REGULAR MEETING OF THE
GREEN HILLS AEA BOARD OF DIRECTORS

MINUTES

Unofficial

August 28, 2012        Red Oak Regional Office
6:00 p.m.   212 E. Coolbaugh Street
Red Oak, Iowa

Richard Schenck, Board President, called the meeting to order at 6:00 p.m. Roll call revealed the following persons present and/or absent.

Board Members Present/Absent

Board Member Absent: Karen Thomsen

Lane Plugge, Chief Administrator
Linda Perdue, Board Secretary

AEA Staff Present:
Mark Draper, Regional Administrator/Director of Special Education
Lori Kinyon, Director of Human Resources
Emily Nelson, Director of Finance and Board Treasurer
David VanHorn, Associate Administrator

Approval of Agenda
Mr. Storm moved approval of the August 28, 2012, Board agenda; seconded by Mr. Brown. The motion carried on a unanimous voice vote.

Approval of Minutes
Ms. Wilken moved approval of the July 24, 2012, regular Board meeting minutes as presented; seconded by Mr. Gammon. The motion carried on a unanimous voice vote.

Open Forum
There were no comments from the public in attendance.

Board Presentation – Due Process: GHAEA’s Role
Mark Draper, Regional Administrator/Director of Special Education, provided a review of the Agency’s specific role and responsibilities in special education due process complaints.

Mr. Draper also provided an update on the Feasibility and Planning Study Committee on Iowa Services for Students who are Deaf, Blind, Visually Impaired or Hard of Hearing that has been formed to look at how to have effective and efficient services for the deaf as well as the blind. Mr. Draper serves as a member of this Committee. Public hearings are being held to discuss the future of Iowa’s schools for blind and deaf students.
Mr. Gambs reported that he had reviewed the bills and that all questions were addressed satisfactorily. Mr. Gambs moved approval/acceptance of the following:

- Approval of the Anticipated Cash Flow Chart through September 25, 2012.
- Approval for payment of bills in the amount of $720,582.92 expense accounts of $20,506.99, fiduciary fund warrants of $0.0, and operating fund manual warrants of $262,284.06.

Mr. Lee seconded the motion. Roll call vote:

Yes: Storm, Wilken, Gambs, Lee, Gammon, Brown, Powers, Schenck
No: None
Absent: Thomsen

Ms. Thomsen (absent) had prior to the meeting informed the Board secretary that she would volunteer to review bills for September.

Approval of Agreements and Contracts
Ms. Wilken moved approval of the following agreements and contracts as presented by Dr. Plugge; seconded by Mr. Storm. The motion carried on a unanimous voice vote.

- Agreement and Amendment with Iowa School for the Deaf for Exchange of Services

This agreement, originally brought before the Board for approval in July, has been re-written to include a change in the number of rooms occupied by Green Hills Employees and contracted staff on the Iowa School for the Deaf campus; and a correction in the amount Iowa School for the Deaf will pay Green Hills AEA for school psychology and audiology services. This amount changes from $119,398 to $69,780 which is 60% of the agreed upon FTE versus 100% of the agreed upon FTE. Rate is adjusted from 53% in previous years.

This two-year Umbrella Agreement effective July 1, 2012 outlines the exchange of services between the two agencies. Each year, the Agency files an Amendment with Iowa School for the Deaf to adjust for increased salaries for the respective staff. This is a partnership that brings the best of both agencies together to serve schools and students.
### 2012-13 Umbrella Contracts for Diagnostic Evaluations

