

**AEA 11 Board of Directors**  
6500 Corporate Drive  
Johnston, Iowa  
Tuesday, January 13, 2009

MINUTES

**BOARD WORK SESSION**

*6445 Building Tour*

Staff members who were instrumental in the 6445 remodeling project were recognized for their hard work and efforts. The building project came in under budget and on time. Staff officially moved during winter break and was moved in and operational by January 5. Dr. Kilcrease also took time to recognize former Chief of Staff, Joe Hansen and Steve Prall, Chief of Operations, for their work, which was crucial to the success of the project.

Staff members recognized: Terri Barnes, Sheree Bergstrom, David Booth, Joshua Burke, Tuan Dao, Barbara Dietrich, Jason Elliott, Jesús Garcia, Dustin Gean, Mavis Hoogers, Jim Lagnese, Kathy Martin, Scott Mayne, Dustin McAninch, Mark McMurry, Bill Morlan, Nancy Penley, Mike Permann, Jennifer Thompson, Jennifer Ugolini, Matt Wellendorf and Brad Woods.

After staff recognition, Board members took a brief tour of the 6445 building.

*North Star Regional Data*

Ms. Sheila King and Dr. David Tilly were present to talk about North Star Initiative 2: Partnerships. Two sets of data have been collected, one provides a global look at relationships and the second identifies behaviors that reflect good partnerships. The Board was cautioned that this is only one data point and there was a relatively low response rate from constituents. Results provide a baseline that will be used to develop future trends and highlight areas that need work.

One piece of the North Star global data:

District administrator results:

- 87 percent report partnerships with Heartland as good or excellent

District staff results:

- 75 percent report partnerships with Heartland as good or excellent

Heartland staff results:

- 74 percent report partnerships with districts as good or excellent

Ms. King provided a handout that described partnership behaviors. The behaviors were defined by multiple stakeholders and provide a way to measure and monitor progress. Six categories were identified: joint problem-solving, joint participation in a project, shared responsibility for delivering professional development, joint planning, shared responsibility for development of professional development and shared responsibilities. Partnerships will continue to be a major part of the Agency's work as they have a strong connection to student achievement.

*Chief Administrator Comments About Des Moines Register Article:*

Dr. Kilcrease spoke about the Des Moines Register article about the statewide AEA system and about the letters that appeared in the editorial section of the paper. Many phone calls, emails and letters have been received that have been very supportive and expressed disappointment in the way the article was written. Follow-up steps have been taken by the Agency and in collaboration with other AEAs. On Friday, January

16, packets will be sent to legislators that include accurate facts and details on administrator positions. While reviewing the Register's figures, it was discovered that the definition of administrator is not the same for every AEA. This inconsistency causes the numbers to fluctuate from report to report. A meeting will be held at the Department of Education on January 22 to reach a consensus on the definition of administrator.

The Board had many questions about specific details that appeared in the letters to the editor. Dr. Cindy Yelick was present to address those and to answer any questions.

## **REGULAR BOARD MEETING**

Board President Ms. Ann Wilson called the regular meeting of the Heartland Board of Directors to order at 5:31 p.m.

Board Members Present: Dr. Jane Bell, Ms. Margaret Borgen, Dr. Earl Bridgewater, Mr. Bruce Christensen, Ms. Marcy Sparks, Mr. Nels Turnquist and Ms. Ann Wilson. Dr. Steve Rose was present via phone. Absent: Dr. George Jackson.

Dr. Bell left the meeting at 5:45 p.m.

Administrative Staff Present: Dr. Maxine Kilcrease, Mr. David King, Ms. Laura Gillon, Dr. Chris Pierson, Mr. Steve Prall, and Ms. Jenny Ugolini.

### *Public Budget Hearing*

The purpose of the hearing is to allow the public an opportunity to respond to the budget notice that was published the week of December 22 – 26, 2008. No one from the public was present to address the Board.

### *Approval of Agenda*

The agenda was amended to allow Dr. Cindy Yelick more time to continue her editorial response from the Board work session. Items 2.04, Board Recognition, and 3.05, Staff Allocation, were also tabled until the February or March Board meeting. A MOTION was made by Ms. Wilson and seconded by Dr. Bridgewater to approve the amended agenda. Motion carried unanimously.

### *Public Forum*

No one was present from the public to address the Board of Directors.

### *Discussion Items*

#### *Board Audit*

John Pittman from Pittman & Company, LLP presented a review of the Agency's 2007-08 audit. Prior to the Board meeting, Mr. Pittman met with members of the Board Audit Committee to review the report in depth and to answer any questions. The audit concluded that the Agency was in compliance with U.S. generally accepted accounting principles and is considered a low-risk auditee.

#### *Amended 2008-09 Budget*

Mr. David King provided an amended 2008-09 budget. This amendment was completed prior to Governor Chet Culver's across the board cuts, so that reduction was not included. Revenues have been adjusted to best-known amounts and expenditures were also adjusted to current contracts and commitments, including the 6445 remodeling.

Dr. Kilcrease, Mr. King and Mr. Prall conferred today so they could make the Board aware of some issues at the state and national level that could impact next year's budget. The Agency is looking at more factors in projecting the budget than ever before.

- There has been a reduction in special education students and in student weighting. There are 350 less students with disabilities and for the first time, weighting is below allowable growth.
- Additional cuts could come from the state. It's been said not to expect any good news or to expect full funding for allowable growth.
- Proposals have been submitted for negotiations. In the past, the Agency has used allowable growth as a guideline, however that may look differently this year. Depending on the amount of the final settlement, staff may be cut.
- The 6500 facility has serious infrastructure issues and that needs to be part of the financial landscape.
- Hiring, travel and equipment purchases (over \$500) have been frozen.

