

**AEA 267 BOARD OF DIRECTORS' MEETING**

**AEA 267 Cedar Falls Conference Center**

**3712 Cedar Heights Drive, Cedar Falls IA**

**October 5, 2016**

**CALL TO ORDER 2016-17 BOARD OF DIRECTORS**

AEA 267 Chief Administrator Sam Miller called the regular meeting of the 2016-17 Board of Directors to order at 6:08 p.m. Board members present were: Bryan Burton, David Giese, Maureen Hanson, Dr. Darshini Jayawardena, Roberta Kraft-Abrahamson, Dr. George North, and Richard Vande Kieft. Dennis Craun, Jr. joined the meeting in progress at 6:30 p.m. Absent was Dr. Debra Rich. Also in attendance were: Sam Miller, AEA 267 Chief Administrator, Karl Kurt, AEA 267 Asst. Chief Administrator/Director of Human Resources, and Lori Thomas, Board Secretary.

Others present included: Dr. Julie Davies, Dr. Jerry Schnabel, Dr. Mary Stevens, David Nicholson, Beth Strike, and Dr. Jon McKenzie. Barb Oelberg attended via Polycom.

**OATH OF OFFICE**

Lori Thomas, Board Secretary administered the Oath of Office to all board members who were present.

**ELECTION OF OFFICERS FOR 2016-17**

Roberta Kraft-Abrahamson made a motion, seconded by Richard Vande Kieft to elect Dr. Debra Rich as Board President. No other nominations were received and Bryan Burton made a motion to cease nominations, seconded by David Giese. Mr. Miller called for a vote and Dr. Debra Rich was elected Board President with a unanimous vote.

Bryan Burton made a motion, seconded by Maureen Hanson to elect Roberta Kraft-Abrahamson as Board Vice-President. No other nominations were received and David Giese made a motion to cease nominations, seconded by Richard Vande Kieft. Mr. Miller called for a vote and Roberta Kraft Abrahamson was elected Board Vice-President with a unanimous vote.

Lori Thomas, Board Secretary administered the Oath of Office to Roberta Kraft-Abrahamson as Board Vice-President, and Roberta then presided over the meeting.

**REVIEW AND APPROVAL OF AGENDA**

There were no changes to the agenda and Board Vice-President Roberta Kraft-Abrahamson declared it approved on a motion by Richard Vande Kieft and seconded by Dr. George North. Motion carried

**APPOINT BOARD SECRETARY AND TREASURER FOR 2016-17**

A motion was made by Maureen Hanson and seconded by David Giese to appoint Lori Thomas as Board Secretary and David Nicholson as Board Treasurer for 2016-17. Motion carried.

Vice-President Roberta Kraft-Abrahamson administered the Oath of Office to Lori Thomas and David Nicolson.

### **SET BOARD MEETING DATES AND TIMES FOR 2016-17**

A motion was made by David Giese and seconded by Dr. George North to hold board meetings on the first Wednesday of each month at 6 p.m. Two exceptions to the first Wednesday of each month are April 10, 2017 due to the Annual Joint Meeting with area community colleges and July 19, 2017 due to July and August meetings being combined into one. Exception to beginning at 6 pm is February 1, 2017 due to a start time of 5:30 p.m. The dates and times are set as follows:

- November 2, 2016
- December 7, 2016
- January 4, 2017
- \*February 1, 2017
- March 1, 2017
- \*April 10, 2017
- May 3, 2017
- June 7, 2017
- \*July 19, 2017
- September 6, 2017
- October 4, 2017

The AEA 267 Foundation meetings will be scheduled after the regular board meetings in December 2016, March 2017, June 2017, and September 2017. Work sessions will be held as necessary. Motion carried.

### **APPROVE COMMITTEE APPOINTMENTS FOR 2016-17**

The board reviewed the current committee appointments and a motion was made by Maureen Hanson and seconded by Bryan Burton to approve the current committee appointments for 2016-17 as follows:

- AEA Legislative Committee (also serves as delegate to IASB)
  - Richard Vande Kieft
  - Dr. George North – Alternate
- Iowa AEA Board
  - Dr. Debra Rich
- AEA 267 Audit Committee
  - Bryan Burton
  - Dr. George North
  - Richard Vande Kieft
- AEA 267 Facility Committee
  - David Giese
  - Dr. George North
  - Richard Vande Kieft

Motion carried.

### **NAME DEPOSITIORY BANK AND SET LIMITS FOR 2016-17**

David Giese made a motion, seconded by Dr. Darshini Jayawardena to name Wells Fargo Bank as the depository bank for AEA 267 funds with a \$15,000,000 limit for 2016-17. Motion carried.

### **ESTABLISH LEGAL COUNSEL FOR 2016-17**

Dr. George North made a motion, seconded by Maureen Hanson to reappoint Steve Weidner as legal counsel for 2016-17. Vice-President Roberta Kraft Abrahamson corrected herself to say that Mr. Weidner represents the agency, not just the board as she mistakenly said. Motion carried.

### **SET DATE AND TIME FOR PUBLIC HEARING REGARDING AGENCY INTERNET SAFETY POLICY**

A motion was made by Maureen Hanson and seconded by Bryan Burton to set Wednesday, November 2, 2016 immediately preceding the regular board meeting at 6 p.m. as the date and time for the public hearing to be held. Motion carried.

### **CERTIFIED ANNUAL REPORT**

David Nicholson, Chief Financial Officer presented information on the Certified Annual Report, stating it was filed on time. David shared with the board that some funds were transferred into the general fund, Future Problem Solving funds were moved into an agency fund, and an agency fund was created for Perkins.

