

# Board of Directors Meeting Agenda



**November 12, 2024**

**Location:**

Heartland AEA  
6500 Corporate Drive, Johnston  
Conference Room 113

**Time:** 4:00 p.m.

**Phone:**

Dial: 1-669-900-6833  
Meeting ID: 920 0954 3188 followed by #  
Skip putting in participant ID - just stay on the line

**Zoom Link:**

<https://heartlandaea.zoom.us/j/92009543188>

**Participants:**

Ms. Margaret Borgen Board President	Ms. Tiara Mays-Sims Board Member	Ms. Kelly Simmons Board Member	Dr. Kristi Upah Chief Student Svcs. Officer
Ms. Liz Brennan Vice President	Mr. Alex Piedras Board Member	Mr. Kevin Fangman Chief Human Res. Officer	Dr. Cindy Yelick Chief Administrator
Mr. Pete Evans Board Member	Dr. Steve Rose Board Member	Dr. Susie Meade Chief Academic Officer	Mr. Brian Whalen Director of Business Services
Mr. John Kinley Board Member	Ms. Margie Schwenk Board Member	Ms. Jenny Ugolini Board Secretary	

**President:** Margaret Borgen    **Recorder:** Jenny Ugolini

**Board Meeting at 4:00 p.m.**

Time	Topic/Process	Presenter	Outcome
5 min.	<b>1.01</b> Roll Call	Margaret Borgen	Roll call and approval of the agenda.
	<b>1.02</b> Approval of Agenda		
	<b>1.03</b> Approval of minutes from Oct. 8 and 29, 2024	Margaret Borgen	Review and approval of minutes from Oct. 8 and 29, 2024.
	<b>1.04</b> Public Forum and Correspondence	Margaret Borgen	Hear comments from members of the public and share Board correspondence.

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## 2. Work Session Topics

Time	Topic/Process	Presenter	Outcome
20-30 min.	<b>2.01</b> Agency Audit Results with Bohnsack and Frommelt, L.L.P. <ul style="list-style-type: none"> <li>• Audit Letter</li> <li>• Audit Report</li> </ul>	Mia Frommelt	Board members will review the results of the Agency's 2023-24 audit.
20 min.	<b>2.02</b> Board Self-Evaluation Results <ul style="list-style-type: none"> <li>• Group Results</li> <li>• Comparison Year Summary</li> </ul>	Margaret Borgen	Board members will review the results of their annual self-evaluation.

**Break for Dinner  
5:00 – 5:30**

## 3. Discussion Items

Time	Topic/Process	Presenter	Outcome
15 min.	<b>3.01</b> Revised Board Policy No. 4.05 Reduction in Force – First reading	Kevin Fangman	Board members will review and discuss updates to the revised board policy on Reduction in Force.
10 min.	<b>3.02</b> Annual Settlement of Accounts <ul style="list-style-type: none"> <li>• Certified Annual Report Supplement</li> </ul>	Brian Whalen	Board acknowledges receipt of the cash and investment balances as of June 30, 2024. This is an element of the annual meeting, Iowa Code 279.33.
15-20 min.	<b>3.03</b> District Reporting and Quarterly Invoices	Cindy Yelick, et al	Board members will review district special education reports and quarterly invoices.
10 min.	<b>3.04</b> IAAEA Strategic Plan	Cindy Yelick	Board members will review the IAAEA Strategic Plan.
10 min.	<b>3.05</b> AEA Accreditation by Iowa Dept. of Education	Kristi Upah, Cindy Yelick	Board members will be updated on the AEA Accreditation process by the Iowa Dept. of Ed.
5-7 min.	<b>3.06</b> Board Officer Ad Hoc Committee	Et al	Board members will discuss the Dec. annual meeting and board officer interest.

