

AEA 11 Board of Directors
6500 Corporate Drive
Johnston, Iowa
Tuesday, January 12, 2010

Board Work Session (3:00 - 5:00 p.m.)

Attendance: Dr. Jane Bell, Ms. Margaret Borgen, Mr. Bruce Christensen, Dr. Earl Bridgewater, Mr. Cal Halliburton, Mr. Nels Turnquist, Ms. Ann Wilson. In attendance via conference call Ms. Marcy Sparks. *Absent:* Dr. Steve Rose

Support Staff Present: Mr. David King, Ms. Sheila King, Ms. Laura Gillon, Mr. Steve Prall and Ms. Jenny Ugolini

Agency Initiatives and Actions

Ms. Sheila King provided a brief history of the development of the Agency's four initiatives. The work on the initiatives began during the 2006-07 school year with the implementation of North Star, which was a comprehensive review of the organization. In this first phase, a great deal of time was spent on developing a new mission, vision and core values to provide a foundation and guidance for the Agency. During later phases Heartland implemented a new organizational structure and identified the four major initiatives through work that was done with both internal and external stakeholders. The four major initiatives have been adopted and include an evaluation process to monitor their progress. During the 2008-09 school year it was decided that the North Star logo and moniker should be retired and the initiatives would become the work of Heartland AEA. During the 2009-10 school year the vision continues to move forward and to stabilize the culture of the organization.

Initiatives I & II (Children are learning and partnerships are successful)

Ms. Laura Gillon discussed three action items from Initiatives I and II.

1. Continue alignment of role and functions to needs.
 - The recent budget cuts have presented challenges that will impact services and staffing. There were no staffing cuts in 2009-10 and none are expected for 2010-11. However, a reduction in force is possible for 2011-12 if the Agency doesn't act swiftly to these challenges. The District Services Council is moving quickly to review the alignment of roles to function and need versus positions.
2. Develop district service reports and a directory of services.
 - A preliminary directory of agency services has been compiled. The directory will be reviewed and analyzed to review how services are added and deleted and their impact on functions.
3. Work on better defining the priorities of our work and the skill level necessary to be successful.
 - The Agency's priorities will be better defined. The ideal end result will be an organization that focuses on fewer services for manageable case loads, jobs that will be maintained, increased student achievement, partnerships foster and flexibility in job roles and functions.

Board members expressed their thoughts and concerns:

- They would like to hear more conversations about staffing changes and the challenges with the upcoming budget, as these changes will need to be made within the next year.
- They want to make sure the Agency continues to move forward and not backwards.
- They agree that there will be a culture shift and the Agency needs to be nimble and ready to change and flexible.
- They expressed concerns about how the changes will be measured to determine impact.

Initiatives III & IV (Staff is supported and infrastructure is optimized)

Mr. Steve Prall updated the Board on recent action items from Initiatives III & IV.

1. Support the Agency with budget planning and reductions for FY 2010-11 and FY 2011-12, including support for agency budget managers.
 - Support was been provided to all budget managers as they amended their 2009-10 budget to address the 10 percent cut. Strides also continue to be made to train budget managers in their fiscal responsibility.
2. Upgrade IFAS to 7.9.
 - The Integrated Finance Account System (IFAS) will be upgraded within the next year. The new version will offer additional improvements and enhancements such as Web interfacing for data entry, purchasing functions and direct deposit for expense checks.
3. Implementation of the Regional Education Center concept.
 - Work progresses with the Regional Education Centers.
 - A contract with the new Newton office site owners should be finalized in the next few weeks once consensus is reached on the layout.
 - The Agency will continue to use the Knoxville facility with low cost renovations to improve the building.
 - Health and maintenance upgrades will be made to the Johnston facility along with classroom enhancements to improve the teaching and learning experience.

Ms. Gillon will take these initiatives and develop them into a graphic that shows the framework and phases of work.

Future work session discussion items:

- Update functions work (Grace, Wendy, Kristi)