

# Board of Directors Meeting Agenda



**December 13, 2022**

**Location:**

Heartland AEA  
6445 Corporate Drive, Johnston  
Boardroom

**Zoom Link:**

<https://heartlandaea.zoom.us/j/98958944608>

**Phone:**

Dial: 1-669-900-6833  
Meeting ID: 989 5894 4608 followed by #  
*Skip putting in participant ID - just stay on the line*

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

**Participants**

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

**President:** Pete Evans

**Recorder:** Jenny Ugolini

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

Time	Topic/Process	Presenter	Outcome
1 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 Nov. 8, 11, 12, 22 and 29	Pete Evans	The Board may approved minutes from Nov. 8, 11, 12, 22 and 29
	<b>1.04</b> Public Forum and Correspondence <ul style="list-style-type: none"> <li>Heartland AEA Certificate of Recognition received from Saydel CSD</li> </ul>	Jon Sheldahl	Hear comments from members of the public.

# Board of Directors

## Meeting Agenda



### Public Hearing - 4:00 p.m.

#### New Heartland AEA Offices REC Remodeling Project

A [hearing](#) will be held on the proposed plans, specifications, form of contract, and estimated total cost for the construction of the new Heartland AEA Offices REC Remodeling Project. Any interested person may appear at said hearing and file objections to the proposed plans, specifications, form of contract, and estimated costs for said improvements.

### 2. Discussion Items

Time	Topic/Process	Presenter	Outcome
30 min.	<b>2.01</b> New Heartland AEA Offices Johnston REC Project <ul style="list-style-type: none"> <li>• Plans, Specs and Form of Contract</li> <li>• Estimated Total Cost</li> <li>• Review Bids</li> </ul>	Kurt Subra	Board members will review the plans, specifications, form of contract, and estimated total cost for the Johnston REC remodeling project. They'll also review the bids.
10 -15 min.	<b>2.02</b> Chief Administrator Updates on Recent Events and Activities <ul style="list-style-type: none"> <li>• Iowa Dept. of Ed. &amp; Heartland AEA Accreditation               <ul style="list-style-type: none"> <li>○ Letter</li> <li>○ Report</li> </ul> </li> <li>• Human Resources Update and Succession Planning Process</li> </ul>	Jon Sheldahl	Board members will be updated on recent events and activities.
15 min.	<b>2.03</b> Modification of Early Notification Stipend	Kurt Subra	Board members will discuss the recommended modification to the early notification stipend.
10 min.	<b>2.04</b> Review January 10, 2023 Board Agenda	Jon Sheldahl	Board members will review the draft agenda for Jan. 10

### 3. Action Items

Time	Topic/Process	Presenter	Outcome
5 min.	<b>3.01</b> New Heartland AEA Offices Johnston REC Project Plans, Specs, Form of Contract and Total Cost <ul style="list-style-type: none"> <li>• Approve Plans, Specs and Form of Contract</li> <li>• Estimated Total Cost</li> </ul>	Kurt Subra	Board members may approve the New Heartland AEA Offices Johnston REC plans, specs, form of contract, and estimated total cost.

# Board of Directors

## Meeting Agenda



	<b>3.02</b> New Heartland AEA Offices Johnston REC Project Bid Award	Pete Evans	The Board may award the bid for the new Heartland AEA Offices Johnston REC Project and authorize the Board President to sign the contract with the successful contractor upon review and recommendation by the AEA administration and design team.
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### 4. Consent Agenda

Time	Topic/Process	Presenter	Outcome
5 min.	<b>4.01</b> Personnel Report <ul style="list-style-type: none"> <li>• Early Notification Stipend</li> </ul>	Jon Sheldahl	<b>Handout:</b> Personnel Report <b>Admin. Recommendation:</b> approval
	<b>4.02</b> Bills	Tiara Mays	<b>Handout:</b> Available at meeting <b>Admin. Recommendation:</b> approval
	<b>4.03</b> Purchase Requests <ol style="list-style-type: none"> <li>1. <i>LightEdge Solutions, L.L.C.</i> - \$48,000.00</li> <li>2. <i>Kansas City Audio-Visual Inc.</i> - \$22,976.24</li> <li>3. <i>Kaseya US L.L.C.</i> - \$75,459.89</li> <li>4. <i>Charles Gabus Ford, Inc.</i> - \$60,550.00</li> <li>5. <i>Prairie Meadows Racetrack &amp; Casino</i> - \$31,100.00</li> <li>6. <i>Convergeone, Inc. (CloudStrike)</i> - \$82,500.00</li> </ol>	Sheila King, Kurt Subra	<b>Handout:</b> Purchase Requests <b>Admin. Recommendation:</b> approval
	<b>4.04</b> Prairie Meadows All Staff Meeting Contract	Kurt Subra	<b>Handout:</b> Sept. 15, 2023 Contract <b>Admin. Recommendation:</b> approval

### 5. Annual Meeting

Time	Topic/Process	Presenter	Outcome
30 min.	<b>5.01</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

# Board of Directors

## Meeting Agenda



			<p>ballot. The secretary shall announce the result of the vote and administer the oath of office. The newly elected president shall then assume the chair. The President shall hold office for one year.</p>
	<p><b>5.02</b> Election of a Vice President of the Board</p>	<p>Board President</p>	<p>The Board President shall call for nominations; the nominations need not be seconded. The Board shall then 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.</p>
	<p><b>5.03</b> Administer Oaths of Office to Newly Appointed President and Vice President</p>	<p>Jenny Ugolini</p>	<p>Administer oaths of office.</p>
	<p><b>5.04</b> Appointment of a Board Secretary and Treasurer. Administer oaths of office.</p>	<p>Board President</p>	<p>Board members shall appoint a Board secretary and treasurer and administer oaths of office.</p>
	<p><b>5.05</b> Selection of Regular Meeting Dates and Times</p>	<p>Board President</p>	<p>Board members will confirm meeting dates and times for 2023.</p>
	<p><b>5.06</b> Committee Assignments and Appointments</p>	<p>Board President</p>	<p>Board members will confirm committee assignments for 2023.</p>
	<p><b>5.07</b> Appointments of Law Firm(s)</p>	<p>Kurt Subra</p>	<p>Board members may appoint Ahlers &amp; Cooney, P.C. and Nyemaster Goode, P.C. as the Agency's legal counsel.</p>
	<p><b>5.08</b> Conflict of Interest Statements</p>	<p>Jenny Ugolini</p>	<p>Board members will complete the annual conflict of interest statements</p>

# Board of Directors Meeting Agenda



## 6. Chief Administrator Comments

## 7. Board Comments

## 8. Adjournment

FYI - Upcoming events

**Next Board Meeting:** January 10, 2023

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