

Board of Directors Board Meeting Minutes



AUGUST 13, 2024

BOARD MEETING

Ms. Margaret Borgen, board president, called the meeting of the Heartland AEA Board of Directors to order at 3:00 p.m.

Board members present: Ms. Margaret Borgen, Ms. Tiara Mays-Sims, Dr. Steve Rose and Ms. Margie Schwenk. Mr. Pete Evans arrived at 3:09 p.m. *Absent:* Ms. Liz Brennan, Mr. John Kinley, Mr. Alex Piedras and Ms. Kelly Simmons.

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

Approval of Agenda

A MOTION was made by Mr. Evans and seconded by Dr. Rose to approve the agenda. The motion passed unanimously.

Approval of Minutes from June 11, July 2 and July 31, 2024

A MOTION was made by Dr. Rose and seconded by Ms. Schwenk to approve the minutes from June 11, 2024. The motion passed unanimously.

A MOTION was made by Ms. Mays-Sims and seconded by Mr. Evans to approve the minutes from July 2, 2024. The motion passed unanimously.

A MOTION was made by Ms. Schwenk and seconded by Mr. Evans to approve the minutes from July 31, 2024. The motion passed unanimously.

Public Forum and Correspondence

There was no one present from the public to speak to the Board.

Discussion Items

FY 2023-24 Financial Results

Mr. Brian Whalen, Heartland AEA Director of Business Services, discussed the FY 2023-24 financial results. He shared the Agency's revenues and solvency ratio. Once the Agency realized there could be legislative funding changes, it began to immediately reduce discretionary spending. Mr. Whalen indicated that \$3.4 million will be spent from the general fund to help cover reductions in the budget. The Board will also be asked at a future meeting to uncommit funds for the Phase III remodeling of the Johnston Regional Education Center, which has now been canceled.

Wellness Program and Budget for 2024-25

Mr. Whalen shared the budget for the Agency's Wellness Program for 2024-25. The Wellness Budget is funded through the Agency's self-funded insurance plan. The budget will be reduced by \$25,000 as a result of fewer employees.

Staff Handbook

Mr. Kevin Fangman, Heartland AEA Chief Human Resources Officer, reviewed proposed updates to the Agency's staff handbook. He noted that legal counsel reviewed the handbook and provided necessary feedback. Ms. Borgen indicated that the changes provide clarity for employees and for the rights of management to enforce

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policy. As human resources teams across the AEAs try to create consistency in policies and procedures, Heartland AEA's handbook is being used as a template.

Personnel Update

Mr. Fangman shared the personnel report that will be approved as part of the consent agenda. He noted one resignation of a Classified employee, and one salary lane change for a Certified employee.

Recommendation to Terminate Certified Employees for Job Abandonment

Mr. Fangman discussed the termination of three Certified employees because of job abandonment. They are considered mid-year terminations. The Agency was clear with staff that once their contracts were signed, they would not be granted release unless a suitable replacement was found. There are three employees who are going to work for other organizations, and no suitable replacements have been found. The recommendation is to terminate their contracts due to job abandonment as they have taken positions elsewhere.

Action Items

Staff Handbook

A MOTION was made by Mr. Evans and seconded by Dr. Rose to approve the staff handbook as presented and revised. The motion passed unanimously.

Resolution of Depositories

A MOTION was made by Dr. Rose and seconded by Mr. Evans to approve the resolution of depositories as presented. The motion passed unanimously.

Wellness Program and Budget for 2024-25

A MOTION was made by Mr. Evans and seconded by Ms. Mays-Sims to approve the Agency's Wellness Program and Budget as presented. The motion passed unanimously.

Des Moines Public Schools Support Contract

A MOTION was made by Mr. Evans and seconded by Ms. Schwenk to approve the Des Moines Public Schools support contract as submitted. The motion passed unanimously.

Iowa Association of School Boards (IASB) Legislative Priorities

Board members briefly discussed their top four IASB legislative priorities. A MOTION was made by Dr. Rose and seconded by Mr. Evans to submit the four listed priorities to IASB: AEAs, Public Education, Early Literacy and Special Education. The motion passed unanimously.

