

# Board of Directors Board Meeting Minutes



Aug. 9, 2022

## BOARD MEETING

Ms. Sheri Benson, past president, called the meeting of the Heartland AEA Board of Directors to order at 1:04 p.m.

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

Mr. Pete Evans arrived at 1:07 p.m.

Ms. Margaret Borgen arrived at 1:10 p.m.

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

## Approval of Agenda

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

## Approval of Minutes from June 14, 2022

A MOTION was made by Ms. Brennan and seconded by Mr. Piedras to approve the minutes from June 14, 2022. The motion passed unanimously.

## Public Forum and Correspondence

Ms. Sheila King, Heartland AEA Chief Information Officer, shared that the Agency engaged the Berkshire Company to perform a study of the Agency's creative services and print shop. The study looked at such things as efficiencies, effectiveness, equipment, operations and future opportunities for collaboration.

## Discussion Items

### FY 2021-22 Financial Results

Mr. Kurt Subra, Heartland AEA Chief Financial Officer, reviewed the FY 2021-22 financial results. He noted that the expenditures for mileage and professional development remained below the FY 2019 level but are still recovering post-pandemic. Overall, the Agency remains in good financial condition despite continued special education funding reductions.

### Johnston REC Remodel

Mr. Subra shared that the Iowa Department of Education approved the Agency's remodeling project for the Johnston REC. The Agency has to have pre-approval from the Department on capital projects.

### Iowa Association of School Boards (IASB) Legislative Priorities and Special Delegate Assembly

**Legislative Priorities** - The Board reviewed the results of the survey to determine their top four IASB legislative priorities for 2023. Based on survey results, the top four priorities will be submitted.

1. AEAs
2. Supplemental State Aid
3. Teacher Recruitment & Licensure
4. Mental Health

**Special Delegate Assembly** - Ms. Brennan shared that IASB has decided that it would not be the best use of its dollars to be a member of the National School Board Association (NSBA). Currently, membership with NSBA is part of the IASB bylaws. They would like to update the bylaws so that they can look at memberships with other national organizations, requiring a special delegate assembly to vote on the change. Board members discussed the amendment to loosen the bylaw language and discussed volunteers to attend the special assembly.

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The Board recessed from 2:02 - 2:07 p.m.

## Mileage Reimbursement Rate Increase for 2022-23

Mr. Subra discussed the mileage rate increase for 2022-23. The rate is governed by the master contract and is indexed with the IRS rate. He recommended raising the rate to 46¢ per mile, retroactive July 1, 2022. Dr. Rose shared that he doesn't feel like 46¢ per mile is enough, given wear and tear on vehicles.

## Wellness Program Update and Proposed Budget

Mr. Subra shared the results of the Agency's wellness program from last year. Over 80% of staff participated in the program. He shared data including the various baseline activities that staff completed. The majority of staff who complete the baseline activities complete the entire program. The Board will be asked to approve the budget for next year's program.

## Accreditation Visit

Dr. Jon Sheldahl, Heartland AEA Chief Administrator, shared that the Iowa's Auditor Office doesn't feel the Iowa Department of Education's current form of accreditation process is in Iowa Code or acceptable. All of the AEAs will have an accreditation visit this fall. Heartland AEA will hold its visit on Sept. 29-30, and it will require focus group participation, including an interview with the Board. Additional information will be shared as it's finalized.

## Action Items

### IASB Legislative Priorities

A MOTION was made by Ms. Benson and seconded by Mr. Piedras to approve the legislative priorities as discussed this afternoon (i.e., 1) AEAs, 2) Supplemental State Aid, 3) Teacher Recruitment & Licensure and 4) Mental Health). The motion passed unanimously.

### IASB Special Delegate Assembly

A MOTION was made by Ms. Brennan and seconded by Ms. Borgen to nominate Mr. Kinley to attend the IASB Delegate Assembly on Sept. 13 at 6:00 p.m. The motion passed unanimously.

A MOTION was made by Ms. Benson and seconded by Ms. Schwenk to vote affirmative to update the IASB bylaws. The motion passed unanimously.

### IAAEA 2023 Legislative Priorities

A MOTION was made by Mr. Kinley and seconded by Mr. Piedras to approve the IAAEA 2023 Legislative Priorities. The motion passed unanimously.

## Mileage Reimbursement Rate Increase for 2022-23

A MOTION was made by Mr. Kinley and seconded by Dr. Rose to approve the mileage rate reimbursement recommendation and increase it to 46¢ per mile. The motion passed unanimously.

## Wellness Program Budget for 2022-23

A MOTION was made by Ms. Brennan and seconded by Ms. Schwenk to approve the wellness program budget for 2022-23. The motion passed unanimously.

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### Resolution of Depositories

A MOTION was made by Mr. Kinley and seconded by Ms. Benson to approve the annual resolution of depositories for 2022-23. Ayes: Benson, Borgen, Evans, Kinley, Mays, Piedras, Rose and Schwenk. Abstained: Brennan. Motion passed with 8 ayes, 1 abstain.

### Chief Administrator Contract

Dr. Sheldahl submitted his resignation to retire effective June 30, 2023.

A MOTION was made by Ms. Borgen and seconded by Mr. Piedras to accept Dr. Sheldahl's resignation effective June 30, 2023 and to approve the Agency's agreement to pay for Dr. Sheldahl's current level of health and dental insurance to age 65 and to continue on the Agency's insurance plan as allowed by Iowa Code 509A.13. The motion passed unanimously.

### Consent Agenda

Mr. Kinley reviewed the financial statements and indicated that everything is tracking financially for this time of year. Interest income is up significantly as rates have increased. He noted there were no areas of concern. A MOTION was made by Mr. Kinley and seconded by Ms. Brennan to approve the consent agenda including payment of warrant numbers 416289 through 416917 and electronic warrant numbers 38769 through 39638. Motion passed unanimously.

- Personnel Report
  - Ms. Chiaramonte shared that she has taken another position and will be relocating to Baltimore, Maryland in mid-October.
- Purchase Orders:
  1. *Illuminate Education, Inc.* - \$261,282.88
  2. *Discovery Ed., Inc.* - \$225,305.50
  3. *Heritage Group, L.L.C.* - \$57,446.95
  4. *Corwin* - \$50,500.00
  5. *Perspective Consulting* - \$37,992.00
  6. *Systems Works* - \$58,200.00
  7. *Marco Technologies, L.L.C.* - \$44,000.00
- SlingShot Architecture Contract

### Board Retreat Items

#### Develop Leadership Transition Plan

Board members discussed Dr. Sheldahl's upcoming retirement and the process for finding his replacement. Requests for proposals (RFPs) were sent to seven search firms and all submitted a proposal. The Board reviewed and discussed each of the proposals and determined they would interview two firms: Hazard, Young and Attea and GR Recruiting. A special board meeting will be held on Aug. 15 to interview the two firms.

#### Agency Playbook 2022-23 Updates

Dr. Sheldahl reviewed updates to the Agency's playbook.

### Chief Administrator Comments

- There were no chief administrator comments.

### Board Comments

- There were no board member comments.

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## Adjournment

A MOTION was made by Mr. Kinley and seconded by Ms. Schwenk to adjourn the meeting. Motion passed unanimously. The meeting adjourned at 4:07 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.

 9.13.22

Mr. Pete Evans  
Board President



Ms. Jenny Ugolini  
Board Secretary