The Agency is holding study and will continue to pursue its core mission. Heartland staff is incredible and well educated, and although these financial issues are distracting, the Agency will remain strong and steady.

#### *Proposed 2009-10 Budget*

The 2009-10 budget was presented. The format of the budget was new this year, as it aligned the budget with North Star initiatives. It was also the most challenging budget ever to prepare, as the Agency is unsure of funding and if there will be additional cuts. Revenues were based on best-known estimates and expenditures assumed no increase in FTEs but include the possible remodeling of the 6500 building. The Board will review the proposed budget and approve at the February meeting.

#### *6500 Construction Review*

Dr. Kilcrease recapped a brief history of the 6500 building. A conversation began last year, asking how much space was actually dedicated to teaching and learning. The answer was 24 percent. The Board then gave a directive to increase the amount of space to better meet the needs of staff, to provide more space for teaching and learning and to create regional service centers. Based on that directive, the remodeling of 6445 was completed and a committee has been commissioned to create a plan for the service centers.

The Board then reviewed the options for the 6500 building: 1.) Complete remodel, 2.) Lease an existing site, 3.) Lease-to-purchase a new building, and 4.) Make necessary safety and health improvements. (These improvements would be to replace the roof, HVAC system and to update and repair the electrical system, plumbing, carpet, and equipment and technology.) It was also recommended that the Board revisit the remodeling of the education centers in January 2010.

#### *Action Items*

##### *6500 Construction Recommendation*

A MOTION was made by Mr. Turnquist and seconded by Ms. Borgen to approve option 4.) Make necessary safety and health improvements to the 6500 building (Board Resolution 1-2009). Motion carried unanimously.

#### *Consent Agenda*

Personnel Report  
Minutes of December 9, 2008 meeting  
Bills (Ms. Marcy Sparks)

A MOTION was made by Mr. Christensen and seconded by Dr. Rose to approve the consent agenda including payment of warrant numbers 00335159 through 00336047. Ms Sparks reviewed the monthly bills and stated that everything is in good order.

*Board Member Comments and Meeting Review*

Board members were asked to email Ms. Wilson two work session topics and to also send her any suggestions on how to improve board relationships with LEAs.

*Chief Administrator Comments*

Due to inclement weather and wanting to end the meeting in a timely manner, Dr. Kilcrease will email the Board any additional comments.


*Other Comments:*

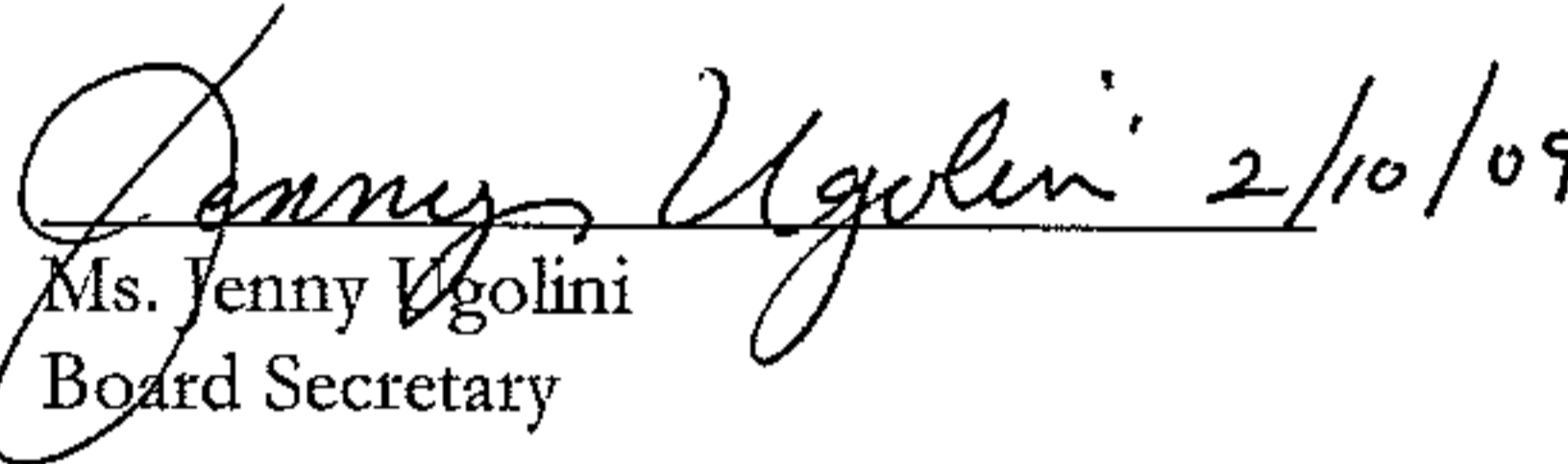
Board members were given invitations to the February 11 Immigration Forum sponsored by Heartland. There will be an impressive panel of experts who will speak on the impact of immigration in our schools. Additional cards were available so Board members could extend the invitation to their colleagues.

*Adjournment*

A MOTION was made by Ms. Wilson and seconded by Dr. Bridgewater to adjourn the meeting. Motion carried unanimously. The regular meeting was adjourned at 7:07 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, 515/270-9030 ext. 14441, Monday through Friday, 7:30 a.m. – 4:30 p.m.

  
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Ms. Ann Wilson  
Board President

  
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Ms. Jenny Ugolini  
Board Secretary

*Heartland Area Education Agency is dedicated to enriching people's lives. We are partners for learning who provide cutting-edge services for children and youth, families, schools and communities. Heartland AEA is a pro-active and caring organization fueled by a passion for excellence in all we do. We are committed, every day, to helping people grow, develop and learn. Heartland Area Education Agency 11 does not discriminate based on gender, gender identity, race, national/ethnic origin, creed, age, marital status, sexual orientation, or disability.*