

# Board of Directors Meeting Agenda



**December 14, 2021**

**Location:**

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

**Phone:**

Dial: 1-669-900-6833  
Meeting ID: 956 3833 4185 followed by #  
*Skip putting in participant ID - just stay on the line*

**Zoom Link:**

<https://heartlandaea.zoom.us/j/95638334185>

**Time:**

4:00 - 5:30 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 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

**Regular Board Meeting for Retiring Board: 4:00 p.m.**

Time	Topic/Process	Presenter/Staff Resource	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	
	<b>1.03</b> Approval of minutes from November 9, 2021	Sheri Benson	Review and approval of minutes from November 9, 2021.
	<b>1.04</b> Public Forum and Correspondence	Jon Sheldahl	Hear comments from members of the public.

**2. Discussion Items**

Time	Topic/Process	Presenter/Staff Resource	Outcome
10 min.	<b>2.01</b> Recognition of Retiring Board Members, Dr. Earl Bridgewater and Mr. Christensen	Jon Sheldahl, et al	Board members will recognize retiring board members Dr. Bridgewater and Mr. Christensen.

### 3. Consent Agenda

Time	Topic/Process	Presenter/Staff Resource	Outcome
5 min.	<b>3.01</b> Personnel Report <ul style="list-style-type: none"> <li>• Early Resignation Incentive</li> </ul>	Nia Chiaramonte	<b>Handout:</b> Personnel Report <b>Admin. Recommendation:</b> approval
	<b>3.02</b> Bills	Margaret Borgen	<b>Handout:</b> Available at meeting <b>Admin. Recommendation:</b> approval
	<b>3.03</b> Purchase Orders <ul style="list-style-type: none"> <li>• ACT - \$29,309.47</li> <li>• LightEdge - \$24,000.00</li> <li>• Pigott, Inc. - \$52,753.16</li> </ul>	Sheila King, Kurt Subra, et al	<b>Handout:</b> Purchase Requests <b>Admin. Recommendation:</b> approval

### 4. Adjournment of Regular Board Meeting

#### Organizational Meeting for New Board

##### Participants

Ms. Sheri Benson Board Member	Mr. John Kinley Board Member	DD7 - Vacant	Dr. Jon Sheldahl Chief Administrator
Ms. Margaret Borgen Board Member	Ms. Tiara Mays Board Member	Ms. Nia Chiaramonte Dir. of Human Resources	Mr. Kurt Subra Chief Financial Officer
Ms. Liz Brennan Board Member	Dr. Steve Rose Board Member	Mr. Kevin Fangman Chief Academic Officer	Ms. Jenny Ugolini Board Secretary
Mr. Pete Evans Board Member	Ms. Margie Schwenk Board Member	Ms. Sheila King Chief Information Officer	Dr. Kristi Upah Chief Student Svcs. Officer

**Recorder:** Jenny Ugolini

Time	Topic/Process	Presenter/Staff Resource	Outcome
20 min.	<b>1.01</b> Roll Call	Jenny Ugolini	Roll call.
	<b>1.02</b> Review Board Election Results	Jenny Ugolini	The results of the 2021 Board election will be reviewed.
	<b>1.03</b> Oaths of Office to Newly and Re-Elected Board Members	Jenny Ugolini	The oath of office will be given to newly and re-elected board members.
	<b>1.04</b> Election of a President of the Board	Jenny Ugolini	The president pro tem calls for nominations; nominations need not be seconded. The Board shall then vote on the nominations by ballot. The secretary shall announce the result of the vote and administer the oath of office. The newly

			elected president shall than assume the chair. The President shall hold office for one year.
	<b>1.05</b> Election of a Vice President of the Board	Board President	The Board President shall call for nominations; the nominations need not be seconded. The Board shall than vote on the nominations by ballot. The President shall announce the results and the secretary shall administer the oath of office. The Vice President shall hold office for one year.
	<b>1.06</b> Administer Oaths of Office to newly appointed President and Vice President	Jenny Ugolini	Oaths of office will be given to the newly appointed President and Vice President.
	<b>1.07</b> Approval of Remaining Board Agenda Items	Board President	Board members may approve the agenda.
	<b>1.08</b> Appointment of a Board Secretary and Treasurer	Board President	Board members shall appoint a Board secretary and treasurer and administer oaths of office.
	<b>1.09</b> Selection of Regular Meeting Dates and Times	Board President	Board members will confirm meeting dates and times for 2022.
	<b>1.10</b> Committee Assignments and Appointments	Board President	Board members will confirm committee assignments for 2022.
	<b>1.11</b> Appointment of Law Firm(s)	Kurt Subra	Board members may appoint Ahlers & Cooney, P.C. and Nyemaster Goode, P.C. as the Agency's legal counsel.
	<b>1.12</b> Conflict of Interest Statements	Board President	Board members will complete the annual conflict of interest statements.

## 2. Discussion Items

Time	Topic/Process	Presenter/Staff Resource	Outcome
10 min.	<b>2.01</b> Standing Committee Reports & Recent Activities <ul style="list-style-type: none"> <li>• IASB Annual Convention</li> <li>• AESA Annual Conference</li> </ul>	Jon Sheldahl, et al	Board members will discuss recent events and activities.

15 min.	<b>2.02</b> January 11, 2022 Board Agenda Review	Jon Sheldahl, et al	Board members will review the January 22 draft board agenda.
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**3. Chief Administrator Comments**

**4. Board Comments**

**5. Adjournment**

**Next Board meeting:** Tuesday, January 11, 2022

**FYI - Upcoming Events**

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