

AEA 11 Board of Directors
6500 Corporate Drive
Johnston, Iowa
Tuesday, April 14, 2009

MINUTES

BOARD WORK SESSION

Regional Education Center Planning

Ms. Laura Gillon, Ms. Sheila King, Ms. Sharon Kurns and Mr. Steve Prall provided an update on the work that has been done on the Regional Education Centers (RECs). In July 2008, the Board commissioned the creation of RECs to bring resources closer to districts and teachers. The RECs will have space for staff work stations, professional development, library and resource materials and limited print and production capabilities. In December 2008, a committee was commissioned to determine locations for the RECs and to make recommendations on facility needs. Five centers were recommended: Johnston, Adel, Newton, Ames, the Western Region and a recommendation for a sixth center in Indianola. The goal is for these centers is to be cost neutral or cost savings. Ms. King and Ms. Kurns reviewed the committee's recommendations for each center.

- Spaces will be designed to ensure maximum flexibility depending on the site. We hope for moveable furniture and walls or room dividers so rooms can be easily reconfigured to class size and needs.
- Technology would be embedded in each of the conference rooms. This includes LCD projectors, a Polycom unit, document cameras, white boards and more. Each center will be similarly equipped to ensure equity across the agency.
- Each center would have a limited amount of print and production resources available. Virtual materials would be displayed and available for online ordering.
- Rotating library collections with more frequent van service.
- Additional sound booths for hearing tests may be available that could be housed at various centers.
- Kitchen space including dishwasher, sink and refrigerator.
- Extended hours of service. Possibly open late one night a week as an initial effort.
- Staff would have areas to store their materials and areas for collaboration.

Ms. Gillon and Mr. Prall have been commissioned to lead Phase II. This includes drilling down further into the data to help customize centers for the districts they'll serve. Completion dates for Adel and Newton have been set for January 8, 2010, and Johnston, June 30, 2010. These are aggressive timelines as much work is yet to be done.

Action Plan: Communication, Recognition, and Caseload Allocation

Agency culture is very important and last year, leadership for agency culture was added to Ms. Laura Gillon's job description. As a result, Ms. Laura Gillon and Ms. Terri Barnes have been meeting with Agency staff in all regions and across all discipline groups to discuss communication, recognition and caseload allocation. They have met with 25 work groups since December 2008 and have had focused conversations to identify needs and recommendations in these areas. Themes and patterns were drawn from the data to ensure a clear understanding of what improvements are needed.

Information from the meetings was shared with managers and programs assistants who agreed that the input was accurate. They then assisted in the development of action steps. At the February Leadership Academy, a list of priority actions were selected; some that would occur immediately, others with timelines for implementation. Ms. Gillon then prepared a podcast for staff so they are able to stay informed on

solutions. The second round of meetings have already started and will focus on what happens next and what changes have been noticeable already. There will also be discussion on how to keep moving ahead, to determine each group's role and part, and to identify and describe successful outcomes.

REGULAR BOARD MEETING

Board President Ms. Ann Wilson called the regular meeting of the Heartland Board of Directors to order at 5:37 p.m.

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

Dr. Earl Bridgewater left the board meeting at 6:00 p.m.

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

Approval of Agenda

Ms. Wilson amended the agenda to remove item 4.01, the supplemental resolution authorizing and providing for the issuance and authorizing and directing the final terms and conditions of sale and delivery of warrants as it was no longer deemed necessary for agency cashflow. A MOTION was made by Mr. Nels Turnquist and seconded by Ms. Jane Bell to approve the amended agenda. Motion carried unanimously.

Public Forum

Dr. Ethel Faust was present to address the Board. Dr. Faust is a parent of a child with autism in the West Des Moines School District. Dr. Faust voiced concerns in regards to AEA and district services, and increased training she feels teachers need in order to better serve autistic children. Dr. Faust offered to attend a future meeting and to share the State of Iowa guidelines for educating children with autism.

Ms. Danielle Sharpe was present to address the Board. She is the parent of child with autism. She reported that her son had not been seen by an autism specialist since kindergarten. Ms. Sharpe voiced concerns regarding timeliness of AEA evaluations and as a direct result, time lost in her child receiving services she deems necessary.

