

# Board of Directors Meeting Agenda



**October 8, 2024**

**Location:**

Heartland AEA  
6500 Corporate Drive, Johnston  
Conference Room 113

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

**Phone:**

Dial: 1-669-900-6833  
Meeting ID: 991 3051 0623 followed by #  
Skip putting in participant ID - just stay on the line

**Zoom Link:**

<https://heartlandaea.zoom.us/j/99130510623>

**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
	<b>1.01</b> Roll Call	Margaret Borgen	Roll call and approval of the agenda.
	<b>1.02</b> Approval of Agenda	Margaret Borgen	
	<b>1.03</b> Approval of minutes from September 10, 2024	Margaret Borgen	Review and approval of minutes from September 10, 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. Closed Session

Time	Topic/Process	Presenter	Outcome
45-60 min.	<p><b>2.01</b> Chief Administrator Review and Evaluation of Professional Development Goals</p> <p>Recommended language: <i>I make a motion to enter into closed session as provided in Section 21.5(1)(i) of the Iowa Code to evaluate the professional competency of an individual whose appointment, hiring, performance or discharge is being considered when necessary to prevent needless and irreparable injury to that individual's reputation and that individual requests a closed session.</i></p>	Cindy Yelick	Board members will hold their quarterly review and evaluation of the chief administrator's professional development goals. The Board will enter into closed session as provided in *Chapter 21.5(1)(i) of the Code of Iowa.

**Break for Dinner**  
5:00 - 5:30

### 3. Discussion Items

Time	Topic/Process	Presenter	Outcome
15 min.	<p><b>3.01</b> Chief Administrator's Report</p> <ul style="list-style-type: none"> <li>• IASB Annual Convention Nov. 20-22, 2024</li> <li>• Jan. 27-28 Day on the Hill</li> </ul>	Cindy Yelick	Board members will be updated on recent activities and upcoming events.
10-15 min.	<b>3.02</b> New Staff Numbers	Kevin Fangman	Board members will be provided with a staffing update for 2024-25.
10-15 min.	<p><b>3.03</b> Board Self-Evaluation</p> <ul style="list-style-type: none"> <li>• Proposed timeline and questions</li> </ul>	Cindy Yelick, Jenny Ugolini	Board members will review the proposed timeline and questions for their annual self-evaluation.
10 min.	<b>3.04</b> Board Holiday & Recognition Options	Cindy Yelick	Board members will discuss Board holiday and recognition options.

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## 4. Action Items

Time	Topic/Process	Presenter	Outcome
5-10 min.	<b>4.01</b> Level I Investigators	Cindy Yelick	Board members may approve the Level I investigators for 2024-25.
	<b>4.02</b> Ahlers Cooney Legal Representation Related to Funding Agreement	Brian Whalen	Board members may approve the Legal Representation Related to Funding Agreement.
	<b>4.03</b> Ballard Title I Funding Agreement	Brian Whalen	Board members may approve the Ballard Title I Funding Agreement.

## 5. Consent Agenda

Time	Topic/Process	Presenter	Outcome
10 min.	<b>5.01</b> Personnel Report	Kevin Fangman	<b>Handout:</b> Personnel Report <b>Admin. Recommendation:</b> approval
	<b>5.02</b> Bills	Margie Schwenk	<b>Handout:</b> Agreement <b>Admin. Recommendation:</b> approval
	<b>5.03</b> Purchase Orders <ul style="list-style-type: none"> <li>• <i>Kasya - \$46,155.60 - Pending</i></li> <li>• <i>Ironscales - \$116,600.00</i></li> </ul>	Et al	<b>Handout:</b> Available at meeting <b>Admin. Recommendation:</b> approval
	<b>5.04</b> Skip the Trip Memorandum of Understanding (MOU)	Susie Meade	<b>Handout:</b> MOU <b>Admin. Recommendation:</b> approval
	<b>5.05</b> Agreement Between Heartland AEA and West Des Moines CSD (C. Esser)	Cindy Yelick	<b>Handout:</b> Agreement <b>Admin. Recommendation:</b> approval
	<b>5.06</b> Memorandum of Understanding between Heartland AEA and Southeast Polk CSD	Susie Meade	<b>Handout:</b> Agreement <b>Admin. Recommendation:</b> approval
	<b>5.07</b> Agreement for Shared Services between Heartland AEA and the Iowa Assoc. of AEA's (Braille services)	Kristi Upah	<b>Handout:</b> Agreement <b>Admin. Recommendation:</b> approval
	<b>5.08</b> Memorandum of Understanding between Heartland AEA and Perry CSD	Susie Meade	<b>Handout:</b> MOU <b>Admin. Recommendation:</b> approval
	<b>5.09</b> 2024-25 Service Agreement between Heartland AEA and Nodaway Valley CSD	Susie Meade	<b>Handout:</b> Service Agreement <b>Admin. Recommendation:</b> approval

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## 6. Chief Administrator Comments

## 7. Board Comments

## 8. Adjourn meeting

FYI - Upcoming Events

Next Board Meeting:                    November 12, 2024

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