

Board of Directors Board Meeting Minutes



Nov. 12, 2024

BOARD MEETING

Ms. Liz Brennan, board vice president, called the Heartland AEA Board of Directors meeting to order at 4:01 p.m.

Board Members Present: Ms. Liz Brennan, Mr. Pete Evans, Mr. John Kinley, Ms. Tiara Mays-Sims, Mr. Alex Piedras, and Ms. Margie Schwenk. *Absent:* Dr. Steve Rose and Ms. Kelly Simmons. Ms. Margaret Borgen arrived at 4:04 p.m.

Administrative Staff Present: Dr. Susie Meade, Ms. Jenny Ugolini, Dr. Kristi Upah, Mr. Brian Whalen and Dr. Cindy Yelick. Mr. Kevin Fangman arrived at 5:15 p.m.

Approval of Agenda

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

Approval of Minutes from Oct. 8 & Oct. 29, 2024

A MOTION was made by Mr. Evans and seconded by Mr. Piedras to approve the minutes from Oct. 8 and Oct. 29, 2024. The motion passed unanimously.

Public Forum and Correspondence

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

Work Session Items

Agency Audit Results with Bohnsack and Frommelt, L.L.P.

Ms. Mia Frommelt, an auditor with Bohnsack and Frommelt, L.L.P. shared the Agency's 2023-24 audit results. She shared that it's nice to tell a board that there is a report of no findings or matters to address. Mr. Kinley, Mr. Evans and Ms. Brennan met with her separately before the Board meeting to discuss the results more in depth.

Board Self-Evaluation Results

Ms. Borgen walked board members through the results of their annual self-evaluation.

- Continue learning sessions about the AEA system, including job shadow opportunities, more interaction with staff and updates on agency goals and priorities.
- Consider a comprehensive annual report listing the Board's accomplishments and areas for improvement.
- Review the questions of the self-evaluation for changes, as it no longer fits the current AEA system.
- Continue to make decisions that are in the best interest of kids.
- Increase the Board's awareness of changes in staff and capacity issues.
- Recognize that the roles and responsibilities of the Board have changed with HF2612, noting the feeling of disempowerment.
- Consider reinstating the annual statewide AEA Boards Conference to create unity and engage in group discussions of what can be done differently. AEA boards care as much as superintendents. A task force of AEA board members could also be created.
- Recognize that not every AEA across the state has the same reputation.

The Board recessed for dinner from 5:13 to 5:50 p.m.

Discussion Items

Revised Board Policy No. 4.05 Reduction in Force

Dr. Cindy Yelick, Heartland AEA Chief Administrator, discussed revisions to the Agency's reduction in force policy. It is for all employees and not specific to a union group. The Board was not asked to take action at tonight's meeting but to consider the edits. Dr. Yelick shared that legal counsel had already vetted the policy. Board members asked if the revisions could include specific language regarding the impact of the legislative decision (HF2612). Mr. Fangman will take the recommendation to legal counsel.

Board of Directors Board Meeting Minutes



Nov. 12, 2024

Annual Settlement of Accounts

Mr. Brian Whalen, Heartland AEA Director of Business Services, noted that the Annual Settlement of Accounts is being presented per Iowa Code 279.33.

District Reporting and Quarterly Invoices

Dr. Yelick shared district reports and quarterly invoices that are a new legislative requirement. The reports and invoices will be provided to districts every quarter throughout the year.

IAAEA Strategic Plan

Dr. Yelick shared the statewide strategic plan for the AEA system. The plan was developed by a group of statewide AEA directors. All nine AEA Boards of Directors will be reviewing the plan and being asked to approve it.

AEA Accreditation by Iowa Department of Education

Dr. Kristi Upah, Heartland AEA Chief Student Services Officer, shared that the AEA Accreditation process will focus on special education. It will include four phases: 1) gathering data, 2) clarifying the data, 3) a focused site visit based on the data and 4) a final written report. The Iowa Department of Education is piloting the process with two AEAs in November and December. After the pilot, they will revise or enhance the process for the remaining AEAs.

Board Officer Ad Hoc Committee

Ms. Borgen noted that in December the Board will choose new officers. The nominating committee will include Dr. Rose and Mr. Evans. Any board member interested in serving as an officer can contact them and/or Ms. Ugolini.

Action Items

Acceptance of 2023-24 Audit Results as Presented

Mr. Whalen noted the amount of work that goes into the Agency's audit and gave credit to the Business Office and Human Resources staff for their work. Mr. Kinley asked him to share the Board's appreciation for their work.

A MOTION was made by Mr. Kinley and seconded by Mr. Evans to accept the results of the 2023-24 audit results as presented. The motion passed unanimously.

Acceptance of IAAEA Strategic Plan

A MOTION was made by Mr. Evans and seconded by Mr. Piedras to accept the IAAEA strategic plan as presented. The motion passed unanimously.

Consent Agenda

Ms. Ugolini asked that item 5.10 the *Memorandum of Understanding between Heartland AEA and Johnston CSD* and item 5.15 the *Contract for Professional Services Agreement* be tabled as they have not been received.

Mr. Kinley reviewed the financial statements and noted everything was in order. A MOTION was made by Mr. Kinley and seconded by Ms. Mays-Sims to approve the consent agenda including payment of warrant numbers 421772 through 421904 and electronic warrant numbers 50635 through 51080. The motion passed unanimously.

- Personnel Report (No report or addendum for November)
- Purchase Orders
 - *IP Pathways - \$40,000.00*
- 2024-25 MTSS Consultant Agreement between Heartland AEA and Ames CSD
- 2024-25 Agreement between Heartland AEA and Ankeny Christian Academy
- 2024-25 Strategic Plan Agreement between Heartland AEA and Carlisle CSD
- Memorandum of Understanding between Heartland AEA and Dallas Center-Grimes CSD
- Memorandum of Understanding for Delivery Services between Heartland AEA and Des Moines Area Community College

Board of Directors Board Meeting Minutes



Nov. 12, 2024

- 2024-25 Instructional Technology Consultant Agreement between Heartland AEA and Des Moines Public Schools
- *Memorandum of Understanding between Heartland AEA and Johnston CSD - Tabled*
- Memorandum of Understanding between Heartland AEA and Madrid CSD
- 2024-25 Agreement between Heartland AEA and Newton CSD
- 2024-25 Strategic Plan Agreement between Heartland AEA and North Polk CSD
- Agreement between SE Polk CSD (Behavior Techs) and Heartland AEA
- Agreement between Heartland AEA and Woodward Academy and a *Contract for Professional Services Agreement*
- *The Board tabled the Contract for Professional Services Agreement portion*
- Transportation Agreements
- American Red Cross Licensed Training Provider Agreement

Chief Administrator Comments

- Dr. Yelick shared that members of the legislatively mandated AEA Task Force have been appointed. They will meet two times, and a report is due to the legislature by Dec. 31, 2024.
- Next month's board meeting will be held at the West Des Moines Learning Resource Center. Following the meeting, the Board will meet for a holiday dinner.
- Dr. Yelick recognized the Business Office staff and special education staff for their hard work on the new district quarterly reports and invoices.

Board Member Comments

- There were no comments from the Board.

Adjournment

There being no further business, the meeting adjourned at 6:43 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 A. Borgen in black ink.

Ms. Margaret Borgen
Board President

Handwritten signature of Jenny Ugolini in black ink.

Ms. Jenny Ugolini
Board Secretary