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Daneen Schindler, RECORDER/REGISTRAR
DELAWARE COUNTY IOWA

AFFIDAVIT

STATE OF IOWA)
) ss:
COUNTY OF CLAYTON)

The undersigned, being first duly sworn upon oath, states as follows:

1. I am the Secretary of the Board of Directors of Keystone Area Education Agency.

2. I certify that the attached copy of excerpts from the Minutes of the Board of Directors meeting on October 19 and November 9, 2020, are true copies of same and reflect the action of the Board of Directors in approving the sale of property at 802 Charles Street in Delhi, Iowa, legally described as:

> Parcel D – Being Lots 1, 2, 11, 12, and adjacent vacated alley, Block 9, Hobbs Addition to Delhi, all in Section 17 T88N, R4W of the Fifth P.M., Delaware County, Iowa, according to the Plat recorded in Book 2003, Page 1180

to Marty Kelzer and Hannah Mae Kelzer, a/k/a Martin James Kelzer and Hannah Marie Kelzer, pursuant to the authorization contained in Section 297.22(1), Code of Iowa.

3. I certify that the attached Resolution is a true copy of the Resolution which was duly adopted by the Board of Directors of the Keystone Area Education Agency at its meeting on Wednesday, November 18, 2020, and is the official action of said Board of Directors approving the use of Warranty Deed to complete the real estate transaction.

4. I certify that the attached copy of the Proof of Publication is a true copy of same and the Affidavit provided by the Manchester Press to the Keystone Area Education Agency as proof of publication of the required notice of the public hearing held by the Board of Directors at its November 9, 2020, meeting.

Julie Tschirgi, Secretary, Board of Directors
Keystone Area Education Agency

Subscribed and sworn to before me by Julie Tschirgi as Secretary to the Board of Directors of Keystone Area Education Agency this 18th day of November, 2020.

Notary Public in and for the State of Iowa

Daniel N Ellefson
Notarial Seal, Iowa
Commission Number 777661
My Commission Expires 03/26/2022

KEYSTONE AREA EDUCATION AGENCY
www.keystoneaea.org P: (563) 245-1480
1400 Second Street NW P: (800) 632-5918
Elkader, Iowa 52043 F: (563) 245-1484

Keystone Area Education Agency
Board of Directors Meeting Minutes – October 19, 2020
Board Room – Elkader, IA and via Teleconference

Regular Monthly Meeting @ 8:15 A.M.

Board Members Present
Nancy Bradley
Sandra Gassman
Mike Haluska
Jerry Hilton
George Holland
Jan Kreitzer
Ann Seamer
Sue Updegraff
Bill Withers, M.D.

Board Members Absent
None

Visitors Present
None

Keystone AEA Staff Present
Pat Heiderscheit
Annette Hyde
Tesha Ruley
Julie Tschirgi

1. **Call to Order**
   Chair Hilton called the meeting to order at 8:15 A.M.

2. **Roll Call**
   Roll call indicated the presence of a quorum. Tschirgi noted that the meeting was held via electronic teleconference because it was impractical to hold a meeting with all persons present in person. Pursuant to Iowa Code Section 21.8 all participants were able to hear one another.

3. **Welcome**
   Hilton welcomed everyone to the meeting. Due to technical difficulties, Hilton asked Holland to preside as chair for the meeting.

4. **Agenda Approval**
   A motion by Bradley (Gassman) carried unanimously to adopt the agenda as presented.

5. **Presentation - Keystone's Microcredential Opportunities**
   Ruley shared an overview of the new microcredential opportunities that can be packaged for licensure renewal credit.

6. **Consent Items**
   a. **Board Meeting Minutes – September 21, 2020**
   b. **Board Secretary's Financial Report**
   c. **Agency Treasurer's Financial Report**
   A motion by Haluska (Kreitzer) carried unanimously to approve the minutes from the September 21, 2020, meeting and to receive and file the financial reports.

7. **Outstanding Claims**
   Upon request by Hilton, Tschirgi shared that Hilton completed the monthly audit and recommended the bills be approved as presented. Heiderscheit shared an additional bill and agreement with Gretchen Kilbey to provide speech language pathology services for students attending at the New Frontier School. A motion by Updegraff (Seamer) carried unanimously to approve payment of submitted claims as distributed and to approve payment to Gretchen Kilbey in the amount of $360.00, with a future rate of $90.00 per session. Holland will audit the bills for the November meeting.