Ms. Janet Kinzie was present to address the Board. She is a parent of a child with high functioning autism. Ms. Kinzie voiced her concern in regard to her child's reading progress. She said her child has an IQ of 114 and is concerned regarding a lack of reading strategies implemented to help her child succeed in reading.

Board Recognition

Members of the technology team were recognized by the Board for their efforts in providing technology services to Waukee Community Schools, Cornell Elementary in the Saydel Community School District and to agency staff. Mr. Evan Abbey, Professional Learning and Leadership Consultant; Ms. Lynn McCartney, Program Assistant; Ms. Denise Krefting, Instructional Technology Consultant; Ms. Toy Waterman, Instructional Technology Consultant; Mr. Steve Linduska, Instructional Technology Consultant; Mr. Wade Andersen, Instructional Technology Consultant; and Ms. Wendy Robinson, Assistant Director of Learning Development and Support, were recognized.

Ms. Susan Hope, a teacher at Waukee Middle School, commended Ms. Denise Krefting for the assistance she provided for her communications class. With Ms. Krefting's assistance, Ms. Hope was able to teach her students about audio and personal blogs on Gabcast, voice threads, micro blogging on Edmodo and voting and polling through their cell phones using Poll Everywhere. Her students are able to take these experiences

and share them at home. Ms. Hope's background is as a language-arts teacher, so Ms. Krefting's support and expertise enabled Ms. Hope to provide cutting edge instruction.

Ms. Deb Chiodo, Cornell Elementary Principal; recognized Ms. Toy Waterman for her help by bringing technology to Cornell Elementary. The district was able to secure a grant to purchase carts, computers, and projectors for the school. Every day teachers try to think differently on how to engage kids and teach them 21st century skills. With Ms. Waterman's help, the school has been able to keep students engaged through computers and other technology.

Ms. MaryAnn Strawhacker, Heartland Nurse Consultant; thanked Ms. Lynn McCartney for her help in the development of a blog and wiki that helps nurses and teachers. Ms. Strawhacker serves 27 school districts and needed a quick and easy way to share information and answer questions so a blog was a perfect fit for her. The blog is broken down by category and covers a wide range of topics including special education, Medicaid, public health and professional development. Both the blog and wiki help enhance learning and could not have been created without the assistance of Ms. McCartney.

Discussion Items

Federal Stimulus Package

Dr. Kilcrease provided a brief overview of the American Recovery and Reinvestment Act (ARRA). There are four basic principles tied to the ARRA:

1. Spend funds quickly to save and create jobs.
2. Improve student achievement through school improvement and reform.
3. Ensure transparency, reporting and accountability.
4. Invest one-time funds thoughtfully to minimize the "funding cliff".

Dr. Kilcrease spoke about the process that will be used for determining how part of these funds (those not earmarked for Part B or special education) will be spent. They can be used for construction, technology or equipment. Funds must also be used by September 2011. Input will be used from all stakeholders in a retreat held on April 20. One main question will be used to guide the conversation, "What will be different after we spend this money?" From there, recommendations will be made, keeping in mind the Agency's vision, mission and goals and most importantly, student achievement. Outside facilitators will be used to lead the retreat and to make sure the process is fair and honest. Ms. Gillon, Mr. Prall and Dr. Kilcrease will act as observers and will be available to answer any questions.

Board members broke into two groups for discussion. They then shared their questions, comments and offered guidance.

- How does this work? What do we have to do? What is our obligation with this money?
- Do we have the capacity to do what is required?
- Is there a way for staff to leverage their skills and how can we multiply this many times? Once the money is gone, the skill will remain.
- How do we serve districts and help them build capacity? Is this by building ours?
- Is there a process or efficiency that might be missing from our process? Should we use Kaizen?
- To what degree are IEPs driven by impact vs. compliance?
- Let's keep spending money on things that do the most good for kids.
- If we are committed to meeting each district's needs, are there people we could hire to meet that need such as retirees or independent contractors?
- Keep spending money on core curriculum.
- Teacher and staff training in autism and behavior issues. Build capacity in these areas.
- What are the concerns of LEA staff and folks in the trenches?
- Could we use the money for the Regional Education Centers?

- What can we do to balance technology in the districts, especially for those who are without it?
- What kind of opportunities could we create in collaboration?
- Develop protocols that help staff be more efficient. This could help more services be delivered.

