

**AEA 11 Board of Directors**

6500 Corporate Drive

Johnston, Iowa

Tuesday, August 11, 2009

MINUTES

**REGULAR BOARD MEETING**

Board President Ms. Ann Wilson called the regular meeting of the Heartland AEA Board of Directors to order at 5:45 p.m.

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

Mr. Bruce Christensen and Dr. Earl Bridgewater arrived at 5:47 p.m.

Administrative Staff Present: Ms. Grace Bargstadt, Ms. Laura Gillon, Ms. Sheila King, Dr. Chris Pierson, Mr. Steve Prall, Dr. David Tilly and Ms. Jenny Ugolini

*Approval of Agenda*

A MOTION was made by Mr. Nels Turnquist and seconded by Dr. Steve Rose to approve the agenda. Motion carried unanimously.

*Public Forum*

Kathryn Fromm of Ames, Iowa was present to speak to the Board. She has a grandson with autism and described the Board as having "depraved indifference" when it comes to special education. She said the Agency is in violation of the law and does not offer adequate special education services. She will be contacting districts, legislators and the governor's office about her concerns.

*Closed Session*

A MOTION was made by Dr. Steve Rose and seconded by Dr. Earl Bridgewater to hold a closed session, as provided in Iowa Code Section 21.5,(1)(c) to discuss strategy with counsel in matters that are presently in litigation or where litigation is imminent where its disclosure would be likely to prejudice or disadvantage the position of the government body in that litigation.

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

Motion carried unanimously. The Board of Directors entered into closed session at 5:42 p.m. and returned to public session at 6:10 p.m.

## *Action Items*

### *Recommendation from Closed Session*

A MOTION was made by Mr. Nels Turnquist and seconded by Ms. Marcy Sparks to ratify the settlement of the Burr lawsuit. Motion carried unanimously. A roll call vote was also taken. All ayes.

### *LASB Priorities*

Ms. Margaret Borgen presented a list of six legislative priorities for approval. Members made slight modifications and the priorities will be sent to the Iowa Association of School Boards. A MOTION was made by Dr. Earl Bridgewater and seconded by Mr. Nels Turnquist to approve the amended priorities. Motion carried unanimously.

Final list of 2010 legislative priorities:

1. Sustain funding for school improvement.
2. Set an allowable growth rate that encourages continuous school improvement and reflects actual cost increases experienced by school districts and AEAs.
3. Create policy and a separate funding mechanism for the operation and maintenance of AEA facilities.
4. Increase funding for accredited early childhood programs, particularly four-year old preschool and wrap-around programs.
5. Establish special education funding that accurately reflects costs.
6. Retain local district/AEA control of cash reserves and fund balances.

## *Discussion Items*

### *Special Education Update*

Ms. Grace Bargstadt, Director of Special Education, shared special education updates with the Board including recent changes to Child Find, a program designed to locate, identify and refer children with disabilities and in need of services.

- Advisory councils for parents are in the process of being developed. It is anticipated that by spring 2010, parent advisory councils will be established in a regional configuration. The councils will be made up of parents and AEA and LEA district stakeholders.
- A complaint has been filed with the Department of Education (DE) from parents within Heartland's area. Those filing the complaint wanted to know how partnership directors and staff were being utilized and how they were organized within the Agency. The DE will submit its outcome of the investigation to Heartland by August 21, 2009.
- Ms. Bargstadt met last week with administrators from the West Des Moines Community School District. Time was spent discussing how the Agency could support their district. Administrators from West Des Moines expressed their gratitude for the Agency's partnership model and the staff from AEA who serve their students and teachers.
- Forty staff members have been designated as Autism Resource Team Members this fall. These employees were selected based on their professional course work, interviews, skill level and competence. The resource team is modeled after the University of Iowa's Regional Autism Service Program. Team members are regionally located and will have additional professional development throughout the year in order to keep their skills strong and cutting edge.
- AEA staff members are being trained on new Child Find requirements. Child Find has been part of Special Education processes since the inception of the law. During the course of the last two years, the AEA Directors of Special Education have been working to create a statewide system for consistent implementation of Child Find processes throughout the state. While AEA staff will continue to attend to Child Find requirements, it is recognized that general education interventions will be primarily the responsibility of general education staff and Heartland AEA staff members will spend the majority of their time and expertise in evaluation activities, making data-based decisions about which students meet

the eligibility requirements, as well as supporting students who are served with Individual Education Plans (IEPs).