Reports
Written reports from the administrator and directors were provided to board members.

a. **Board Members & Committees**
   None
b. **Administrator**
   Heiderscheit provided updates on the COVID-19 pandemic, the proposed sale of the Delhi facility and the office lease

from Maquoketa Valley Community School District.

c. Director of Educational Services
Ruley provided updates on service to schools including media and print requests, new professional learning offerings through micro-credentialing, a new digital resource called PebbleGo.

d. Director of Special Education
Hyde shared updates on the statewide special education network, senate file bills related to safe classrooms and behavioral health / telehealth screening, paraeducator certification, and the upcoming special education count date.

9. Unfinished Business
None

10. New Business

a. Personnel Recommendations
Heiderscheit reviewed the personnel recommendations. Hilton exited the meeting due to technical issues. A motion by Haluska (Gassman) carried unanimously to modify the work agreement for David Block[3], Custodian, from 1554 hours to 1964 hours effective 8/31/2020, and to approve the following temporary employment recommendations:

As Employee:				
Jon Nordaas[2]	Facilitator-IPLA 2019-2021	≤10 Days	10-4290-2576-000-0000-132	$450.00/day
Mary Jo Nordheim[4]	Substitute Office Assistant	≤700 Hours	10-2210-2412-219-3305-152	$16.18/hr
As Independent Contractor:				
Kristen Rickey[1]	Staff Development Annual Listing	as needed	10-42XX-2XXX-000-0000-332	TBD
Katrina Farren-Eller[1]	Staff Development Annual Listing	as needed	10-42XX-2XXX-000-0000-332	TBD
Adam Riley[1]	Staff Development Annual Listing	as needed	10-42XX-2XXX-000-0000-332	TBD
As Representative:				
Amy Jenkins[1]	Staff Development Annual Listing	as needed	10-42XX-2XXX-000-0000-332	TBD
Melissa Hyde[1]	Staff Development Annual Listing	as needed	10-42XX-2XXX-000-0000-332	TBD
Molly Schreiber[1]	Staff Development Annual Listing	as needed	10-42XX-2XXX-000-0000-332	TBD

1. Approve to provide professional development classes during 2020-21 with payment according to the AEA Statewide Professional Development guidelines and/or Iowa Principal Leadership Academy guidelines.
2. Employ individual to provide additional services for the 2020-2021 school year. Additional day requests for this employee have exceeded the 10 day maximum additional to be approved by the administrator per board policy 4300.
3. Approve increase daily schedule from 6 hours to 8 hours and annual hours from 1554 to 2048, prorated for the 2020-2021 contract year. Change took effect 8/31/2020.
4. Approve to provide substitute hourly services "as needed" during 2020-2021.

b. Delhi Property Conveyance Resolution
Haluska exited the meeting due to technical issues. A motion by Updegraff (Seamer) carried unanimously to pass the resolution to hold a public hearing on the sale of the Delhi office:

RESOLUTION TO SET A PUBLIC HEARING ON THE CONVEYANCE OF PROPERTY

WHEREAS, the Board of Directors of Keystone Area Education Agency proposes to sell real estate located at 802 Charles Street, Delhi Iowa, and legally described on the attachment to this Resolution, to Marty Kelzer and Hannah Mae Kelzer, for the sum of $150,000.00 according to all of the terms in the attached Purchase Contract, all according to the requirements of Section 297.22, Code of Iowa.

This Resolution shall be set down for public hearing before this Board on November 9, 2020, at its meeting at the Keystone Area Education Agency Administration Office, 1400 Second Street NW, Elkader, Iowa at 8:15 a.m. on said date, after which the Board may proceed to take action on this Resolution or an amended version thereof. The Secretary of this Board is directed to publish the required notice of said public hearing according to law.

c. Elkader Facility Electric Main
Hilton and Haluska rejoined the meeting. Three quotes for electric main improvements to the Elkader building were reviewed. A motion by Haluska (Updegraff) carried unanimously to approve the bid from Walvatne Electric and to release payment up to $28,742.25 upon satisfactory completion of the work.

d. Early Notification Incentive
Sue Updegraff exited the meeting due to technical issues. A motion by Haluska (Bradley) carried unanimously to table the discussion on the early notification incentive until the November 16, 2020, meeting.

e. Future Board Meeting Dates and Times
The next regular board meetings were confirmed as follows: Monday, November 16 and Monday, December 21 at 8:15 A.M. via teleconference. The public hearing on the sale of the Delhi building will be held at 8:15 A.M. on Monday, November 9, 2020, via Zoom with access in the Elkader office.