Dr. Kilcrease then shared some ideas that have already been submitted.

- Professional development (Instructional Decision Making and Positive Behavior Supports)
- Critical needs in early childhood. What can we do to build capacity?
- Training paraprofessionals. What can we do to assure they have appropriate training?
- Technology infrastructure. Data management to build capacity.
- Facilities. What are the tools people need to do their jobs in the field?
- Split funding with districts to develop capacity around instructional coaching.

Board Policy 418 Acceptable Use of Communication and Information Resources

Board Policy 418 on Acceptable Use of Communication and Information Resources was created to regulate the use of communication tools and their appropriate use. It will outline behaviors that are permitted and those that are not. The policy would apply to all tools related to the Internet such as social networking, wikis, blogs, email and outlines privacy guidelines. Administrative regulations are forthcoming that further define acceptable use.

Crisis Plan Review

Mr. Prall updated the board on improvements that were made to the 2009-10 crisis plan. These improvements included procedures for pandemics, updated safety regulations and laws, communication guidance and what to do if weapons are found in a Heartland building. The plan also specifies staff members by their job position, and indicates their role and responsibility in case of a crisis.

Print and Production Overview

Ms. Brenda Gustafson shared with board members the current state of the Agency print shop. There has been declining print volume, the equipment is outdated, there is inefficient workflow and limited services and production capabilities. From this information, a design was outlined that would retool the print shop and make it more cutting edge and marketable. Goals of retooling the print shop include:

- Twenty percent annual cost savings by using best technology available to increase efficiencies.
- Increase productivity and customer satisfaction through Web submissions.
- Reduce error rates through Web on-line proofing.
- More marketable and efficient tools for Heartland clients.
- Develop cutting-edge infrastructure to enhance quality and production capabilities.

Ms. Gustafson recommended using Xerox for the Agency print services. Jobs could be submitted 24/7, the Agency could offer online proofing and there would be on-demand printing to decrease waste. More products could also be offered, such as full-color posters, yearbooks, calendars, flash cards and folders. These items could even be individually personalized. Xerox would also take care of all staffing needs, with trained operators beginning on day one of implementation. Board members engaged in a discussion and asked questions. The purchase orders for Xerox were approved in the consent agenda. (See below.)

Closed Session

A MOTION was made by Mr. Nels Turnquist and seconded by Ms. Marcy Sparks to hold a closed session, as provided in Section 21.9 of the Code of Iowa, to discuss strategy in matters relating to negotiations. Motion carried unanimously.

Dr. Jane Bell	Aye
Ms. Margaret Borgen	Aye

Dr. Earl Bridgewater	Absent
Mr. Bruce Christensen	Absent
Dr. George Jackson	Absent
Dr. Steve Rose	Aye
Ms. Marcy Sparks	Aye
Mr. Nels Turnquist	Aye
Ms. Ann Wilson	Aye

The Board of Directors entered into closed session at 8:35 p.m. and returned to public session at 8:55 p.m.

Action Items

A MOTION was made by Mr. Nels Turnquist and seconded by Ms. Marcy Sparks to approve the tentative agreement for the Teamster's Local No. 238 contract for 2009-10. This motion approves the contract language, the zero salary increase and the move to an 8-hour workday with compensation for the additional .5 hour. Motion carried unanimously.

A MOTION was made by Dr. Steve Rose and seconded by Dr. Jane Bell to approve the tentative agreement for the Heartland Education Agency contract for 2009-10. This motion approves the contract language, the 3.5% salary increase and longevity pay and Teacher Quality as a percent of salary. Motion carried unanimously.

A MOTION was made by Dr. Steve Rose and seconded by Mr. Nels Turnquist to approve the certified non-union salaries and benefits. This motion approves the salary freeze for 2009-10 and that the HRA benefits will be the same as that of all Agency staff. Motion carried unanimously.

A MOTION was made by Dr. Jane Bell and seconded by Ms. Marcy Sparks to amend the agenda to include the approval of the classified non-union salary schedule for 2009-10. Motion carried unanimously.

A MOTION was made by Dr. Jane Bell and seconded by Ms. Marcy Sparks to approve the classified non-union salary schedule for 2009-10. The motion approves the 1.5% salary increase and the move to an 8-hour workday with compensation for the additional .5 hour. Motion carried unanimously.

