

**AEA 267 BOARD OF DIRECTORS MEETING**  
**3712 Cedar Heights Drive – Cedar Falls, Iowa**  
**March 6, 2017 – Immediately following the Public Hearing**

**AMENDED MINUTES ON DECEMBER 6, 2017**

**CALL TO ORDER**

Board President, Dr. Debra Rich called the regular meeting of the AEA 267 Board of Directors to order at 6:02 p.m. Board members present were: Bryan Burton, Dennis Craun, Jr., David Giese, Maureen Hanson, Roberta Kraft-Abrahamson, Dr. Darshini Jayawardena via Zoom, Dr. George North, Dr. Debra Rich, and Richard Vande Kieft. Also present were Sam Miller, Chief Administrator, Karl Kurt, Asst. Chief Administrator, David Nicholson, Chief Financial Officer, and Lori Thomas, Board Secretary.

Others present included: Dr. Mary Stevens, Dr. Jon McKenzie, Dr. Julie Davies, Dr. Jerry Schnabel, Beth Strike, and Rod Ball. Members of the public included: Dennis Muyskens with Hogan Hanson, Dan Levi and Mike Thole with Levi Architecture, and Andrew Wind with the Waterloo-Cedar Falls Courier.

**REVIEW AND APPROVAL OF AGENDA**

A motion was made by Maureen Hanson and seconded by Bryan Burton to approve the agenda as presented. Motion carried.

**REVIEW AND APPROVAL OF CONSENT AGENDA**

A motion was made by Dr. George North and seconded by David Giese to approve the consent agenda, with added personnel addendum. Motion carried.

**AUDIT FOR 2015-16**

Dennis Muyskens, an auditor with Hogan Hansen reviewed the AEA 267 Audit for the fiscal year ending June 30, 2016, which was conducted in accordance with auditing standards generally accepted in the United States and standards applicable to audits contained in the *Government Auditing Standards*, issued by the Comptroller General of the United States. The audit included examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements, assessing the accounting principles used and then determining whether any evidence of fraud was detected. There was an incident concerning Media inventory being reported inaccurately, which was corrected. It was the opinion of Hogan Hansen that AEA 267's financial records complied with accounting requirements and no evidence of fraud was detected.

Mr. Muyskens thanked the board for allowing Hogan Hansen to audit the records since 2003 and also thanked the accounting staff for working well with him and his team. He also commended the board and AEA 267 staff for doing business in the correct way and for implementing excellent financial controls.

A motion was made by Dr. George North and seconded by Roberta Kraft-Abrahamson to accept the audit report for 2015-16 as presented and to put it on file. Motion carried.

## **MEDIA VAN BIDS**

Dr. Jerry Schnabel, Executive Director of Media shared information regarding media van bids with the board. A motion was made by Maureen Hanson and seconded by Bryan Burton to accept the bid from Stew Hansen Dodge City and approve the purchase of media vans. Motion carried.

## **BID ISSUANCE FOR 1521 TECHNOLOGY PARKWAY, CEDAR FALLS, IA**

Dan Levi with Levi Architecture shared information regarding bid issuance for renovations of the new facility at 1521 Technology Parkway with the board. A motion was made by Dr. George North and seconded by Roberta Kraft-Abrahamson to accept the bid from Peters Construction Corporation for \$1,212,212.00 (one million, two hundred-twelve thousand, two hundred-twelve dollars and no cents) and the **Alternate #1 Bid for Exterior Painting and Finial Removal for \$69,444.00 (sixty-nine thousand, four hundred forty-four dollars and no cents)**. Motion carried.

## **REPORTS TO/FROM BOARD**

### **Dr. Mary Stevens' Report:**

Mary reported on the AEA 267 Mental Health Support Team, a team of 11 trained staff members who will provide support for educators and students in the districts served. Sam Miller thanked Mary and her team for implementing this innovative practice.

### **Beth Strike's Report:**

Beth shared information regarding the signage needs for the agency rebrand. Bids will be taken from vendors until March 29, 2017 at 1 p.m. Beth commended the board for the timing of the rebrand since many of the agency's signage was in need of replacement.

### **Sam Miller's Report:**

Sam recognized Beth Strike for all her work on the agency rebrand. Sam thanked the entire Administrative Cabinet for all their work on the new facility's design piece, and especially Beth Strike and Karl Kurt for taking the lead.

## **ADJOURNMENT**

The meeting was declared adjourned at 7:11 p.m. by President Rich on a motion by Dr. George North and seconded by Richard Vande Kieft.

## **Respectfully Submitted,**

*Lori A. Thomas*

Lori Thomas, AEA 267 Board Secretary

Roberta Kraft-Abrahamson, AEA 267 Board Vice-President