11. Information and Discussion Items

a. Board Members
None

b. Guests
None

12. Adjournment
Holland declared the meeting adjourned at 9:51 A.M.

Gerald R. Hilton, Board President

Julie Tschirgi, Board Secretary

20 11 16
Date Approved

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Keystone Area Education Agency
Board of Directors Meeting Minutes – November 9, 2020
Board Room – Elkader, IA and via Teleconference

Special Meeting and Public Hearing on Conveyance of Real Property @ 8:15 A.M.

Board Members Present
Nancy Bradley
Sandra Gassman
Mike Haluska
Jerry Hilton
Jan Kreitzer
Ann Seamer
Sue Updegraff
Bill Withers, M.D.

Board Members Absent
George Holland

Visitors Present
None

Keystone AEA Staff Present
Pat Heiderscheit
Tesha Ruley
Julie Tschirgi

1. **Call to Order**
   Chair Hilton called the meeting to order at 8:15 A.M.

2. **Roll Call**
   Roll call indicated the presence of a quorum. Hilton noted that the meeting was held via electronic teleconference because it was impractical to hold a meeting with all persons present in person. Pursuant to Iowa Code Section 21.8 all participants were able to hear one another.

3. **Welcome**
   Hilton welcomed everyone to the meeting.

4. **Agenda Approval**
   A motion by Haluska (Seamer) carried unanimously to adopt the agenda as presented.

5. **Public Hearing on Conveyance of Real Property in Delhi**
   a. **Open Hearing**
      Hilton declared the hearing open for the conveyance of the Keystone AEA property located at 802 Charles Street in Delhi, Iowa. Jan Kreitzer joined the meeting.
   b. **Publication Verification**
      Tschirgi noted that the public notice and proposed resolution to sell the property were printed in the Manchester Press on October 28, 2020, in accordance with applicable law. No inquiries were received.
   c. **Audience Comments**
      No visitors were present. Heiderscheit reviewed the offer to purchase and the process outlined by Iowa Code for conveyance of property.
   d. **Close Hearing**
      Hilton declared the hearing closed.

6. **Resolution for Conveyance of Real Property in Delhi**
   A motion by Updegraff (Haluska) carried unanimously to approve the following resolution to sell the Keystone AEA property located at 802 Charles Street in Delhi, Iowa.

RESOLUTION FOR CONVEYANCE OF REAL PROPERTY

WHEREAS, pursuant to notice published as required by law, the Board of Directors of Keystone Area Education Agency on the 9th day of November, 2020, held a hearing on the proposal to convey an interest in real property and the extent of objections received from residents or property owners as to said proposed transaction has been fully considered; and, accordingly the following action is now considered to be in the best interest of Keystone AEA and residents thereof:

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF KEYSTONE AEA:

Section 1: That the real property described herein shall be conveyed by Keystone AEA to Marty Kelzer and Hannah Mae Kelzer, or their assigns, for $150,000.00 and other good and valuable consideration. Conveyance by Keystone AEA shall be by deed without warranty.

Section 2: The Administrator and Board President, or Vice President in the absence of the Board President, of Keystone AEA are authorized to sign the Offer to Buy Real Estate and all conveyance documents for the real property described herein.

Section 3: The Administrator and Board President, or Vice President in the absence of the Board President, of Keystone AEA are authorized to take all actions necessary to complete the above-described transaction, including execution of ancillary documents.

Section 4: The real property is located at 802 Charles Street, Delhi, Iowa.

7. **Adjournment**
Hilton declared the meeting adjourned at 8:28 A.M.

Gerald R. Hilton, Board President

Julie Tschirgi, Board Secretary

20 11 16
Date Approved

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Keystone Area Education Agency
Board of Directors Meeting Minutes – November 18, 2020
Board Room – Elkader, IA

Special Meeting @ 8:15 A.M.

