

Board of Directors Board Meeting Minutes



Aug. 8, 2023

BOARD MEETING

Mr. Pete Evans, board 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. Pete Evans, Ms. Tiara Mays, Mr. Alex Piedras, Dr. Steve Rose and Ms. Margie Schwenk. *Absent:* Ms. Margaret Borgen and Mr. John Kinley.

Administrative Staff Present: Mr. Kevin Fangman, Dr. Susie Meade, Mr. Kurt Subra, Ms. Jenny Ugolini, Dr. Kristi Upah and Dr. Cindy Yelick.

Approval of Agenda

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

Approval of Minutes from June 13, 2023

A MOTION was made by Ms. Benson and seconded by Ms. Mays to approve the minutes from June 13, 2023. The motion passed unanimously.

Public Forum and Correspondence

The Board acknowledged receipt of school redistricting plans for Ballard CSD, PCM CSD, S.E. Warren CSD, Twin Cedars CSD and Woodward-Granger CSD. There was no one in attendance to speak at the public forum.

WORK SESSION

The First 30 Days and Next 60 Days

Members of the Agency Planning Council (APC) shared their key activities and events from July and discussed the work that would take place over the next 60 days.

- **Cindy Yelick, Chief Administrator** - Continue visits with agency leaders and non-public and public school administrators. Begin legislative planning and advocacy.
- **Kevin Fangman, Chief Human Resources Officer** - Onboard new staff and begin the process of customizing the Power School applicant tracking system to prepare for the next hiring season. Continue to meet with HR directors and district equity directors.
- **Kristi Upah, Chief Student Service Officer** - Connect with district special education directors and administrators related to individual questions and beginning-of-the-year information. Continue sharing of and technical support for any changes to special education processes and procedures.
- **Susie Meade, Chief Academic Officer** - Learning the Heartland AEA system and people and reviewing current work and priorities. Connect with the Iowa Department of Education, AEA educational service directors and Curriculum Network content providers.
- **Kurt Subra, Chief Financial Officer** - Visit and support school business managers, implement cybersecurity services, close out the fiscal year and prepare for the annual audit. Continue work and planning on Phase II of the Johnston REC remodeling project.

The Board recessed from 2:20 - 2:30 p.m.

Legislative Work

Board members discussed the upcoming legislative session. They finalized their top four 2024 IASB legislative priorities:

- #7 Mental Health
- #10 AEAs
- #12 Teacher Professional Development and Retention
- #14 School Funding Policy

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Discussion Items

FY2022-23 Financial Results

Mr. Subra reviewed the FY2022-23 financial results. The Agency is in stable financial condition despite continuing state special education funding reductions. The American Rescue Plan (supplemental) funding has been fully spent, and FY2023 mileage and professional development expenditures were up compared to FY2022 but remain below the FY2019 level.

Wellness Program Update and Proposed Budget

Mr. Subra shared an update on the Agency's wellness program and discussed the proposed budget for 2023-24. The Agency begins its ninth year of self-insurance. For FY2023, there was an 8% increase to the medical plan. The estimated Wellness Program cost for next year is \$190,110.

Johnston REC Remodeling Project Phase II

Board members were updated on the proposed timeline for Phase II of the Johnston REC Remodeling Project. Notice to bidders would be issued Aug. 9, 2023, with a bid opening date of Sept. 5, and bid award on Sept. 11. The project would start in January 2024 with an estimated completion date of April 30, 2024.

First Reading of Updated Board Policy 819 Credit Cards

Board members had a first reading of updated Board Policy 819 Credit Cards.

2023 Board Election Timeline

Board members were reminded of the upcoming AEA board election cycle that will begin next month. Board members up for re-election this year include Ms. Benson, Dr. Rose, Mr. Kinley, Ms. Borgen and Ms. Brennan.

Board Meeting Structure

Dr. Yelick discussed board meeting structure, and if members had a preference for hybrid, in-person or Zoom meetings. Board members prefer in-person meetings, but the Agency will continue to offer a Zoom option. They were open to considering Zoom meetings for January and February due to inclement weather and longer traveling distance. Board agenda planning meetings will be held electronically.

