School Boards for renewing the Agency's membership.

Discussion Items

Chief Administrator's Report and Recent Activities

Dr. Sheldahl, Heartland AEA Chief Administrator, reminded board members that the Agency's All-Staff meeting would be held on Friday, Sept. 24 at the Iowa Events Center. Extra COVID-19 mitigation efforts will be put in place to ensure it's a safe event. There will be time for celebration and learning.

Stipend for Early Notification 2021-22

Mr. Kurt Subra, Chief Financial Officer, and Ms. Nia Chiaramonte, Director of Human Resources, discussed the early notification stipend for 2021-22. The stipend is for employees who notify the Agency of their resignations by Dec. 10, 2021, and who fulfill their contractual obligations by June 30, 2022. The stipend will be extended this year to include all employee groups, i.e., Classified Union and Classified Non-Union staff as well as Certified Union and Management.

Cybersecurity Recommendations Stemming from the Heartland AEA Audit

Ms. Sheila King, Heartland AEA Chief Information Officer, discussed the need for more sophisticated tools and resources to train staff on cybersecurity. She reviewed the recommendation for the purchase of Kaseya, a cybersecurity and IT management software and service that would provide additional cybersecurity tools and training. Once implemented, the tools and services will be piloted with other AEAs or LEAs as a possible fee-for-service, if determined to be cost effective and scalable.

New Staff Numbers

Ms. Chiaramonte discussed the demographics of Heartland AEA's new staff. The Agency had 54 new hires between Sept. 2020-Sept. 2021. The average age of experience is 11.1 years, and the new staff hails from 13 different states.

Chief Administrator's Self-Evaluation and Professional Development Goals Update

Dr. Sheldahl provided an update on his self-evaluation and professional development goals for 2021-22. He shared the new Iowa Standards for School Leaders (ISSL) progressions for evaluations and noted areas of work.

Board Annual Self-Evaluation

Board members reviewed the questions and timeline for their 2021-22 self-evaluation.

Action Items

Cybersecurity Managed Service Agreement

A MOTION was made by Mr. Kinley and seconded by Dr. Bridgewater to approve the recommendation for the purchase of Kaseya pending the cleanup of the two noted language items within the agreement. The motion passed unanimously.

Stipend for Early Notification 2021-22

A MOTION was made by Mr. Evans and seconded by Mr. Kinley to approve the 2021-22 early notification stipend. The motion passed unanimously.

Board of Directors Board Meeting Minutes



Consent Agenda

Ms. Schwenk reviewed the financial statements and indicated that everything was on track. A MOTION was made by Mr. Evans and seconded by Ms. Schwenk to approve the consent agenda including payment of warrant numbers 414182 through 414409 and electronic warrant numbers 34674 through 34849. Dr.

Bridgewater abstained from the vote due to a conflict of interest. The motion passed unanimously with one abstainia (Bridgewater).

- Personnel Report
- Purchase Orders:
 - All Makes Office Equipment - \$38,586.73
 - Des Moines Public Schools (L. Lyon Contract) - \$54,562.08
 - Baker Group - \$28,906.00
 - WebSpec Design, L.L.C. - \$75,075.00
 - TESOL (Teachers English) - \$31,580.00
 - KASEYA US, L.L.C. - \$122,652.48
 - Corwin - \$26,000.00

Chief Administrator Comments

- The Board will hold its holiday dinner on Dec. 14, 2021, following the organizational meeting.

Adjournment

A MOTION was made by Mr. Evans and seconded by Mr. Kinley to adjourn the meeting. The motion passed unanimously. The meeting adjourned at 5:25 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 purple ink that reads "Sh. Benson".

Ms. Sheri Benson
Board President

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

Ms. Jenny Ugolini
Board Secretary