Board Members Present	Board Members Absent	Keystone AEA Staff Present
Nancy Bradley	Sandra Gassman	Pat Heiderscheit
Jerry Hilton	Mike Haluska	Julie Tschirgi
George Holland	Jan Kreitzer	
Ann Seamer		
Sue Updegraff	**Visitors Present**	
Bill Withers, M.D.	None	

1. **Call to Order**
   Chair Hilton called the meeting to order at 8:15 A.M.

2. **Roll Call**
   Roll call indicated the presence of a quorum. Hilton noted that the meeting was held via electronic teleconference because it was impractical to hold a meeting with all persons present in person. Pursuant to Iowa Code Section 21.8 all participants were able to hear one another.

3. **Welcome**
   Hilton welcomed everyone to the meeting.

4. **Agenda Approval**
   A motion by Updegraff (Holland) carried unanimously to adopt the agenda as presented.

5. **Amendment to Resolution for Conveyance of Real Property in Delhi**
   A motion by Holland (Seamer) carried unanimously to amend the resolution to sell the Keystone AEA property located at 802 Charles Street in Delhi, Iowa.*

RESOLUTION FOR CONVEYANCE OF REAL PROPERTY

WHEREAS, pursuant to notice published as required by law, the Board of Directors of Keystone Area Education Agency on the 9th day of November, 2020, held a hearing on the proposal to convey an interest in real property and the extent of objections received from residents or property owners as to said proposed transaction has been fully considered; and, accordingly the following action is now considered to be in the best interest of Keystone AEA and residents thereof:

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF KEYSTONE AEA:

Section 1: That the real property described herein shall be conveyed by Keystone AEA to Marty Kelzer and Hannah Mae Kelzer, or their assigns, for $150,000.00 and other good and valuable consideration. Conveyance by Keystone AEA shall be by warranty deed.

Section 2: The Administrator and Board President, or Vice President in the absence of the Board President, of Keystone AEA are authorized to sign the Offer to Buy Real Estate and all conveyance documents for the real property described herein.

Section 3: The Administrator and Board President, or Vice President in the absence of the Board President, of Keystone AEA are authorized to take all actions necessary to complete the above-described transaction, including execution of ancillary documents.

Section 4: The real property is located at 802 Charles Street, Delhi, Iowa.

7. Adjournment

Hilton declared the meeting adjourned at 8:25 A.M.

_____
Gerald R. Hilton, Board President

_____
Julie Tschirgi, Board Secretary

_____
Date Approved

*Secretary's note: The resolution that was adopted on November 9, 2020, provided for a deed without warranty (quit-claim). The amended resolution provides a warranty deed to comply with the Purchase Agreement.

STATE OF IOWA
DUBUQUE COUNTY SS:

CERTIFICATE OF PUBLICATION

I, Tiffany Lott, of Woodward Communications, Inc., an Iowa corporation, publisher of the Manchester Press, a newspaper of general circulation published in the City of Manchester, County of Delaware and State of Iowa; hereby certify that the attached notice was published in said newspaper on the following dates 10-28, 20 20, and for which the charge is $ 13.52.

Tiffany Lott

Subscribed to before me, a Notary Public in and for Delaware County, Iowa, this 28th day of Oct. 20 20.

KIMBERLY RONNEBAUM
Commission Number 781454
My Commission Expires 10/29/20

Kimberly Ronnebaum
Notary Public in and for
Delaware County, Iowa

NOTICE OF PUBLIC HEARING ON THE CONVEYANCE OF PROPERTY

Notice is hereby given, in accordance with the Code of Iowa, as applicable, that the Board of Directors of Keystone Area Education Agency will hold a public hearing on a proposal to convey real property located at 852 Charles Street, Delhi, Iowa to Marty Kelzer and Hannah Mae Kelzer for the sum of $150,000.00. A public hearing at which any and all interested persons may appear and file objections or other comments to said proposed sale will be held as provided by law in the Administration Office of Keystone Area Education Agency, 1400 Second Street NW, Elkader, Iowa at 6:15 A.M. (local time) on Monday, November 9, 2020.

After the public hearing on said date, the Board may proceed to take action on this proposed conveyance or an amended version thereof.

Dated this 12th day of October 2020.

Julie Tschirgi, Board Secretary
Keystone Area Education Agency
10-28