Action Items

IASB Legislative Priorities

A MOTION was made by Ms. Brennan and seconded by Ms. Benson to approve the 2024 IASB Legislative priorities: #7 Mental Health, #10 AEAs, #12 Teacher Professional Development and Retention and #14 School Funding Policy. Ms. Ugolini will submit their selection to IASB. Motion passed unanimously.

IASB Special Delegate Assembly, Board Representation

A MOTION was made by Ms. Brennan and seconded by Mr. Piedras to nominate Mr. Kinley to the IASB delegate assembly and Ms. Benson as the alternate. The motion passed unanimously.

IAAEA 2024 Legislative Priorities

A MOTION was made by Ms. Schwenk and seconded by Ms. Mays to approve the IAAEA 2024 Legislative Priorities. The motion passed unanimously.

Wellness Program and Budget for 2023-24

A MOTION was made by Dr. Rose and seconded by Ms. Brennan to approve the Wellness Budget for 2023-24 as proposed (Estimated 2023-24 Wellness Program Cost \$190,110). The motion passed unanimously.

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Resolution of Depositories

A MOTION was made by Ms. Benson and seconded by Mr. Piedras to approve the 2023-24 Resolution of Depositories. Ms. Brennan abstained from the vote due to a conflict of interest. Motion passed 5 ayes (Benson, Evans, Mays, Piedras and Rose). Absent Borgen and Kinley, abstention Brennan.

Johnston REC Project, Authorize Posting to Bidders, Establish Bid Opening Date, Authorize Date of Public Hearing and Authorize the Publication of the Public Hearing

A MOTION was made by Dr. Rose and seconded by Ms. Mays to approve moving forward with the Johnston REC Remodeling Project - Phase II, authorize the posting to bidders, establish Sept. 5 as the bid opening date, authorize Sept. 11 as the date of the public hearing and authorize the publication for the notice of public hearing. The motion passed unanimously.

Consent Agenda

Ms. Mays reviewed the financial statements and noted all bills have been paid, and everything is in good order. A MOTION was made by Dr. Rose and seconded by Ms. Schwenk to approve the consent agenda including payment of warrant numbers 418900 through 419526 and electronic warrant numbers 43906 through 44856. The motion passed unanimously.

- Personnel Report and Addendum
- Purchase Orders:
 - Crisis Prevention Institute - \$33,992.00
 - Perspective Consulting - \$42,000.00
 - EBSCO Industries - \$124,635.00
 - Marco Technologies - \$149,411.00 (previously approved but corrected amount)
 - Renaissance Learning, Inc. - \$288,670.58
 - Instructure, Inc. - \$27,000.00
 - Webspec Design, L.L.C. - \$75,075.00
 - Crisis Prevention Institute - \$20,245.00
 - Twin State Technical - \$20,596.00
 - Apple Computer, Inc. - \$128,520.00
 - Wex Bank - \$24,600.00
 - Bee-Clean US Holdings, L.L.C./DBA Heritage Building Maintenance - \$134,774.88
- Transportation Agreements
 - PCM CSD
- Mileage Reimbursement
- Agreement for the Management and Operation of Therapeutic Classrooms between Heartland AEA and Winterset CSD (HEART Therapeutic Classrooms)
- Heartland AEA and Green Hills AEA 28E Agreement for Print Services
- Amendment to the Master Service Agreement between Navigate Wellbeing, L.L.C. and Heartland AEA

Chief Administrator Comments

- The AESA Conference will be held in Anaheim, Calif. on Nov. 29-Dec. 1. Board members should contact Ms. Ugolini if they're interested in attending.

Board Comments

- The 78th Annual Iowa Association of School Boards' Convention will be held Nov. 15-17 at the Iowa Events Center. Ms. Ugolini will ask for registrations at the next board meeting.

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Adjournment

There being no further business, the meeting adjourned at 4:04 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.

 9-11-23

Mr. Pete Evans
Board President

 9/11/23

Ms. Jenny Ugolini
Board Secretary