Consent Agenda

Personnel Report - (Jim Clark was inadvertently added to the April 14, 2009 Personnel Report as a Reduction in Force. This was done so in error and is stricken from the report and consent agenda.)
 Minutes of March 10, 2009 Board meeting
 Bills (Mr. Nels Turnquist)
 Purchase Requisitions: *Marik, Inc.* - \$76,961.00 and *Xerox Corporation* - \$576,000.00 and \$24,000.00.
 First Amendment to Lease Agreement, Des Moines Area Community College and Heartland AEA

A MOTION was made by Mr. Nels Turnquist and seconded by Dr. Steve Rose to approve the consent agenda including payment of warrant numbers 337553 through 338441. Mr. Nels Turnquist reviewed the monthly bills and stated that the Agency is in a healthy time of year and everything is in order. Motion carried unanimously.

Chief Administrator Comments

- Employees now have the option to review their benefit and salary package online. A "stub" will be available online that includes insurance costs, total taxable benefits, banking information and insurance costs. Another technology advance such as this was also recently completed. Staff members were able to update their benefit enrollment forms online, saving time and paper. She

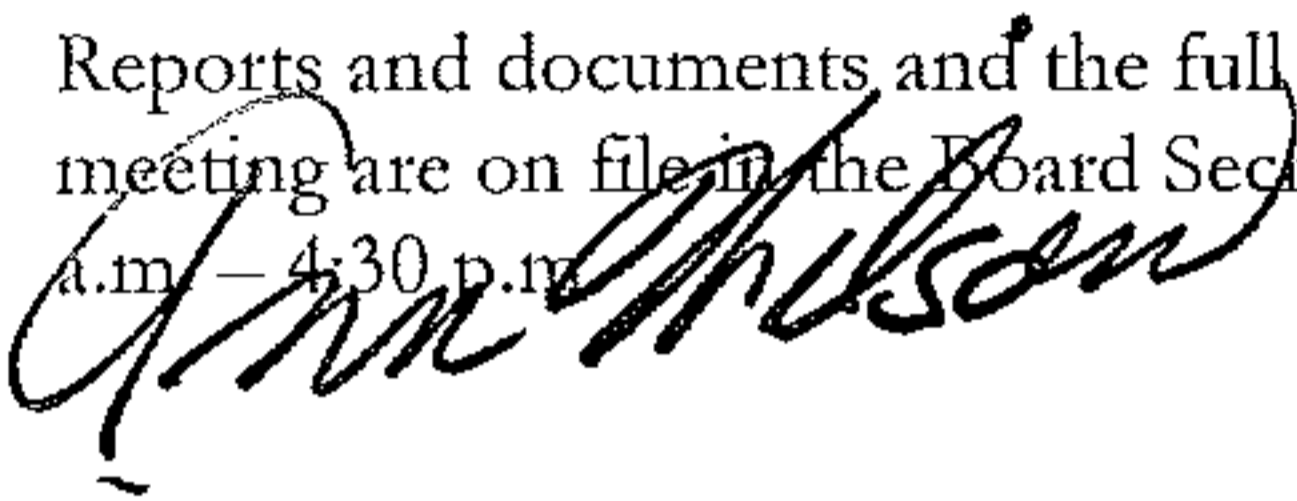
expressed appreciation to all staff members who have worked to make this and other changes possible.

- Calendar Notes:
 - June 9: A one-day comprehensive review of Iowa Core Curriculum will be held at New Hope Assembly Church in Urbandale. Contact Jenny Ugolini for registration.
 - April 30 and May 1: AEA Governing Boards Conference at the West Des Moines Marriott.
 - May 22: The Agency's Retirement Reception will be held at the 6500 office from 2:00 - 4:00 p.m. A complete list of all agency retirement receptions was also given to board members.
 - There will be no July Board of Directors meeting. A retreat will be scheduled instead.
- Dr. Kilcrease will email board members additional updates.


Adjournment

A MOTION was made by Dr. Steve Rose and seconded by Mr. Nels Turnquist to adjourn the meeting. Motion carried. The regular meeting was adjourned at 9:13 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.



Ms. Ann Wilson
Board President


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.