

Board of Directors Board Meeting Minutes



May 10, 2022

BOARD MEETING

Mr. Pete Evans, president, called the meeting of the Heartland AEA Board of Directors to order at 4:00 p.m.

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

Ms. Tiara Mays arrived at 4:04 p.m. and Ms. Margaret Borgen arrived at 4:07 p.m.

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

Approval of Agenda

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

Work Session

Johnston Regional Education Center (REC) Remodeling Project

Mr. David Voss, architect with SlingShot Architecture, shared preliminary plans and ideas for the Johnston REC remodeling project. He discussed the goals of the remodel that include creating a variety of staff and collaboration work spaces inside and outside, improving the navigation of the facility and adding additional meeting space. The remodel would occur in phases over a period of years. Work will continue on the plans and a budget and will be brought back to the Board for further discussion.

Dispute Resolution and Mediation

Kristi Upah, Heartland AEA Chief Student Services Officer, discussed the dispute resolution and mediation process. There are a variety of options available to help aid parents, school districts and AEAs in resolving special education disagreements. She shared the process involved with each of the options.

The Board recessed from 5:44 through 6:10 p.m.

Ms. Mays left the meeting at 5:45 p.m.

Board Meeting

Approval of Minutes from April 12, 2022

A MOTION was made by Dr. Rose and seconded by Mr. Kinley to approve the minutes from April 12, 2022. The motion passed unanimously.

Public Forum and Correspondence

Dr. Sheldahl, Heartland AEA Chief Administrator, shared that May is School Board Recognition Month. Board members were thanked for their services as board members.

Discussion Items

Chief Administrator's Reports and Recent Activities

- **Legislative Update** - Dr. Sheldahl indicated that there has been some recent activity with the school voucher bill, as Gov. Reynolds continues to call on superintendents and legislators, but there are still not enough votes to pass it.

Board Policy Work - Summary of Policy Edits and Board Procedures Manual

Board members held a second reading of updated board policies and the Board Procedures Manual.

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Meal Expenses Adjustment Recommendation

Mr. Kurt Subra, Heartland AEA Chief Financial Officer, shared that it's been a while since the Agency raised travel meal reimbursement rates. He recommended increasing the rates beginning July 1, 2022, and still requiring actual receipts for reimbursement.

Special Pay Plan for Retirees

Mr. Subra shared information about a special pay plan for retirees who have accrued vacation leave balances at their retirement dates. The plan would put the vacation payout funds into a state 403(b) plan and would provide tax benefits upon withdrawal. He'll continue to work with legal counsel on finalizing a recommendation for board approval.

Increased Square Footage at the Altoona Office

Mr. Subra discussed increasing the square footage of the Altoona regional office by 20 x 20 sq. feet. The increase would provide additional space to serve students.

Action Items

Board Policy Work - Summary of Policy Edits and Board Procedures Manual

A MOTION was made by Ms. Benson and seconded by Mr. Kinley to approve the edits to the board policies and Board Procedures Manual, *excluding* Board Policy 820. The motion passed unanimously.

Meal Expenses Adjustment Recommendation

A MOTION was made by Mr. Kinley and seconded by Ms. Brennan to approve the meal adjustment rates as presented. The motion passed unanimously.

Consent Agenda

Dr. Rose reviewed the financial statements and indicated that everything was in order. He noted that the Agency's pl bill is now paid entirely to Zoom. A MOTION was made by Dr. Rose and seconded by Ms. Borgen to approve the consent agenda including payment of warrant numbers 415767 and 415943 and electronic warrant numbers 37830 and 38280, *excluding* item #4.08, the Shelter Care Memorandums of Understanding (MOU) and Facility Agreements with Heartland AEA, which were tabled until June. Motion passed unanimously.

- Personnel Report
- Purchase Orders:
 - *BootUp* - \$126,770.00
 - *The New Bohemian Innovation Collaborative (NewBoCo)* - \$108,000.00
 - *Mystery Science, Inc.* - \$76,073.00
- Wellmark BlueCross BlueShield Renewal
- Dixon Warehouse Addendum
- Special Education Service Agreement between the Iowa Dept. of Corrections, Newton Correctional Facility, Iowa Correctional Institution for Women & Heartland Area Education Agency
- Transportation Agreements - Winterset
- **Tabled** - *Shelter Care Memorandums of Understanding (MOU) and Facility Agreements with Heartland AEA*
 1. *Polk County Facility*
 2. *Polk County MOU*

Chief Administrator Comments

- The Board Retreat will be held on Aug. 9, 2022, with lunch and an extended work session.
- A special board meeting will be held on May 26 to approve the IAAEA 28E agreement.

Closed Session - Chief Administrator Evaluation

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A MOTION was made by Mr. Kinley and seconded by Ms. Brennan to enter into closed session as provided in *Chapter 21.5(1)(i) of the Iowa Code to conduct an evaluation of the Chief Administrator. Motion carried unanimously.

A roll call vote was taken. The Board of Directors entered into closed session at 6:46 p.m.

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|-----------------------|-----|----------------------|--------|
| • Ms. Sheri Benson | Aye | • Ms. Tiara Mays | Absent |
| • Ms. Margaret Borgen | Aye | • Mr. Alex Piedras | Absent |
| • Ms. Liz Brennan | Aye | • Dr. Steve Rose | Aye |
| • Mr. Pete Evans | Aye | • Ms. Margie Schwenk | Aye |
| • Mr. John Kinley | Aye | | |

The Board returned to open session at 7:19 p.m.

Action Item

Chief Administrator Contract Recommendation for 2022-23

A MOTION was made by Mr. Evans and seconded by Ms. Schwenk to offer a compensation increase the same as the Agency Planning Council, to offer a three-year contract, and if Dr. Sheldahl chooses to retire during the three year term at any point, before he turns 65, we would offer insurance premium coverage at the same rate as Heartland rate currently pays, until he turns 65. (Buy or stay on the policy.) Motion passed unanimously.

Adjournment

A MOTION was made by Ms. Brennan and seconded by Mr. Kinley to adjourn the meeting. Motion passed unanimously. The meeting adjourned at 7:28 p.m.

Minutes and documents and the full text of motions, resolutions or policies considered by the Board at this meeting are available in the Board Secretary's office, (515) 473-6644, Monday through Friday, 7:30 a.m. – 4:30 p.m.

A black ink signature of Mr. Pete Evans, consisting of a stylized 'P' followed by a cursive 'Evans'.

Mr. Pete Evans
Board President

A blue ink signature of Ms. Jenny Ugolini, written in a cursive script.

Ms. Jenny Ugolini
Board Secretary

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