<table>
<thead>
<tr>
<th>Vendor</th>
<th>Service</th>
<th>2011-2012 Rate</th>
<th>2012-2013 Rate</th>
</tr>
</thead>
</table>
| **Alegent Health**  
Immanuel Medical Center  
6901 North 72nd  
Omaha, NE 68122  
**Alegent Lakeside Clinic**  
16909 Lakeside Court,  
Omaha, NE  
**The Mercy Center**  
801 Harmony, Suite 302  
Council Bluffs, IA 51503 | Psychiatric Evaluation | $376.48/eval    | $376.48/eval   |
| **CASS Incorporated**  
1406 Southwest 7th Street  
Atlantic, IA 50022 | Community-based Assessments  
Job Shadowing  
On-site Assessment  
Vocational Services  
Facility Based Assessment | $346.50 | $361.00  
$525.00 | $546.00  
$1,050.00 | $1,050.00 |
| **Father Flanagan’s Boys Home Girls and Boys Town Outpatient Behavioral Pediatric Clinic and Assessment Center**  
Youth Care Building  
13603 Flanagan Blvd  
Boys Town, NE 68010 | Intake and Psychiatric Evaluation  
(with child and parent)  
Additional Psychologist Evaluation/Testing | $331/eval | $331/eval  
$172/hr | $172/hr |
| **Goodwill Industries**  
1850 Madison Ave  
Council Bluffs, IA 51503  
1111 South 41st Street  
Omaha, NE 68105-1897 | Situational Assessment  
In-house ½ days  
Employee Development  
In-house 6 hours each day  
WE Placement – Transitional Program | $912/3 week  
$400/3 day | $912/3 week  
$400/3 day  
$980/20 days | $980/20 days  
$80.00/day  
$40.00/½ day (less than 4 hr) |
| **Dr. Lisa Merrifield, Ph. D**  
1941 S. 42nd Street, Suite 539  
Omaha, NE 68105 | Educational Evaluation  
(review of records, interview, testing, report)  
Additional testing/reporting  
(beyond 4 hours) | $500/4 hours | $500/4 hours  
$125/hour | $125/hour |
| **Munroe-Meyer Rehabilitation Institute**  
Dr. Michael Leibowitz  
985450 Nebraska Medical Center  
Omaha, NE 68198-5450 | Behavioral Assessment  
Social Work Evaluation  
Social Work Screen  
Speech Evaluation  
Occupational Therapy Evaluation  
Physical Therapy Evaluation  
Psychological Assessment  
Educational Evaluation  
Autism Program Assessment | $125/hour | $125/hour  
$85/hour | $85/hour  
$85/hour | $85/hour  
$80/hour | $80/hour  
$100/hour | $100/hour  
$125/hour | $125/hour  
$135/hour | $135/hour  
$175/hour | $190/hour |
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<th>2011-2012 Rate</th>
<th>2012-2013 Rate</th>
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<tr>
<td>Nishna Productions</td>
<td>Vocational Evaluation</td>
<td>$941/15-day</td>
<td>$969/15-day</td>
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<tr>
<td>207 S. 3rd</td>
<td>Situational Assessment</td>
<td>$225/1-day</td>
<td>$225/1-day</td>
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<tr>
<td>Red Oak, IA 51566</td>
<td>Community-based Assessments:</td>
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<tr>
<td></td>
<td>Job Shadowing</td>
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<td></td>
<td>On-site</td>
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<td>Report Fee for on-site assess.</td>
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<td>$357/site</td>
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<td>$567</td>
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<td>$206</td>
<td>$212</td>
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<tr>
<td>Southwest Iowa Mental Health</td>
<td>Psychiatric Eval</td>
<td>$200/hr</td>
<td>$200/hr</td>
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<tr>
<td>Center</td>
<td>Psychological Eval</td>
<td>$200/hr</td>
<td>$200/hr</td>
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<tr>
<td>Dr. John Bigelow</td>
<td>Transition Assessment</td>
<td>$46.76/day</td>
<td>$48.16/day</td>
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<tr>
<td>1408 E. 10th</td>
<td>Assessment Compilation</td>
<td>$51.23/hour (minimum of 3 hours)</td>
<td>$52.77/hour (minimum of 3 hours)</td>
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<td>Atlantic, IA 50022</td>
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<td>VODEC</td>
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<td>612 South main</td>
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<td>Council Bluffs, IA 51503</td>
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<td></td>
<td>Psychiatric Evaluation</td>
<td>$300/eval</td>
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<td></td>
<td>Psychologist Eval/Testing</td>
<td>$200/eval</td>
<td>$200/eval</td>
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<td></td>
<td>Intake Outpatient Therapy Services</td>
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<td>Med Check</td>
<td>$170/hr</td>
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<td>$112.50</td>
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<td>Waubonsie Mental Health</td>
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<td>Center</td>
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<td>Mary Ann Gibson, Executive</td>
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<tr>
<td>Director</td>
<td>Box 457 Evaluation</td>
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<td>Clarinda, IA 51632</td>
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**Personnel Matters**

Mr. Gambs moved approval of the following personnel items as presented by Lori Kinyon, Director of Human Resources; seconded by Mr. Brown. The motion carried on a unanimous voice vote.

