

**CENTRAL RIVERS AEA BOARD OF DIRECTORS WORK SESSION MINUTES**  
**1521 Technology Parkway, Cedar Falls, IA 50613**  
**September 5, 2018 – 4:30 PM**

**CALL TO ORDER – WORK SESSION**

Chief Administrator Sam Miller called the Work Session of the Central Rivers AEA Board of Directors to order at 4:32 P.M. Board members present were Bryan Burton via Zoom, Dennis Craun, Jr., Roberta Kraft-Abrahamson, Dr. Darshini Jayawardena via Zoom, and Dr. George North; David Giese joined the meeting at 5:23 P.M. Also present was Lori Thomas, Board Secretary. Absent were Maureen Hanson and Dr. Debra Rich.

**CHIEF ADMINISTRATOR’S PROFESSIONAL DEVELOPMENT PLAN**

Chief Administrator Sam Miller updated the board on his professional development plan for 2018-19. Mr. Miller listed three goals for the upcoming year: 1) implementing SEL with local districts, 2) leading administrator professional development, and 3) creating an action plan for agency improvement.

**ADJOURN**

Sam Miller adjourned the Work Session at 5:29 P.M.

**Respectfully Submitted,**



Lori Thomas, Central Rivers AEA Board Secretary



Roberta Kraft-Abrahamson, Central Rivers AEA Board Vice-President



10-3-16

Dr. Debra Rich, Central Rivers AEA Board President

**CENTRAL RIVERS AEA BOARD OF DIRECTORS MEETING MINUTES**  
**1521 Technology Parkway, Cedar Falls, IA 50613**  
**September 5, 2018 – 6:00 PM**

**CALL TO ORDER – WELCOME VISITORS**

Board Vice-President Roberta Kraft-Abrahamson called the Central Rivers AEA Board of Directors Meeting to order at 6:05 P.M. Board members present were Bryan Burton, Dennis Craun, Jr., David Giese, Dr. Darshini Jayawardena via Zoom, and Dr. George North. Absent were Maureen Hanson and Dr. Debra Rich. Also present were Sam Miller, Chief Administrator, Karl Kurt, Asst. Chief Administrator/Director of HR, Lori Thomas, Board Secretary, and Michael Kalvig, CFO/Board Treasurer.

Staff members present were Beth Strike, Dr. Julie Davies, Amy Knupp, Amy Moine, Bryan Knecht (tech support), and Rod Ball. Staff attending via Zoom included Julie Miller, Amber Dietz, Dr. Karen Aldrich, Ashley Sires, and Joshua Johnson. Visitors included Dr. Tony Reid, Cedar Falls and Heather Pruisner of Storey Kenworthy.

**APPROVAL OF AGENDA**

A motion was made by David Giese and seconded by Dr. George North to approve the agenda as presented. Motion carried unanimously.

**APPROVAL OF CONSENT AGENDA**

A motion was made by Bryan Burton and seconded by David Giese to approve the consent agenda with the added Human Resources addendum. Motion carried unanimously.

**PROGRAM REVIEW: PROFILE OF SERVICES**

Beth Strike, Director of Creative Services & Communications presented information regarding the Profile of Services brochures that will be shared with districts during board visits. The data contained in the brochures are designed to show the districts what AEA services they have utilized and also to highlight additional services offered by the agency.

**PURCHASE OF FURNITURE**

A motion was made by David Giese and seconded by Bryan Burton to approve the purchase of furniture for the Clear Lake and Marshalltown offices. Heather Pruisner of Storey Kenworthy was present to address questions from the board. David Giese called for the question. Motion carried unanimously.

**APPOINT DELEGATE & ALTERNATE TO THE DELEGATE ASSEMBLY**

A motion was made by Bryan Burton and seconded by Dennis Craun Jr., to appoint David Giese as the agency's delegate and Dennis Craun, Jr. as the alternate delegate to the Delegate Assembly. Both board members volunteered their services. Motion carried unanimously.

## **INFORMATION REGARDING MARSHALLTOWN POOL**

Chief Administrator Sam Miller shared information with the board regarding the swimming pool located in the Marshalltown AEA office. The agency is looking into the possibility of leasing the pool out to a community organization in order to better serve the Marshalltown community.

## **INFORMATION REGARDING INSPIRED LEADERSHIP**

Amy Moine, Director of Professional Learning shared information regarding the INspired Leadership training that agency administration attended in August. The board heard from several team members who participated in the two-day training: Lori Thomas, Board Secretary, Amber Dietz, Regional Administrator, Ashley Sires, Asst. Regional Administrator, and Joshua Johnson, Regional Administrator. All four shared extremely positive experiences with the training. The board will hold a work session in October to learn more about this leadership training.

## **REPORTS TO/FROM BOARD**

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

Julie shared information on the statewide assessment of student progress.

### **Amy Knupp's Report**

Amy reported that the MTSS pilot in Marshalltown CSD is off the ground and going well.

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

Beth shared that the partnership with Keystone AEA for printing will begin in the next couple of months

### **Michael Kalvig's Report**

Michael reported that the Certified Annual Report has a submission date of September 15, 2018. The agency audit will take place in early October and the board can expect results to be shared in December 2018 or January 2019.

### **Karl Kurt's Report**

Karl shared information on staff insurance enrollment numbers and the new wellness incentive implemented by the agency.

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

Sam shared that he will be traveling to Washington DC to meet with legislators at the end of September. He also reported that the first superintendents' meeting of the new year got off to a good start with a learning time on crisis communication presented by Katie Ward of Wixted & Co.

**ADJOURN**

Roberta Kraft-Abrahamson declared the meeting adjourned at 7:38 P.M. on a motion made by David Giese and seconded by Bryan Burton. Motion carried unanimously.

**Respectfully Submitted,**

*Lori Thomas*

Lori Thomas, Central Rivers AEA Board Secretary

*Roberta Kraft-Abrahamson*

Roberta Kraft-Abrahamson, Central Rivers AEA Board Vice-President

*Debra Rich* 10-3-18

Dr. Debra Rich, Central Rivers AEA Board President