

# Board of Directors Meeting Agenda



**November 8, 2022**

**Location:**

Heartland AEA  
6445 Corporate Drive, Johnston  
Boardroom

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

**Phone:**

Dial: 1-669-900-6833  
Meeting ID: 920 9438 6589 followed by #  
Skip putting in participant ID - just stay on the line

**Zoom:**

<https://heartlandaea.zoom.us/j/92094386589>

(Zoom access during the closed session will be restricted.)

**Participants**

Ms. Sheri Benson Board Member	Mr. John Kinley Board Member	Ms. Margie Schwenk Board Member	Dr. Jon Sheldahl Chief Administrator
Ms. Margaret Borgen Vice President	Ms. Tiara Mays Board Member		Mr. Kurt Subra Chief Financial Officer
Ms. Liz Brennan Board Member	Mr. Alex Piedras Board Member	Mr. Kevin Fangman Chief Academic Officer	Ms. Jenny Ugolini Board Secretary
Mr. Pete Evans Board President	Dr. Steve Rose Board Member	Ms. Sheila King Chief Information Officer	Dr. Kristi Upah Chief Student Svcs. Officer

**President:** Pete Evans **Recorder:** Jenny Ugolini

**Board Meeting at 4:00 p.m.**

Time	Topic/Process	Presenter	Outcome
5 min.	<b>1.01</b> Roll Call	Pete Evans	Roll call and approval of the agenda.
	<b>1.02</b> Approval of Agenda	Pete Evans	
	<b>1.03</b> Approval of minutes from Oct. 11, 2022	Pete Evans	Review and approval of minutes from Oct. 11, 2022
	<b>1.04</b> Public Forum and Correspondence	Pete Evans	Hear comments from members of the public and share Board correspondence.

# Board of Directors

## Meeting Agenda



### 2. Closed Session

Time	Topic/Process	Presenter	Outcome
90 min.	<b>2.01</b> Closed Session - CAO Search Planning with Hazard, Young, Attea and Associates (HYA)	Pete Evans, Ted Blaesing, John Perdue	The Board will enter into a closed session to evaluate the professional competency of an individual whose appointment, hiring, performance or discharge is being considered when necessary to prevent needless and irreparable injury to that individual's reputation and that individual requests a closed session. Code of Iowa Section 21.5(1)(i).

### 3. Action item

Time	Topic/Process	Presenter	Outcome
2 min.	<b>3.01</b> CAO Search Planning	Pete Evans	Board members may approve steps as part of the CAO search process. (If needed.)

**Dinner Break**

### Board Meeting, Approx. 6:00 p.m.

#### 4. Discussion Items

Time	Topic/Process	Presenter	Outcome
10-15 min.	<b>4.01</b> Chief Administrator Updates <ul style="list-style-type: none"> <li>IA Dept. of Education State Board Meetings (Nov. 16)</li> </ul>	Jon Sheldahl	Board members will be updated on recent activities and upcoming events.
15-20 min.	<b>4.02</b> Agency Audit Results with Bohnsack and Frommelt, LLP	Mia Frommelt	Board members will review the results of the Agency's 2021-22 audit.
5-10 min.	<b>4.03</b> Annual Settlement of Accounts <ul style="list-style-type: none"> <li>Certified Annual Report</li> </ul>	Kurt Subra	Board acknowledges receipt of the case and investment balances as of June 30, 2022. This is an element of our annual Meeting, Iowa Code 279.33.
15 min.	<b>4.04</b> Johnston REC Remodel	Kurt Subra	<ul style="list-style-type: none"> <li>Update on remodeling project</li> <li>Authorize Dec. 13, 2022, as the date of the public hearing.</li> <li>Authorize the publication of the public hearing.</li> </ul>

# Board of Directors Meeting Agenda



## 5. Action Items

Time	Topic/Process	Presenter	Outcome
5-10 min.	<b>5.01</b> Acceptance of audit results as presented	Pete Evans	Board members may accept the 2021-22 audit report as presented.
	<b>5.02</b> Johnston REC Remodeling Project	Kurt Subra	<ul style="list-style-type: none"> <li>The Board may authorize Dec. 13, 2022, as the date of the public hearing.</li> <li>The Board may authorize the publication of the public hearing.</li> </ul>
	<b>5.03</b> IASB Delegate Assembly	Pete Evans	Appoint a board member to attend the IASB Delegate Assembly on Wed., Nov. 16, from 9:00 a.m. - Noon (or upon completion)

## 6. Consent Agenda

Time	Topic/Process	Presenter	Outcome
5 min.	<b>6.01</b> Personnel Report	Jon Sheldahl	<b>Handout:</b> Personnel Report <b>Admin. Recommendation:</b> approval
	<b>6.02</b> Bills	Pete Evans	<b>Handout:</b> Available at meeting <b>Admin. Recommendation:</b> approval
	<b>6.03</b> Purchase Requests <ul style="list-style-type: none"> <li>• <i>Marco Technologies</i> - \$81,302.76</li> </ul>	Sheila King, et al	<b>Handout:</b> Purchase Requests <b>Admin. Recommendation:</b> approval
	<b>6.04</b> Des Moines Public Schools and Heartland AEA Contract Renewal	Kurt Subra	<b>Handout:</b> Agreement <b>Admin. Recommendation:</b> approval

## 7. Chief Administrator Comments

## 8. Board Comments

## 9. Adjournment

FYI - Upcoming events

Heartland Area Education Agency does not discriminate based on race, color, creed, national origin, religion, age, sex, sexual orientation, gender identity and/or expression, genetics, pregnancy, disability, military or veteran status, parental, family or marital status. Direct inquiries to the Human Resources Director, 6500 Corporate Dr., Johnston, IA 50131-1603, the Director, Iowa Civil Rights Commission, Des Moines, Iowa 50319-1004 or Director, Office for Civil Rights, Kansas City, MO 64106