#### *Human Resources Update*

The Board was presented with three memos providing updates on staff reassignments, transfers, evaluations and agency investigators.

- For 2009-10, there were 13 voluntary reassignments, 18 voluntary transfers, 60 involuntary reassignments and 22 involuntary transfers.
- Currently 92 percent of all staff evaluations have been completed. This represents all groups including certified, classified and management staff.

A MOTION was made by Mr. Bruce Christensen and seconded by Dr. Steve Rose to approve Level I investigators Dr. Chris Pierson, Ms. Rachelle Dawson, Mr. Steve Iverson and Dr. Kristi Upah and Level II investigator Mr. Bill Pierce. Motion carried unanimously.

#### *Search Firms*

Board members discussed the process that will be used to select a search firm for the hiring of a new chief administrator. To help assist and streamline the process, members agreed on a set of services the firm would perform. These criteria will be used in the Request For Proposal (RFP) process.

The search firm will:

- Advertise and recruit nationally and within its networks.
- Receive and compile all applications.
- Prepare and disseminate materials to applicants.
- Screen applications based on criteria that is established by the Board. This is to include all application materials, phone interviews, background checks and site contacts.
- Return a list of 5-7 viable candidates.

The Board of Directors will:

- Set-up screening criteria.
- Set-up a process for interviews (including staff and stakeholder input).
- Set-up site visit schedules.
- Select and schedule candidates to be interviewed.
- Pay for all travel associated with the search.
- Oversee and attend all interviews.
- Make a final decision and offer the final contract.

Board members are to submit any additional search firm criteria to Dr. David Tilly or Ms. Ann Wilson by September 1. They can also indicate any firms they would like to be included in the RFP. RFPs will be sent in September and search firm interviews are scheduled for October.

#### *Consent Agenda*

Personnel Report

Bills (Steve Rose)

Minutes of July 1 Board Meeting

Purchase Orders: Auto-Graphics, Apple Computer, Nettekker, Alexander Open Systems and Discovery Education

Special Education Services Agreement between the Iowa Department of Corrections, Newton Correctional Facility, Iowa Correctional Institution for Women and Heartland Area Education Agency

Resolution Naming Depositories

Agency Legal Counsel

A MOTION was made by Mr. Nels Turnquist and seconded by Ms. Marcy Sparks to approve the consent agenda including payment of warrant numbers 00341541 through 00342132. Dr. Steve Rose reviewed the bills and stated everything was in order. Motion carried unanimously.

*Interim Chief Administrator Comments:*

- Board members will be given an update at the September board meeting on the decisions made for the spending of the American Reinvestment and Recovery Act (ARRA) funds. The Agency will follow government guidelines and look at meeting high need areas within the Agency.
- Development of the Regional Education Center model is underway. An update will also be given at the September board meeting.
- Board members interested in attending any conference should contact Ms. Jenny Ugolini to make travel arrangements.
- Ms. Sheila King thanked Cabinet members including Ms. Laura Gillon and Mr. Steve Prall for their assistance and collaboration with the recent transition and for their help in moving the Agency forward.
- Heartland employees will be manning the AEA booth at the Iowa State Fair on Tuesday, August 18 and Wednesday, August 19. The booth is located within the Varied Industries Building.

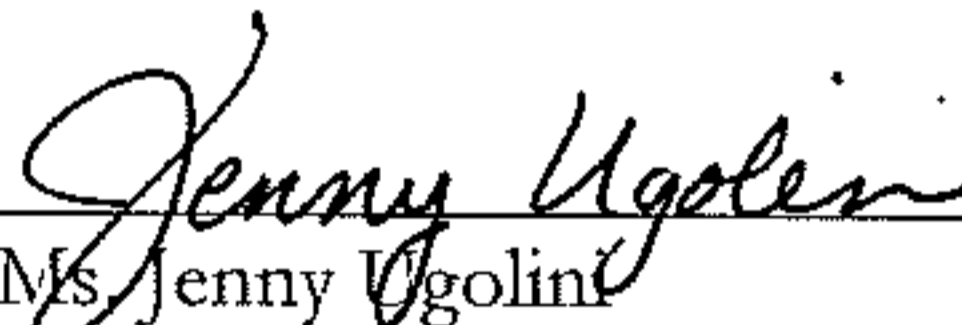
*Adjournment*

A MOTION was made by Dr. Earl Bridgewater and seconded by Ms. Marcy Sparks to adjourn the meeting. Motion carried. The regular meeting was adjourned at 8:04 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.*