**New Certified Staff**

Mari Hughes, Special Education Consultant for the 2012/2013 school year – MA+30, Step 11 – Salary: $49,999 plus $5,190 Teacher Quality for a total of $55,189

Erika Schuck, Teacher, Alternative Programs for the 2012/2013 school year – BA+15, Step 7 – Salary: $42,453 plus $5,190 for a total of $47,643

**New Classified Staff**

Steve McPhillips, School Based Interventionist, Council Bluffs/Farragut/Hamburg School Districts for the 2012/2013 school year – Hourly Salary: $18.00

**New Contracted Staff**

Nancy Movall, Contracted On-Line Learning Specialist for the 2012/2013 school year – Salary: $68,064

**Resignation of Classified Staff**

Kadena Burgess, Speech-Language Pathology Assistant, effective August 12, 2012
Mallory Davis, School Based Interventionist, effective September 4, 2012
Bonnie Miller, Teacher Associate, effective August 3, 2012

**Change in position for Classified Staff**

Dorene Driver from Teacher Associate to Support Services Secretary I effective when suitable replacement is hired – Hourly Salary: $12.30
Susan Himes from Support Services Secretary I to Support Services Secretary II effective August 16, 2012 – Hourly Salary: $14.04
Correction of Classified Salary for 2012/2013 School Year
Sandra Williams, Van Driver, from $13.12 per hour to $13.42

Lane Change for 2012/2013
Patricia Schliesman, Speech-Language Pathologist, from MA, Step 19 plus Career Increment to MA+15, Step 19 plus Career Increment – Salary: $57,987, $2,651 Career Increment plus $5,190 Teacher Quality for a total of $65,828

Certified Staff Extended Days
Nancy Andor, Special Education Consultant, one day August 3, 2012 for teaching summer course – Per Diem: $327.47
Maryann Angeroth, Instructional Technology Consultant, two days July 25 and 26, 2012 for Project Based Learning Class – Per Diem: 327.47
Amanda Arkfeld, School Psychologist, one half day July 18, 2012 for Early Childhood referral screening at a foster home – Per Diem: $264.71
Sandra Burk, Literacy Consultant, two days July 9 and 10, 2012 for Special Education Literacy Plan – Per Diem: $327.47
Mary Carstens, School Psychologist, two days July 18 and 19, 2012 for Paraeducator Training – Per Diem: $295.85
Barb Nelson, Speech-Language Pathologist, one day August 2, 2012 for Teaching Individualized Education Program (IEP) Course – Per Diem: $327.47
Erika Schuck, Alternative Programs Teacher, two days August 2 and 3, 2012 for attending Individualized Education Program (IEP) training – Per Diem: $207.09
Denise Volker, School Psychologist, two days July 26 and 27, 2012 for Paraeducator Training – Per Diem: $335.81
Janis Wanke, Speech-Language Pathologist, three days, July 23, 24, 25, 27, 30 and 31, 2012 for extended year Speech services – Per Diem: $327.47
Adam Weaver, School Psychologist, July 9, 2012 for attending Individualized Education Program (IEP) training – Per Diem: $272.49

Part-time Classified Staff Letter of Employment for 2012/2013
Katherine Berg, Instructional Materials Assistant I – Hourly Salary: $11.00

Part-time Temporary Classified Staff
Laura Holcomb, Temporary Substitute Receptionist – Hourly Salary: $9.80
Contracted Staff

Cindy Burchett received the following stipends:
- $300 for instruction of Human Relations Independent Study course on August 1 and 2, 2012
- $300 for Instruction of Human Relations Independent Study course on August 6, 2012
- $300 for instruction of Human Relations Independent Study course on August 9 and 13, 2012
- $150 for instruction of Human Relations Independent Study course on August 16, 2012

Peggy Jacobs received the following stipends:
- $600 for instruction of See the Sound: Visual Phonics course in Atlantic on July 23 and 24, 2012
- $600 for instruction of See the Sound: Visual Phonics course in Atlantic on July 26 and 27, 2012

Kathy Lockard received the following stipends:
- $750 for Teaching Paraeducator Course #1 on June 12, 13, 14 and 15, 2012
- $750 for Teaching Paraeducator Course #3 on July 17, 18, 19 and 20, 2012
- $93.75 for Meeting with Iowa Western Community College (IWCC) and Committee in Council Bluffs

Certified Staff Vacancies
Early Childhood Special Education Consultant (1 FTE) Osceola for the 2012/2013 school year

Classified Staff Vacancies
Teacher Associate (2 FTE) Clarinda Correctional Facility and Council Bluffs Children’s Square for the 2012/2013 school year

Adopt Redistricting Plan Adjusting Director District Boundaries Following the 2010 Federal Census
Following the 2010 census, GHAEA’s Director District boundaries required adjustment. Maps of the new boundaries for the nine director districts were reviewed. Dr. Plugge stated the following changes:

DD 1: Remains the same.
DD 2: Prescott is moved to DD 3.
DD 3: Walnut is moved to DD 5. Gains Prescott.
DD 4: Elk Horn-Kimballton is moved to DD5. With the merger of IKM and Manning, DD4 gained Manning.
DD 5: Gains Walnut and Elk Horn-Kimballton.
DD 6: Remains the same.
DD 7: Council Bluffs Community Schools’ precincts CB-18 and CB-12 move to DD8. Lewis Central and Glenwood remain.
DD 8: Gains Council Bluffs Community Schools’ precincts CB-18 and CB-12.
DD 9: Remains the same.