### **APPROVE THE FIRST READING OF THE 400 SERIES OF BOARD POLICIES**

David Giese made a motion to accept the first reading of the 400 series (Personnel) of board policies, seconded by Dr. Darshini Jayawardena. Maureen Hanson questioned if the cell phone allowance policy meant staff were required to answer their cell phones while off-duty. Karl Kurt explained that the requirement is staff must answer if able and it is a reasonable time. Maureen also questioned the background check policy as to whether we accept other organizations background checks when hiring new staff. Karl explained that the Board of Educational Examiners do extensive background checks before issuing licenses, which the agency does accept for licensed staff. Motion carried to accept the first reading with the 400 series being brought back to the board in November 2016 for approval.

### **APPROVE THE AGENCY NAME CHANGE**

Sam Miller presented the board with information on the proposed agency name change to Central Rivers Area Education Agency. Explaining that one of the main purposes of the proposed name change is to put an end to a culture of silos and embrace the fact that this is one agency, not three separate entities. The agency has investigated the name with legal counsel and the name is available.

Sam shared the fact that if the agency's name is going to be changed this is the time to do so. The agency is going through a major overhaul on the website and signage needs to be replaced in many locations. Sam stressed that a long drawn-out process of changing the name would distract staff from the important issue of serving students and schools.

Sam explained that if the name change secures board approval, staff will be told immediately with LEA partners being told next. A soft roll-out will begin in January 2017 with our new website design and July 1, 2017 will be the official date for AEA 267 becoming Central Rivers Area Education Agency.

Dr. George North praised the process and shared that he thinks this is an incredible move. Roberta Kraft-Abrahamson reiterated that the name change is very important in order to do away with silos and she recommended that we do not use anything with the previous name after the proposed implementation date of July 1, 2017. Dennis Craun, Jr. asked if the domain could be used for email. Beth Strike, Director of Creative Services replied that legal counsel has investigated this issue and the agency has secured the name. Beth shared the new logo with the board and was met with praise from all board members for the new look.

A motion was made by Bryan Burton and seconded by Richard Vande Kieft to approve the new agency name of Central Rivers Area Education Agency. The motion carried unanimously.

### **APPROVE THE AGENCY PLAYBOOK**

Beth Strike, Director of Creative Services shared the new look of the agency Playbook with the board, explaining that the vision is to impact children, families, and educators. Dr. Darshini Jayawardena questioned how this would be given out to stakeholders. Maureen Hanson requested more clarity regarding the numbers cited in the Playbook and Roberta Kraft-Abrahamson would like to see a listing of what we have accomplished as an agency. David Giese made a motion, seconded by Richard Vande Kieft to table any action on the Playbook until the November board meeting, allowing the Administrative Team time to redesign a few areas and provide further clarity. Motion carried.

### **REPORTS TO/FROM THE BOARD:**

#### **Dr. Jerry Schnabel's Report:**

Jerry shared information regarding a presentation done in the Pecha Kucha fashion, where 20 slides are shown for 20 seconds each creating a fast-paced, concise way of delivering information while holding the audience's attention. Jerry received many compliments on his presentation of Pecha Kucha and he praised the agency's Creative Services team for how well they did in designing the slides.

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

Mary reported that October is count month, meaning the agency must give an accurate count of how many students are identified as needing specially designed instruction. Also all students' IEPs must be current and correct. The final count date is in December.

#### **Dr. Julie Davies' Report:**

Julie shared that staff member Kirstey Ewald, Consultant for School Improvement has been awarded the Distinguished Service Award from the Iowa Council of Teachers of English.

**Dr. Jon McKenzie's Report:**

Jon shared information regarding the Smarter Balanced Assessment, which is used to determine if students are comprehending what they are being taught or if educators need to adjust their teaching style. The focus has shifted to how well students understand the standards. Information will be shared with parents regarding their child's specific depth of knowledge of the standards.

**Karl Kurt's Report:**

Karl told the board he received very positive feedback from the agency's new hires. The new staff shared with Karl that they feel they are receiving the support they need in order to succeed in their positions.

**Sam Miller's Report:**

Sam shared with the board that Noella Ellerson Associate Executive Director, Policy & Advocacy from AASA presented on the Federal Education Update and Jeremy Varner from the Iowa DE spoke about CTE redesign at today's Superintendent Meeting.

Sam reported to the board that he toured the Pipac Center in Cedar Falls, which is currently for sale and could possibly be an ideal solution for finding a more economical solution to meet the agency's long-term facility needs. The Pipac Center is 44,000 square feet with ample space to accommodate all staff currently housed within the three Cedar Falls buildings. Sam will arrange tours if any board member is interested. Sam would like also like to schedule a facility meeting in the near future regarding work on the Marshalltown location and shared that he is feeling good about the great shape the Clear Lake building is in, as it only requires minimal work.

Sam requested the board think about the December 2016 board meeting and where they would like to hold the meeting. Last year, Sam and his wife Julie hosted the board meeting at their home and they are happy to do so again, if the board wishes. The board will decide at the November board meeting where they would like to meet for the December board meeting.

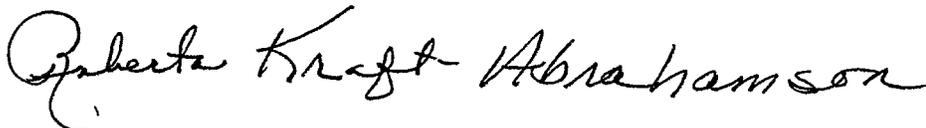
**ADJOURNMENT**

The October 5, 2016 board meeting was declared adjourned by Vice-President Roberta Kraft-Abrahamson at 7:56 p.m. on a motion by David Giese and seconded by Bryan Burton. Motion carried

**Respectfully Submitted,**



Lori Thomas, AEA 267 Board Secretary



Roberta Kraft-Abrahamson, AEA 267 Board Vice-President