

# Board of Directors Board Meeting Minutes



Nov. 14, 2023

## Board Work Session

The Heartland AEA Board of Directors work session was held from 4:00 - 5:00 p.m. It does not require a quorum since no action is taken.

*Board members present at 4:00 p.m.:* Ms. Sheri Benson, Mr. John Kinley, Ms. Tiara Mays-Sims and Dr. Steve Rose. Mr. Alex Piedras arrived at 4:08 p.m. Ms. Margaret Borgen arrived at 4:17 p.m. Ms. Elizabeth Brennan arrived at 4:47 p.m. Absent: Ms. Margie Schwenk and Mr. Pete Evans.

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

## Agency Audit Results with Bohnsack & Frommelt, LLP

Ms. Mia Frommelt, partner with Bohnsack & Frommelt, L.L.P., was present to review the results of the Agency's 2023-24 audit. The Agency has all clean opinions with no issues and no findings. Mr. Kurt Subra, Heartland AEA Chief Financial Officer, noted the Iowa Code requirement to perform a periodic request for proposal (RFP) for auditors. It's been five years since the last RFP, so one will be created later this fall or early winter. He'll bring a recommendation back to the Board.

## Individuals with Disabilities Education Act (IDEA) - Differentiated Accountability (DA) Overview

Dr. Kristi Upah, Heartland AEA Chief Student Services Officer, discussed the IDEA-DA overview process. It's Iowa's continuous monitoring process for special education compliance and results. She discussed the three differentiated levels of support and took questions from the Board.

The Board recessed for dinner from 5:00 - 5:30 p.m.

## BOARD MEETING

Ms. Margaret Borgen, vice president, called the meeting of the Heartland AEA Board of Directors to order at 5:30 p.m.

*Board Members Present:* Ms. Sheri Benson, Ms. Margaret Borgen, Ms. Liz Brennan, Mr. John Kinley, Ms. Tiara Mays-Sims and Dr. Steve Rose. Absent: Mr. Alex Piedras and Ms. Margie Schwenk. Mr. Pete Evans joined the meeting at 5:41 p.m.

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

## Approval of Agenda

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

## Approval of Minutes from Oct. 10 and 31, 2023

A MOTION was made by Ms. Brennan and seconded by Mr. Kinley to approve the minutes from Oct. 10 and 31, 2023. The motion passed with five ayes (Borgen, Brennan, Kinley, Mays-Sims and Rose), one abstained (Benson) and three absences (Evans, Piedras and Schwenk). (Mr. Evans arrived late to the meeting.)

## Public Forum and Correspondence

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

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## Discussion Items

### Chief Administrator's Update of Recent Activities

Dr. Cindy Yelick, Heartland AEA Chief Administrator, discussed current events and activities.

- **Nov. 7 Heartland Administrators' Assoc. (HAA) Meeting** - The HAA meeting on Nov. 7 was well attended. The agenda featured a legislative panel that provided an update on the upcoming legislative session.
- **IASB Annual Convention on Nov. 15-16** - Dr. Yelick reminded board members about the IASB 78th Annual Convention that will be held this week. Mr. Kinley will serve on the delegate assembly. Dr. Yelick will present a session on Thursday morning about advocating for AEA services to students.
- **DMPS Foundation Dinner** - Dr. Yelick attended the Des Moines Public Schools Foundation dinner that was held earlier this month. Dr. Ian Roberts, Des Moines Public Schools' superintendent, addressed the group. He is a very dynamic speaker.
- **DesignDash** - On Nov. 17, the Jacobson Institute for Youth Entrepreneurship at the University of Iowa is facilitating a DesignDash event at the Ankeny DMACC campus. Students from across the Heartland AEA area will go through an entrepreneurial design and present their plans, similar to a business horizon activity. Heartland AEA is providing sponsorship and volunteers.

### Annual Settlement of Accounts/Certified Annual Report Supplement

Mr. Subra shared the 2022-23 Supplemental Annual Financial Information and Certified Annual Report (CAR). The report satisfies the statutory requirements to disclose the Agency's cash and investment balances for the year.

### Legislative Outreach

Dr. Yelick provided an update on legislative advocacy and outreach, including meetings with legislators, which continue to be held this fall. She shared documents that have been created to help advocate for the AEAs including press releases, news articles, informational flyers and videos.

### School Visits & Every Student Succeeds Act (ESSA) Visits

Dr. Susie Meade, Heartland AEA Chief Academic Officer, discussed schools that have been identified under ESSA as needing assistance. She is part of a team that is visiting every district to review their data, identify what is working and what is not and provide feedback and support as part of an improvement process. Three themes have been identified: 1) how better to support new teachers, 2) focus on evidence-based practices and 3) classroom management. Dr. Meade is proud of the staff who are in these buildings every day to teach, coach and model plans.

### Board Officer Ad Hoc Committee

Any board member interested in becoming a board officer (president or vice president) should notify Mr. Evans or Mr. Kinley about their interest. Board officers for 2024 will be nominated at the next board meeting.

## Action Items

### Acceptance of 2022-23 Audit Results as Presented

A MOTION was made by Mr. Kinley and seconded by Ms. Benson to approve the results of the 2022-23 audit as presented. The motion passed unanimously. Ms. Benson noted that she and Mr. Kinley met with Ms. Frommelt prior to the audit. Ms. Frommelt asked if they had any concerns before the audit was being conducted.

### Consent Agenda

Dr. Rose reviewed the financial statements. He saw no bills out of line or that were not clarified for him. A MOTION was made by Mr. Kinley and seconded by Ms. Brennan to approve the consent agenda including payment of warrant numbers 4419881 through 420090 and electronic warrant numbers 45542 through 46052. The motion passed unanimously.

- Personnel Report (there was no personnel report this month.)
- Purchase Orders:

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- *Tenax Solutions, L.L.C.* - \$53,000.00
- *LightEdge Solutions, L.L.C.* - \$65,329.20
- *Paul H. Brookes Publishing* - \$27,900.00

## **Chief Administrator Comments**

- Dr. Yelick noted that Ms. Benson is retiring from the Board in December. There is a new board member-elect from the S.E. Polk school district, Ms. Kelly Simmons. She is also a newly elected member of the S.E. Polk school board.
- Dec. 12 will be the Board's annual organizational meeting and holiday dinner.

## **Board Comments**

- Dr. Rose referenced the EdWeek article that was sent to the Board earlier this month regarding special education students. It's worth the read.
- Ms. Benson attended the West Des Moines school board meeting where they voted on her re-election to the Heartland AEA board.

## **Adjournment**

There being no further business, the meeting adjourned at 6:31 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.

A handwritten signature in black ink, appearing to read "P. Evans", written over a horizontal line.

Mr. Pete Evans  
Board President

A handwritten signature in blue ink, appearing to read "Jenny Ugolini", written over a horizontal line.

Ms. Jenny Ugolini  
Board Secretary