

# Board of Directors Meeting Agenda



**November 9, 2021**

**Location:**

Heartland AEA  
Johnston Regional Education Center  
6500 Corporate Drive, Johnston  
Room 107A

**Time:** 4:00 p.m.

**Phone:** Dial: 1-669-900-6833

Meeting ID: 994 5622 6583 followed by #

*Skip putting in participant ID - just stay on the line*

**Zoom:**

<https://heartlandaea.zoom.us/j/99456226583>

**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 Vice President	Ms. Nia Chiaramonte Dir. of Human Resources	Mr. Kurt Subra Chief Financial Officer
Ms. Liz Brennan Board Member	Mr. John Kinley Board Member	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 4:00**

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	
15-20 min.	<b>1.03</b> Audit Results	Mia Frommelt	Board members will review the results of the Agency's 2020-21 audit.
30 min.	<b>1.04</b> Chapter 273 & IAAEA State Overview <ul style="list-style-type: none"> <li>• Iowa Code 273</li> <li>• Iowa Admin. Code 281-72</li> <li>• Draft state organizational chart</li> </ul>	Jon Sheldahl	Overview of Iowa Code 273 and IAAEA work teams and enterprises.

**Dinner Break**

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## Board Meeting at 5:30

Time	Topic/Process	Presenter	Outcome
5 min.	<b>1.05</b> Approval of minutes from Oct. 12 & 26, 2021	Sheri Benson	Review and approval of minutes from Oct. 12 & 26, 2021
	<b>1.06</b> Public Forum and Correspondence <ul style="list-style-type: none"> <li>• HEA Recertification</li> </ul>	Jon Sheldahl	Hear comments from members of the public.

## 2. Discussion Items

Time	Topic/Process	Presenter	Outcome
10-15 min.	<b>2.01</b> Chief Administrator's Report and Recent Activities <ul style="list-style-type: none"> <li>• Board Advisory Council Mtg.</li> <li>• IA Dept. of Ed. Iowa Best Summit</li> <li>• Equity Definition</li> </ul>	Jon Sheldahl, et al	Board members will be updated on recent activities and upcoming events.
5-10 min.	<b>2.02</b> Annual Settlement of Accounts <ul style="list-style-type: none"> <li>• Certified Annual Report (CAR)</li> </ul>	Kurt Subra	Board acknowledges receipt of the cash and investment balances of June 30, 2021. This is an element of our annual meeting, Iowa Code 279.33
20 min.	<b>2.03</b> HR Metrics	Nia Chiaramonte	Board members will
5 min.	<b>2.04</b> Board Policies -Second Reading <ul style="list-style-type: none"> <li>• 900 &amp; 1000 Series</li> </ul>	Sheri Benson	Board members will have the second reading of updated board policies.
5 min.	<b>2.05</b> IASB Delegate Assembly - Appointment of Representative	Sheri Benson	Board members will determine who will attend the IASB delegate assembly.
5 min.	<b>2.06</b> Confirm Board Holiday Gathering	Sheri Benson	Board members will discuss holding a holiday gathering.

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### 3. Action Items

Time	Topic/Process	Presenter	Outcome
5-10 min.	<b>3.01</b> Board Policies <ul style="list-style-type: none"> <li>• 900 &amp; 1000 Series</li> </ul>	Sheri Benson	Board members may approve the 900 & 1000 board policy series.
	<b>3.02</b> Acceptance of Audit Results as Presented	Sheri Benson	Board members may accept the 2020-21 audit report as presented.
	<b>3.03</b> Decertification of the Classified Union and New Classified Staff Benefits	Kurt Subra	Board members may approve the Classified Union Benefits recommendation.
	<b>3.04</b> IASB Delegate Assembly	Sheri Benson	Board members will approve the appointment of a representative to attend the IASB delegate assembly.

### 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	Sheri Benson	<b>Handout:</b> Available at meeting <b>Admin. Recommendation:</b> approval
	<b>4.03</b> Purchase Requests <ul style="list-style-type: none"> <li>• AESA - \$30,000.00</li> <li>• Apple Computer - \$308,908.00</li> </ul>	Jon Sheldahl, et al	<b>Handout:</b> Purchase Requests <b>Admin. Recommendation:</b> approval
	<b>4.04</b> 2021-22 Des Moines Support Services Contract Amendment	Kurt Subra	<b>Handout:</b> Service Contract <b>Admin. Recommendation:</b> approval
	<b>4.05</b> Lifeworks Amending Agreement (AbilitiCBT Service Package)	Kurt Subra	<b>Handout:</b> Amending Agreement <b>Admin. Recommendation:</b> approval

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### 5. Chief Administrator Comments

- IASB Annual Convention, November 17-18
- AESA 36th Annual Conference, Houston, TX - December 1-4
- NSBA Annual Conference and Exposition, San Diego, CA - April 2-4

### 6. Board Comments

### 7. Adjournment

FYI - Upcoming events

**Next Board Meeting:** December 14, 2021

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