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## 4. Action items

Time	Topic/Process	Presenter	Outcome
10 min.	<b>4.01</b> Acceptance of 2023-24 audit results as presented.	Brian Whalen	Board members may accept the 2023-24 audit report as presented.
	<b>4.02</b> Acceptance of AEA Strategic Plan	Cindy Yelick	Board members may accept the AEA Strategic Plan.

## 5. Consent Agenda

Time	Topic/Process	Presenter	Outcome
5 min.	<b>5.01</b> Personnel Report	Kevin Fangman	<b>Handout:</b> Personnel Report <b>Admin. Recommendation:</b> approval
	<b>5.02</b> Bills	Pete Evans	<b>Handout:</b> Agreement <b>Admin. Recommendation:</b> approval
	<b>5.03</b> Purchase Orders • <i>IP Pathways - \$40,000.00</i>	Susie Meade	<b>Handout:</b> Purchase Order Requests <b>Admin. Recommendation:</b> approval
	<b>5.04</b> 2024-25 MTSS Consultant Agreement between Heartland AEA and Ames CSD	Susie Meade	<b>Handout:</b> Agreement <b>Admin. Recommendation:</b> approval
	<b>5.05</b> 2024-25 Agreement between Heartland AEA and Ankeny Christian Academy	Susie Meade	<b>Handout:</b> Agreement <b>Admin. Recommendation:</b> approval
	<b>5.06</b> 2024-25 Strategic Plan Agreement between Heartland AEA and Carlisle CSD	Susie Meade	<b>Handout:</b> Agreement <b>Admin. Recommendation:</b> approval
	<b>5.07</b> Memorandum of Understanding between Heartland AEA and Dallas Center-Grimes CSD	Susie Meade	<b>Handout:</b> Agreement <b>Admin. Recommendation:</b> approval
	<b>5.08</b> Memorandum of Understanding for Delivery Services between Heartland AEA and Des Moines Area Community College	Cindy Yelick	<b>Handout:</b> Agreement <b>Admin. Recommendation:</b> approval
	<b>5.09</b> 2024-25 Instructional Technology Consultant between Heartland AEA and Des Moines Public Schools	Susie Meade	<b>Handout:</b> Agreement <b>Admin. Recommendation:</b> approval

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	<b>5.10</b> Memorandum of Understanding between Heartland AEA and Johnston CSD	Cindy Yelick	<b>Handout:</b> Agreement <b>Admin. Recommendation:</b> approval
	<b>5.11</b> Memorandum of Understanding between Heartland AEA and Madrid CSD	Susie Meade	<b>Handout:</b> Agreement <b>Admin. Recommendation:</b> approval
	<b>5.12</b> 2024-25 Agreement between Heartland AEA and Newton CSD	Susie Meade	<b>Handout:</b> Agreement <b>Admin. Recommendation:</b> approval
	<b>5.13</b> 2024-25 Strategic Plan Agreement between Heartland AEA and North Polk CSD	Susie Meade	<b>Handout:</b> Agreement <b>Admin. Recommendation:</b> approval
	<b>5.14</b> Agreement between SE Polk (Behavior Techs) and Heartland AEA	Susie Meade	<b>Handout:</b> Agreement <b>Admin. Recommendation:</b> approval
	<b>5.15</b> Agreement between Heartland Area Education Agency and Woodward Academy <ul style="list-style-type: none"> <li>• Contract for professional services agreement</li> </ul>	Susie Meade	<b>Handout:</b> Agreement <b>Admin. Recommendation:</b> approval
	<b>5.16</b> Transportation Agreements	Jenny Ugolini	<b>Handout:</b> Transportation Agreements <b>Admin. Recommendation:</b> approval
	<b>5.17</b> American Red Cross Licensed Training Provider Agreement	Susie Meade	<b>Handout:</b> Agreement <b>Admin. Recommendation:</b> approval

### 6. Chief Administrator Comments

- FYI - Upcoming events
- Board Holiday Gathering Update

### 7. Board Comments

### 8. Adjourn meeting

Next Board Meeting: December 10, 2024

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