

Board of Directors Board Meeting Minutes



Sept. 11, 2023

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 Des Moines Area Community College (DMACC) boards of directors to order at 3:00 p.m.

Introductions and Roll Call

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

DMACC Board Members Present: Mr. Felix Gallagher, Mr. Jim Gossett, Mr. Kevin Halterman, Ms. Cheryl Langston, Mr. Denny Presnall*, Mr. Joe Pugel and Ms. Madelyn Tursi. Absent: Mr. Fred Greiner and Ms. Angela Jackson. *Presnall arrived at 3:03 p.m.

Heartland AEA Administrative Staff Present: Ms. Jenny Ugolini and Dr. Cindy Yelick.

DMACC Administrative Staff Present: Dr. Rob Denson and Ms. Carolyn Farlow.

Approval of Agenda

A MOTION was made by Mr. Kinley and seconded by Ms. Mays-Sims to approve the agenda. Motion passed unanimously.

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

DMACC and Heartland

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

Dr. Cindy Yelick, Heartland AEA Chief Administrator, shared information and updates from Heartland AEA.

Adjournment

The joint board meeting adjourned at 3:46 p.m.

HEARTLAND AEA BOARD MEETING

Mr. Pete Evans, board president, called the meeting of the Heartland AEA Board of Directors to order at 4:05 p.m.

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

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

Approval of Agenda

A MOTION was made by Ms. Schwenk and seconded by Ms. Brennan to approve the agenda. The motion passed unanimously.

Approval of Minutes from Aug. 8, 2023

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

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Public Forum and Correspondence

There was no one from the public present to speak during the public forum.

Discussion Items

Johnston REC Remodeling Project - Phase II, Plans, Specs & Form of Contract, Estimated Total Cost and Review of Bids

Mr. Kurt Subra, Heartland AEA Chief Financial Officer, shared that bids for the Phase II remodeling project were opened on Sept. 5. Fourteen contractors submitted bids. The lowest bid was from Dean Snyder Construction. Mr. Subra discussed the overall cost of the project and that the estimate is on track for what was requested from the Iowa Department of Education. The remodel represents about 15% of the square footage of the building. Board members discussed the law requirements that the Agency followed for the bid process.

Stipend for Early Notification 2023-24

Mr. Subra discussed the 2023-24 stipend for early notification. The recommendation includes stipends for early notification from employees under 279 contracts and for at-will employees.

Public Hearing

A MOTION was made at 4:15 p.m. by Mr. Kinley and seconded by Ms. Mays-Sims to hold a public hearing on the proposed plans, specifications, form of contract and estimated total cost for the construction of Phase II of the Johnston REC Remodeling Project. The motion passed unanimously. There was no one present to speak during the public hearing. A MOTION was made by Mr. Kinley and seconded by Ms. Brennan to close the hearing at 4:16 p.m. The motion passed unanimously.

Chief Administrator's Report and Recent Activities

Dr. Cindy Yelick, Heartland AEA Chief Administrator, shared recent updates:

- Dr. Yelick has wrapped up her summer visits with accredited non-public schools. She and Dr. Susie Meade, Heartland AEA Chief Academic Officer, have started to visit public school district superintendents and curriculum directors. They've been able to discuss Heartland AEA's networks, communications and options to connect as well as district issues.
- The first Heartland AEA Administrators' Association (HAA) meeting was held Sept. 3. There was a good turnout, and the guest speaker discussed how districts can share their story. Iowa Department of Education Director McKenzie Snow will be the guest speaker at the Oct. 3 meeting.
- Dr. Yelick continues to meet with legislators. The AEA's are engaging in conversations early and intensely for this time of year. Board members discussed ways to share information about the types and complexity of the services the AEA's provide. They asked about what the best ways are to share about agency services with legislators and the community.

Chief Administrator's Evaluation Process

Dr. Yelick discussed the Board's process for evaluating the chief administrator. Board members confirmed that the chief administrator's goals would be reviewed in October or November, and progress reports would be provided in January and March. The goals will be limited to two to three.

New Staff Numbers

Mr. Kevin Fangman, Heartland AEA Chief Human Resources Officer, shared data on new hires for 2023-24. He discussed their demographics, average age and average years of experience.

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2023-24 Staff Handbook Changes

Mr. Fangman discussed proposed changes to the Agency's Staff Handbook. Specific changes were brought forward this evening, and the rest of the Handbook will be reviewed next spring and also vetted by legal counsel. He reviewed each of the changes from each section. The Board appreciated their role in being made aware of the changes and review process.

Board Holiday Dinner

Mr. Evans discussed options for a Board holiday gathering in December.

Action Items

Johnston REC Project - Phase II, Plans, Specs & Form of Contract, Estimated Total Cost and Review of Bids

A MOTION was made by Mr. Kinley and seconded by Ms. Schwenk to approve the Johnston REC Remodeling Project - Phase II plans, specs, form of contract and estimated total cost for the project. The motion passed unanimously.

Johnston REC Remodeling Project - Phase II Bid Award

A MOTION was made by Mr. Kinley and seconded by Ms. Brennan to award the bid for Phase II of the Johnston REC Remodeling Project to Dean Snyder Construction and authorize the Board President to sign the contract with the successful contractor upon review and recommendation by the AEA administration and design team. The motion passed unanimously.

Stipend for Early Notification 2023-24

A MOTION was made by Ms. Borgen and seconded by Ms. Mays-Sims to approve the stipend for early notification for 2023-24 as presented. The motion passed unanimously.

Board Policy 816* Second Reading

A MOTION was made by Ms. Brennan and seconded by Ms. Schwenk to approve edits to Board Policy 816. The motion passed unanimously. **This policy will be brought back to the Oct. 10 board meeting for re-approval, as there was an error in the posted agenda. The board policy was inaccurately posted as 816, and it should have been 819.*

2023-24 Staff Handbook Changes

A MOTION was made by Ms. Brennan and seconded by Ms. Borgen to approve the Staff Handbook changes for 2023-24. Mr. Kinley asked for discussion. Board members confirmed they were okay with the edits since they were thoroughly reviewed and discussed. They noted that they received the edits in advance and that the changes were to the Handbook and not board policy. There being no further discussion, the motion was passed unanimously.

Consent Agenda

Ms. Borgen reviewed the financial statements and noted that the Agency is only two months into the fiscal year. All accounts and measures, including expenditures, are tracking similar to last year. Everything is stable. She noted the Agency's health insurance is in good shape. Reserves are down but there was an insurance increase this year of 8% which should replenish the fund. A MOTION was made by Mr. Kinley and seconded by Ms. Schwenk to approve the consent agenda including payment of warrant numbers 419527 and 419733 and electronic warrant numbers 44857 and 45167. The motion passed unanimously.

- Personnel Report and there was no addendum.
- Purchase Orders:
 - Learning Ally, Inc. - \$373,885.51
 - TESOL (Teachers English) - \$41,364.00
 - Apple, Inc. - \$184,474.08

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Consent Agenda Continued

- Contracts and Agreements
 - Agreement with First National Bank - Amendment
 - Angie Chaplin Mindful Leadership

Chief Administrator Comments

- Any board member interested in attending the AESA Annual Conference in November/December 2023 should contact Ms. Ugolini for registration.

Board Comments

- There were no board comments.

Adjournment

There being no further business, the meeting adjourned at 5:26 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.

Margaret Borger

Mr. Pete Evans
Board President
Vice

Jenny Ugolini

Ms. Jenny Ugolini
Board Secretary