

Board of Directors Meeting Agenda



February 11, 2025

Time: 4:00 p.m.

Location:

Heartland AEA
6500 Corporate Drive, Johnston
Conference Room 113

Phone:

Dial: 1-669-900-6833
Meeting ID: 961 9564 9424 followed by #
Skip putting in participant ID - just stay on the line

Zoom Link:

<https://heartlandaea.zoom.us/j/96195649424>

Participants:

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

President: Liz Brennan **Recorder:** Jenny Ugolini

Board Meeting at 4:00 p.m.

| Time | Topic/Process | Presenter | Outcome |
|------------|--|--------------|--|
| 5 min. | 1.01 Roll Call & Welcome <ul style="list-style-type: none"> • Welcome new board member, Heather Sievers | Liz Brennan | Roll call and approval of the agenda. |
| | 1.02 Approval of Agenda | | |
| | 1.03 Approval of minutes from January 14 and 28, 2025. | Liz Brennan | Review and approval of minutes from January 14 and 28, 2025 |
| | 1.04 Public Forum and Correspondence | Liz Brennan | Hear comments from members of the public and share Board correspondence. |
| 30-40 min. | 1.05 Legislative Update | Kate Walton | Board members will be provided with a legislative update. |
| 10-15 min. | 1.06 Legislative Task Force Update | Cindy Yelick | Board members will be updated on the Legislative Task Force. |

Board of Directors

Meeting Agenda



Recess for Dinner
Approx. 5:00 - 5:30 p.m.

2. Discussion Items

| Time | Topic/Process | Presenter | Outcome |
|------------|---|-----------------------------|---|
| 25 min. | 2.01 Amended 2024-25 Budget and Proposed 2025-26 Budget | Brian Whalen | Board members will be updated on the 2024-25 amended budget and the 2025-26 proposed budget. |
| 10-15 min. | 2.02 Annual Progress Report | Susie Meade | Board members will be updated on the agency's Annual Progress Report. |
| 30-35 min. | 2.03 Board Policy 406 Resignation - First reading. | Kevin Fangman, Cindy Yelick | Board members will discuss proposed changes to Board Policy 406 Resignations. This is a first reading. |
| | 2.04 Staff Handbook Revisions | Kevin Fangman | Board members will be updated on recommended changes to the agency's staff handbook. |
| | 2.05 Employment Contracts and Notification Language <ul style="list-style-type: none"> • Certified (Licensed) Staff • Classified (Hourly) Staff • Classified (Salaried) Staff | Kevin Fangman | Board members will be updated on the proposed language changes to staff contracts and employment notifications. |
| 15 min. | 2.06 Sharing Agreements | Cindy Yelick | Board members will be updated on sharing agreements with districts and AEs. |
| 5 min. | 2.07 2025-26 Agency Holiday Calendar | Cindy Yelick | Board members will review the 2025-26 agency holiday calendar. |

3. Action Items

| Time | Topic/Process | Presenter | Outcome |
|-----------|--|---------------|---|
| 5-10 min. | 3.01 Amended 2024-25 Budget and Proposed 2025-26 Budget | Brian Whalen | Board members may approve the 2024-25 amended budget and the 2025-26 proposed budget. |
| | 3.02 Annual Progress Report | Susie Meade | Board members may approve the Annual Progress Report. |
| | 3.03 Staff Handbook Revisions | Kevin Fangman | Board members may approve the recommended changes to the staff handbook. |

Board of Directors

Meeting Agenda



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|--|---|--------------------------------|--|
| | 3.04 2025-26 Agency Holiday Calendar | Cindy Yelick | Board members may approve the 2025-26 agency holiday calendar. |
| | 3.05 Board Policy 406 Resignation | Kevin Fangman, Cindy Yelick | Board members may approve the updates to Board Policy 406 or table the decision to March 11. |

4. Consent Agenda

| Time | Topic/Process | Presenter | Outcome |
|---------|--|---------------|--|
| 10 min. | 4.01 Personnel Report | Kevin Fangman | Handout: Personnel Report Admin. Recommendation: approval |
| | 4.02 Bills | Pete Evans | Handout: Financial statements Admin. Recommendation: approval |
| | 4.03 Purchase Order • <i>Convergeone, Inc.</i> - \$54,104.49 | Et al | Handout: Purchase Request Admin. Recommendation: approval |
| | 4.04 Van Meter CSD and Heartland AEA Order of Service Agreement | Susie Meade | Handout: Agreement Admin. Recommendation: approval |
| | 4.05 Woodward-Granger CSD and Heartland AEA 2024-25 Service Agreement | Susie Meade | Handout: Agreement Admin. Recommendation: approval |
| | 4.06 Lynnville-Sully CSD and Heartland AEA 2025-26 Service Agreement | Susie Meade | Handout: Agreement Admin. Recommendation: approval |
| | 4.07 Perry CSD and Heartland AEA 2025-26 Service Agreement | Susie Meade | Handout: Agreement Admin. Recommendation: approval |
| | 4.08 Second Amendment to Lease Agreement Between PLP, Inc. and Heartland AEA (Knoxville Office) | Brian Whalen | Handout: Second Amendment Admin. Recommendation: approval |

5. Chief Administrator Comments

6. Board Comments

7. Adjourn regular meeting, transition to Exempt Session

[FYI - Upcoming Events](#)

Board of Directors Meeting Agenda



Exempt Session

| Time | Topic/Process | Presenter | Outcome |
|------------|---|-----------------------------|--|
| 15-20 min. | <p>Exempt Session – Negotiations - Section 20.17(3) of the Code of Iowa</p> <p>Negotiating sessions, strategy meetings of public employers or employee organizations, mediation and the deliberative process of arbitrators shall be exempt from the provisions of Chapter 21 (open meetings law).</p> | Kevin Fangman, Brian Whalen | <p>Board members will discuss the 2025-26 negotiation session.</p> <p>Recommended language for an exempt session: <i>I move that we hold an exempt session as provided in Section 20.17(3) of the Code of Iowa to discuss the 2025-26 negotiation session.</i></p> |

Next Board Meeting: March 11, 2025

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