Mr. Storm made a motion to adopt the redistricting plan adjusting director district boundaries as presented; seconded by Mr. Gammon. The motion carried on a unanimous voice vote.

Board Appointment to Iowa Association of School Boards Delegate Assembly
In accordance with the IASB Bylaws, each area education agency is entitled to elect one person from the membership of their board as a delegate to the IASB Delegate Assembly. IASB’s Annual Meeting of the Corporation and the Delegate Assembly will be held Wednesday, November 14, 9 a.m. to noon or completion whichever is earlier, at the Veterans Memorial Convention Center, Des Moines. Green Hills AEA is entitled to cast three votes in the Delegate Assembly based on an AEA enrollment schedule of two votes for enrollment of 0-29,999 and three votes for enrollment of 30,000 and over.
Mr. Gammon made a motion to appoint Mr. Storm as the Green Hills AEA delegate to the IASB Delegate Assembly; seconded by Mr. Brown. The motion carried on a unanimous voice vote. If Mr. Storm is not able to attend, the official delegate packet may be transferred to another member of the Board.

**Board Appointments to the IEC (Iowa Educators Consortium) and Iowa Association for Educational Purchasing (IAEP) Boards and Committees**

Each AEA Board of Directors shall appoint members to the IEC and IAEP Boards and Committees.

Mr. Gammon moved to appoint:
- Board member Julie Wilken to the IEC Board of Directors and IAEP Board of Directors
- Chief Administrator Lane Plugge to the IEC Management Committee and IAEP Executive Committee
- Associate Administrator David VanHorn to the IEC Operations Committee and IAEP Oversight Committee

The motion was seconded by Mr. Brown and carried on a unanimous voice vote.

**Board Appointment to Iowa Association of Area Education Agencies Board**

Mr. Storm moved to appoint Ms. Wilken to serve on the Iowa Association of Area Education Agencies Board, seconded by Mr. Gammon. The motion carried on a unanimous voice vote.

**Administrative Reports**

a. Administrative Reports

Emily Nelson, Director of Finance, reported that the auditors completed their field work on August 23. The formal audit report will be presented in November. The Certified Annual Report (CAR) has been filed with the State. Ms. Nelson will provide a detailed 2011/12 financial report at the September Board meeting. This report will reflect an increase in the Agency’s total fund balance due to the receipt of $1.5 million for the Creston building destroyed in April of this year. The Board approved those funds to be committed for Tornado Recovery, and the monies have been put into CDs until needed for restoration. The 2012/13 amended budget will be presented at the October Board meeting.

Dr. Plugge reported that opening day activities were held regionally over the past two weeks.

Dr. Plugge announced that Terry Christie has been selected as the interim superintendent for Stanton Schools. Creston Schools is in the process of conducting a search for an interim superintendent.

b. Creston Office Update

Dr. Plugge stated that GHAEA is proceeding with a plan to partner with Creston Community Schools to renovate unused available space at the former middle school for office space for the GHAEA Creston regional office. In return for the current Agency owned site and for construction of an expanded parking lot at the former middle school, GHAEA will receive rent free use of the 6,000 square feet space the Agency renovates. GHAEA will be responsible for utilities and for purchase of custodial services. GHAEA will develop an agreement with Creston Community Schools and a floor plan which will need to be approved by the State. GHAEA is working with the architect to best use the available space and refine the amount of space required.

c. Board Conferences and Other Meeting Dates

The Board reviewed various meeting and conference dates. Governor Branstad and Lt. Governor Reynolds have been holding Town Hall Meetings across the state, continuing discussions and soliciting feedback from Iowans on education reform policies. The next two dates are September 5 (Ottumwa, Muscatine, and West Des Moines) and September 13 (Council Bluffs).
The IASB (Iowa Association of School Boards) have scheduled regional meetings from 6:30 to 8:30 p.m. on October 9 at Red Oak; October 10 at Carroll; and October 11 at Osceola. The Annual IASB Convention is scheduled November 14-15, in Des Moines. The AESA Annual Conference is scheduled for November 28-December 1. Board members interested in attending any of these activities were asked to contact the Board secretary.

d. Board Reports

Mr. Storm reported that the Mormon Trail student enrollment for 2012-13 has increased by two students.

**Time and Place of Next Meeting**

The next regular meeting of the Green Hills AEA Board will be conducted on Tuesday, September 25, 2012, 6 p.m., at the Red Oak Regional Office.

**Adjournment**

With no further business, Mr. Schenck declared the meeting adjourned at 7:33 p.m.