



Heartland Area Education Agency  
Board of Directors Meeting Agenda  
January 12, 2010

Board Training Session: 2:00 – 3:00 p.m. (Attendance optional)  
 Board Work Session: 3:00 – 5:00 p.m.  
 Regular Board Meeting: 5:30 p.m.  
 Location: Heartland AEA, 6445 Corporate Drive, Johnston

Participants:

Dr. Jane Bell Board Member	Mr. Cal Halliburton Board Member	Ms. Ann Wilson President	Ms. Sheila King Interim Chief Administrator
Ms. Margaret Borgen Board Member	Dr. Steve Rose Board Member	Ms. Nola Bond Director of Human Resources	Dr. Chris Pierson Assistant Director of Human Resources
Dr. Earl Bridgewater Vice President	Ms. Marcy Sparks Board Member	Ms. Laura Gillon Chief of Staff/Executive Officer	Mr. Steve Prall Chief of Operations/Executive Officer
Mr. Bruce Christensen Board Member	Mr. Nels Turnquist Board Member	Mr. David King Director of Finance and Business Services	Ms. Jenny Ugolini Board Secretary

Facilitator: Ms. Ann Wilson

Recorder: Jenny Ugolini

Training Session (2:00 – 3:00 p.m.) Board attendance optional

Time	Topic/Process	Presenter/ Staff Resource	Outcome
60 minutes	Business and Finance	David King	Board members will have a broader understanding of the Agency's business and finance practices including funding.

Board Work Session

Time	Topic/Process	Presenter/ Staff Resource	Outcome
100 minutes	<ul style="list-style-type: none"> <li>Agency Updates</li> <li>Board Goals</li> </ul>	Jane Bell Laura Gillon Sheila King Steve Prall	<ul style="list-style-type: none"> <li>Board members will be updated on recent Agency activities.</li> <li>Board members will finalize their goals.</li> </ul>
10 minutes	<ul style="list-style-type: none"> <li>AEA Governing Board Update</li> <li>AESA Conference Update</li> </ul>	Earl Bridgewater	<ul style="list-style-type: none"> <li>Board members will be updated on activities from the AEA Governing Board and AESA Conference.</li> </ul>
10 minutes	<ul style="list-style-type: none"> <li>AEA Chief Administrator Updates</li> </ul>	Sheila King	<ul style="list-style-type: none"> <li>Board members will be given an update from the AEA Chief Administrator meetings.</li> </ul>

Public Hearing

Time	Topic/Process	Presenter/ Staff Resource	Outcome
5 minutes	Public Budget Hearing	David King	Members of the public may address the board on the 2010-11 proposed budget.

1. Regular Board Meeting

Time	Topic/Process	Presenter/ Staff Resource	Outcome
5 minutes	1.01 Roll Call	Jenny Ugolini	<ul style="list-style-type: none"> <li>Record attendance.</li> </ul>
	1.02 Approval of Agenda	Ann Wilson	<ul style="list-style-type: none"> <li>Review and approval of the agenda. Additions or deletions may be made at this time in accordance with board policy and the open meeting requirements.</li> </ul>
	1.03 Public Forum	Ann Wilson	<ul style="list-style-type: none"> <li>Hear comments from members of the public.</li> </ul>

## 2. Board Recognition

Time	Topic/Process	Presenter/ Staff Resource	Outcome
5 minutes	2.01 Board Recognition – Heartland Leadership Development <ul style="list-style-type: none"> <li>Dennis Wulf, Supt., Norwalk Community School District</li> </ul>	Sharon Kurns	<ul style="list-style-type: none"> <li>Evidence of partnerships.</li> <li>Recognition of contributions of staff and partners.</li> </ul>

## 3. Discussion Items

Time	Topic/Process	Presenter/ Staff Resource	Outcome
20 minutes	3.01 2008-09 Audit-Pittman & Company, LLP	Jim and John Pittman	<b>Outcome:</b> Approval of 2008-09 audit <b>Handout:</b> Audit Report
20 minutes	3.02 Amended 2009-10 Budget	David King	<b>Outcome:</b> Forecast end of fiscal year 2010 <b>Handout:</b> To be sent at later date
20 minutes	3.03 Proposed 2010-11 Budget	David King	<b>Outcome:</b> Awareness of 2010-11 budget <b>Handout:</b> To be sent at later date

## 4. Action Items

Time	Topic/Process	Presenter/ Staff Resource	Outcome
5 minutes	4.01 2008-09 Audit Report	David King	<b>Handout:</b> 2008-09 Audit Report <b>Administrative Recommendation:</b> approval
5 minutes	4.02 Technology Server Bunker	Steve Prall	<b>Handout:</b> FRK bid recommendation for Brocon Svcs. <b>Administrative Recommendation:</b> approval

## 5. Consent Agenda

Time	Topic/Process	Presenter/ Staff Resource	Outcome
5 minutes	5.01 Personnel Report	Nola Bond	<b>Handout:</b> Personnel Report <b>Administrative Recommendation:</b> approval
	5.02 Bills	Cal Halliburton	<b>Handout:</b> Available at meeting <b>Administrative Recommendation:</b> approval
	5.03 Minutes from December 8, 2009	Ann Wilson	<b>Handout:</b> Minutes <b>Administrative Recommendation:</b> approval
	5.04 Purchase of Service Agreement ARRA Funds between Ames CSD and AEA 11	Laura Gillon	<b>Handout:</b> Purchase of Service Agreement <b>Administrative Recommendation:</b> approval
	5.05 Purchase of Service Agreement ARRA Funds between Des Moines Public Schools and AEA 11	Laura Gillon	<b>Handout:</b> Purchase of Service Agreement <b>Administrative Recommendation:</b> approval
	5.06 Purchase of Service Agreement ARRA Funds between Indianola CSD and AEA 11	Laura Gillon	<b>Handout:</b> Purchase of Service Agreement <b>Administrative Recommendation:</b> approval
	5.07 Purchase of Service Agreement ARRA Funds between Manning CSD and AEA 11	Laura Gillon	<b>Handout:</b> Purchase of Service Agreement <b>Administrative Recommendation:</b> approval
	5.08 Purchase of Service Agreement ARRA Funds between Newton CSD and AEA 11	Laura Gillon	<b>Handout:</b> Purchase of Service Agreement <b>Administrative Recommendation:</b> approval
	5.09 Fourth Amendment to Dixon Warehouse Lease Agreement	David King	<b>Handout:</b> Fourth Amendment to Lease Agreement <b>Administrative Recommendation:</b> approval

6. Closed Session

Time	Topic/Process	Presenter/ Staff Resource	Outcome
45 minutes	6.01 Closed Session in Accordance with Code of Iowa Section 21.5(1)(c)*	Frank Harty Steve Prall	
30 minutes	6.02 Closed Session in Accordance with Code of Iowa Section 21.9**	Nola Bond	

7. Adjournment

Informational Materials:

- Monthly Calendar

Next Meeting Date: February 12, 2010

Agenda Items for Next Meeting:

- Overview of new Agency Website

\*The Board will enter into a closed session to discuss strategy with counsel in matters that are presently in litigation or where litigation is imminent where its disclosure would likely to prejudice or disadvantage the position of the governmental body in that litigation. Code of Iowa, Section 21.5(1)(c).

\*\*A closed session is permitted by the Code of Iowa to discuss negotiations or legal matters. This requires a motion for a closed session. Recommended language for a motion for a closed session in Item 6.02: I move that we hold a closed session as provided in Section 21.9 of the Code of Iowa to discuss the 2010-11 negotiation process.