

Board of Directors Board Meeting Minutes



Sept. 10, 2024

JOINT BOARD MEETING WITH DES MOINES AREA COMMUNITY COLLEGE

Ms. Margaret Borgen, 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 3:02 p.m.

Introductions and Roll Call

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

DMACC Board Members Present: Mr. Felix Gallagher, Mr. Jim Gossett, Mr. Kevin Halterman, Ms. Cheryl Langston, Mr. Joe Pugel. Board Members connected electronically: Mr. Fred Greiner. *Absent:* Angela Jackson, Denny Presnall and Madelyn Tursi.

Heartland AEA Administrative Staff Present: Dr. Kristi Upah, 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 Dr. Rose and seconded by Mr. Gossett 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

A MOTION was made by Ms. Langston and seconded by Mr. Halterman to adjourn the meeting. The joint board meeting adjourned at 3:57 p.m.

HEARTLAND AEA BOARD MEETING

Ms. Margaret Bogen, board president, called the meeting of the Heartland AEA Board of Directors to order at 4:04 p.m.

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

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

Approval of Agenda

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

Approval of Minutes from Aug. 13, 2024

A MOTION was made by Ms. Schwenk and seconded by Dr. Rose to approve the minutes from Aug. 13, 2024. The motion passed unanimously.

Public Forum and Correspondence

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

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Discussion Items

Service for Fee Update

Dr. Yelick, Heartland AEA Chief Administrator, provided a service for fee update as a result of HF2612.

- Service for fee updates are being provided to superintendents during their monthly meetings and at regional visits. Curriculum directors are also updated during their regular meetings.
- The Iowa Department of Education (DE) continues to post for positions as they look to fill vacancies within the new special education division. The state has a shortage of special education administrators, teachers and consultants.
- Applications for the AEA Task Force as legislated in HF2612 are currently being accepted. The Task Force may ask to move the implementation timeline out an additional year which will have pros and cons.
- At this time, the AEA's legal responsibilities remain the same.
- The IAEEA cooperative purchasing service (AEA Purchasing) is still up and running. It's a big business for food for both public and accredited non-public schools.
- AEA Learning Online will continue to provide an array of required trainings for teachers and school staff. It's important to districts to have the ability to track who is up-to-date on mandatory trainings such as bloodborne pathogens and mandatory reporter of child abuse. The DE is currently working with the AEA's to offer the training at no cost.

Board members asked how small schools will be successful with their students due to the legislative changes and without adequate funding.

Stipend for Early Notification 2024-25

Dr. Yelick shared the recommendation for the Agency's early notification stipend for 2024-25. The Board had given the chief administrator authority to authorize severance packages through Oct. 31, 2024. After Oct. 31, they will no longer be offered. Board members recommended that be re-communicated to staff.

Board Policy: 1006 Facility/Public Meeting Room Usage

Dr. Susie Meade, Heartland AEA Chief Academic Officer, shared that the Agency currently does not have a board policy on facility and public meeting room usage. Many AEA's are charging for meeting room usage by outside groups, so a draft policy was created. Conference rooms would not be available for private parties, receptions, outside vendors or political events unless it's a caucus.

Board Meeting Schedule & Agenda Planning Meeting Structure

Dr. Yelick discussed the board meeting schedule and agenda planning meetings. She asked whether the Board wanted to consider sunsetting the agenda planning meetings due to scheduling conflicts. No meeting changes were made at this time. Board members will discuss at their December annual meeting the schedule for 2025 and if they'd like to hold some of their meetings electronically due to travel and weather.

Action Items

Stipend for Early Notification 2024-25

A MOTION was made by Dr. Rose and seconded by Mr. Kinley to approve the recommendation for the stipend for early notification for 2024-25. The motion passed unanimously.

Central Rivers AEA and Heartland AEA Sharing Agreement (J. Williams)

A MOTION was made by Dr. Rose and seconded by Ms. Schwenk to approve the sharing agreement between Heartland AEA and Central Rivers AEA. The motion passed unanimously.

Change Order

A MOTION was made by Mr. Kinley and seconded by Dr. Rose to approve the change order as recommended. The motion passed unanimously.

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Board Policy: 1006 Facility/Public Meeting Room Usage

A MOTION was made by Dr. Rose and seconded by Mr. Kinley to approve the board policy on facility and meeting room usage. The motion passed unanimously.

Board Meeting Schedule & Agenda Planning Meeting Structure

No changes were made, and therefore there is no action at this time.

Consent Agenda

Dr. Rose reviewed the financial statements and noted everything is in order. There are numerous cuts in spending and travel. A MOTION was made by Dr. Rose and seconded by Ms. Schwenk to approve the consent agenda including payment of warrant numbers 421547 and 421676 and electronic warrant numbers 50044 and 50259. The motion passed unanimously.

- Personnel Report and No Addendum
- Purchase Orders:
 - *Navigate Wellness* - \$24,453.00
 - *ConvergeOne* - \$26,762.22
- Telus Health Agreement (Formerly Lifeworks)

Chief Administrator Comments

- The Agency held its All-Staff Meeting in August. Staff shared positive feedback about the day. The meeting had a great tone, and the staff were energized to see each other. Next year, the Agency will hold meetings in regional settings.
- In early October, Dr. Yelick will be driving to Wisconsin to attend a conference about pricing for educational service agencies.
- The Business Office is busy, with the first invoicing session scheduled at the end of October. The team has been very impressive in how it is digging in and moving forward.

Board Comments

- Mr. Kinley gave many thanks to the work being done keeping the organization moving forward.
- Board members thanked Dr. Yelick for her leadership.
- Board members asked about staff morale. This is something for the Board to think about – how to support staff as part of the total rewards benefits package.

Adjournment

There being no further business, the meeting adjourned at 5:22 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.

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