

## AEA 11 Board of Directors

6500 Corporate Drive

Johnston, Iowa

Tuesday, September 8, 2009

### WORK SESSION MINUTES

#### **BOARD WORK SESSION**

Board President Ms. Ann Wilson called the work session of the Heartland AEA Board of Directors to order at 3:10 p.m.

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

Administrative Staff Present: Ms. Laura Gillon, Dr. David Tilly, Dr. Kristi Upah and Ms. Jenny Ugolini.

#### *Chief Administrator Search*

Ms. Ann Wilson provided an update on the chief administrator search. Request for information letters were sent to 10 search firms on August 28. Firms have until Friday, September 11 to submit their proposals to the Board. On Monday, September 14, Dr. Earl Bridgewater, Ms. Margaret Borgen and Mr. Nels Turnquist will meet to review those materials and to choose four firms as finalists. Also shared was an update on collecting staff and other stakeholder input to determine desired characteristics of a new chief administrator. The Superintendents' Advisory Council will provide input at the October 6 meeting and staff input has been collected from over 13 discipline groups. A preliminary report will be available at the board retreat.

Ms. Wilson notified board members that a letter was sent to all staff and an article was included in the Administrators' Connection that offered reassurance and encouragement during this time of leadership transition. Copies of the letter and article will be e-mailed to board members.

#### *Board Retreat*

In accordance with the Department of Education and the accreditation process, the Board must complete a self-evaluation every year. This will be completed at the board retreat on Tuesday, September 29. The retreat will be held at the West Des Moines Learning Resource Center in the Clive Room from 9:00 a.m. – 4:30 p.m.

#### *Report on 2008-09 Agency Evaluation Plan Initiatives 3 & 4*

Dr. David Tilly and Dr. Kristi Upah reviewed the Agency's evaluation data for Initiatives 3 and 4. Board members were divided into small groups to answer a series of questions related to the results.

#### Comments on Initiative 3:

- There was improvement in the data; however, some areas remain flat, especially in the areas of recruitment, screening and interviewing.
- Additional data needs to be gathered on reassignments and transfers. These survey questions should be broken into two separate questions as it is unclear how to read the results.
- Agency staff members report that they don't have the necessary knowledge to do their job; however, this conflicts with the data gathered on evaluations.
- The Agency will continue to make improvements with the Integrated Financial Administrative Solution (IFAS) program.

- There is a discrepancy with the number of staff and board members who understand how resources are aligned with goals. This number is down this year.
- Improvements with communication are also occurring, and it is hoped that this improvement will continue next year.

Comments on Initiative 4:

- More staff members need the tools to do their job, especially Internet and printing access.
- Staff are learning new technologies to help them in their jobs.
- It's good to have the data, but what does it really mean? Are we over-collecting data and how do you desegregate the data and what is the baseline? Can an action plan be developed on how the data is going to be used?
- The data gathered on downtime needs to be better defined.

Dr. Tilly thanked board members for their assistance in reviewing the data. The data will be shared in a planful way, first to staff then the districts.

Reports and documents 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

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