

# Board of Directors Board Meeting Minutes



Sept. 13, 2022

## JOINT BOARD MEETING WITH DES MOINES AREA COMMUNITY COLLEGE

Mr. Pete Evans, Heartland AEA board president, called the joint board meeting of the Heartland AEA and the Des Moines Area Community College (DMACC) boards of directors to order at 3:06 p.m.

### Introductions and Roll Call

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

DMACC Board Members Present: Ms. Cheryl Langston, Mr. Denny Presnall and Mr. Joe Pugel. Connected electronically: Mr. Felix Gallagher, Ms. Angela Jackson. *Absent:* Mr. Fred Greiner, Mr. Kevin Halterman and Ms. Madelyn Tursi.

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 Dr. Rose to approve the agenda. Motion passed unanimously.

DMACC board members Ms. Langston and Mr. Gallagher seconded the motion to approve the agenda. Motion passed unanimously.

### DMACC and Heartland

Dr. Rob Denson, DMACC President, shared updates and recent activities and milestones from DMACC.

Ms. Susen Schirmer, a Heartland AEA Professional Learning & Leadership Consultant, and Dr. T.J. Jumper, a Heartland AEA Regional Director, provided an update on Future Ready services at the Agency, which help ready students for post-secondary success.

### Adjournment

The joint board meeting adjourned at 4:00 p.m.

## HEARTLAND AEA BOARD MEETING

Mr. Pete Evans, president, called the meeting of the Heartland AEA Board of Directors to order at 4:17 p.m.

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

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

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## Approval of Agenda

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

## Approval of Minutes Aug. 9, 15 and 24, 2022

A MOTION was made by Mr. Kinley and seconded by Ms. Mays to approve the minutes from Aug. 9, 15 and 24, 2022. The motion passed unanimously.

## Public Forum and Correspondence

There was no one from the public in attendance.

## Discussion Items

### Chief Administrator's Report and Recent Activities

- **Iowa Department of Education Accreditation Visit** - The Department was notified by the state auditor's office in July that the accreditation process they've been using for the past several years was inadequate. Thus, all nine AEAs will be holding an accreditation visit with the Department this fall. Several board members will participate in a portion of the process.
- **Association of Educational Service Agencies (AESA) Midwest CEO Conference** - Dr. Sheldahl will attend the AESA Midwest CEO Conference in October.

### Chief Administrator's Professional Development Goals and Update

Dr. Sheldahl shared an update on his professional development goals. There are three focus areas for 2022-23 with three major goals:

- Succession planning, including the chief administrative officer search. He wants to make sure when a new chief is selected, a clear organizational structure is in place.
- Pilot of the Diversity, Equity and Inclusion (DEI) program.
- Participation in the Johnston REC remodel project so Phase I is complete by the next academic year.

### Board Policy 816 - Disposal of Surplus Equipment and Furniture

Mr. Kurt Subra, Heartland AEA Chief Financial Officer, discussed updating board policy 816 so staff have the option of purchasing outdated or surplus equipment or furniture. Agency staff have always been allowed the opportunity through the GovDeals website. Updating the policy will allow them first opportunity should they want it.

### New Staff Numbers

Dr. Sheldahl shared data on the Agency's new hires for 2022-23. The information included demographics, education and experience.

### Stipend for Early Notification 2022-23

Mr. Subra shared that for the past seven years, Heartland AEA has offered an early notification stipend. The stipend allows the Agency to expedite the hiring process by allowing it to go to the market early for hiring. The recommendation includes increasing the stipend amount from \$1,500 to \$2,000. Other AEAs are offering similar stipends.

### Board Holiday Dinner

The Board will postpone their holiday dinner until January 2023.



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## Action Items

### Board Policy 816

A MOTION was made by Mr. Kinley and seconded by Ms. Schwenk to table policy 816 for approval until October. Motion passed unanimously.

### Stipend for Early Notification 2022-23

A MOTION was made by Dr. Rose and seconded by Ms. Borgen to approve the early notification stipend at \$2,000 for 2022-23. Motion passed.

## Consent Agenda

Ms. Benson reviewed the financial statements and indicated the Agency was 8% into its spending budget, which is routine for this time of year. Interest rates are also increasing, and there will be more interest income. A MOTION was made by Mr. Kinley and seconded by Ms. Schwenk to approve the consent agenda including payment of warrant numbers 416918 through 417217 and electronic warrant numbers 39639 through 39915.

- Personnel Report - Noted on the addendum to approve a request for a long-term leave of absence.
- Purchase Orders:
  - *Learning Ally, Inc.* - \$373,885.51
  - *Des Moines Independent CSD* - \$37,830.74
  - *Morningside University* - \$54,000.00
- Agreement between Winterset CSD and Heartland AEA
- Marco Lease Agreement - Transition from auto-renewal to 30-day leasing agreement

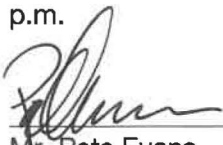
## Board Comments

- Mr. Kinley will attend this evening's IASB Special Delegate Assembly and vote approval on changing their bylaws.
- Mr. Evans noted that work progresses towards hiring the new chief administrator. First-round interviews to be held in November will be held in person, with the exception of Mr. Kinley who will participate electronically from out of state. Finalist interviews in December will also be held in person.

## Adjournment

The meeting adjourned at 5:10 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.

 10.11.22  
Mr. Pete Evans  
Board President

  
Ms. Jenny Ugolini  
Board Secretary