Recommendation for Termination of Certified Employee for Job Abandonment

A MOTION was made by Mr. Evans and seconded by Ms. Schwenk that the Recommendation of the Chief Administrator be accepted and that the contract of Ms. Marie Shomo be terminated effective immediately for the reasons that were set forth in the Chief Administrator's Notice and Recommendation to Terminate the Contract of Ms. Marie Shomo. A roll call vote was taken, five ayes (Borgen, Evans, Mays-Sims, Rose and Schwenk) and four absent (Brennan, Kinley, Piedras and Simmons).

Recommendation for Termination of Certified Employee for Job Abandonment

A MOTION was made by Mr. Evans and seconded by Dr. Rose that the Recommendation of the Chief Administrator be accepted and that the contract of Ms. Kinsey Lester be terminated effective immediately for the reasons that were set forth in the Chief Administrator's Notice and Recommendation to Terminate the Contract of Ms. Kinsey Lester. A roll call vote was taken, five ayes (Borgen, Evans, Mays-Sims, Rose and Schwenk) and four absent (Brennan, Kinley, Piedras and Simmons).

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Recommendation for Termination of Certified Employee for Job Abandonment

A MOTION was made by Mr. Evans and seconded by Ms. Mays-Sims that the Recommendation of the Chief Administrator be accepted and that the contract of Ms. Angela O'Brien be terminated effective immediately for the reasons that were set forth in the Chief Administrator's Notice and Recommendation to Terminate the Contract of Ms. Angela O'Brien. A roll call vote was taken, five ayes (Borgen, Evans, Mays-Sims, Rose and Schwenk) and four absent (Brennan, Kinley, Piedras and Simmons).

Consent Agenda

Mr. Evans will review the Agency's financial reports following the meeting due to his late arrival. He would note we approve them pending a final review, with the expectation they will be acceptable. A MOTION was made by Dr. Rose and seconded by Mr. Evans to approve the consent agenda including payment of warrant numbers 421408-421546 and electronic warrant numbers 49767-50043. The motion passed unanimously.

- Personnel Report & Amendment
- Purchase Orders
 - *Bee-Clean US Holdings, L.L.C. - \$107,226.18*
 - *Wex Bank - \$24,000.00*
 - *Marco Holdings L.L.C. dba Marco Technologies - \$151,451.50 (previously approved but corrected amount)*
 - *Iowa Braille & Sight Saving School - \$957,536.20*
 - *Language Dynamics Group - \$40,394.92*
 - *Marco Holdings L.L.C. dba Marco Technologies - \$48,000.00*
- Iowa PBS Memorandum of Understanding
- Agreement for Shared Services between Heartland AEA and Great Prairie AEA (L. Williams)
- IAAEA 28E Agreement Renewal
- Mileage Reimbursement

Chief Administrator Comments

- Dr. Yelick shared that the Agency's All-Staff meeting will be held tomorrow. She will be reviewing AEA changes for this year and discussing new systems being put in place. She's excited about getting people together since the legislation passed as it will be a great opportunity to meet with staff.
- Today's board agenda was condensed due to attendance conflicts. It's the intention to discuss these items in September and October as part of the board learning sessions.
- A development occurred in the last two weeks regarding funding and services to accredited non-public schools. Funding for accredited non-public schools will come out of the 60% that flow to the public schools. For some public school districts this is a significant reduction. This notification is late for school officials to be receiving, as their fiscal year began July 1. It's causing discussions in districts as they await official numbers from the Iowa Dept. of Education.
- This is an exciting time of year when students and staff return to schools. It brings normalcy to the workplace. The Agency will continue to focus on providing and delivering high quality services.

Board Member Comments

- Ms. Borgen noted the next board meeting will be held on Tuesday, Sept. 10. It will be the Agency's annual meeting with the Des Moines Area Community College (DMACC) Board. Heartland AEA is hosting this year.

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Adjournment

There being no further business, the meeting adjourned at 4:02 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. – 4:00 p.m.

Handwritten signature of Margaret P. Borgen in black ink.

Ms. Margaret Borgen
Board President

Handwritten signature of Jennifer Ugolini in black ink.

Ms. Jenny Ugolini
Board Secretary