

# Board of Directors Meeting Agenda



**December 12, 2023**

**Location:**

Heartland AEA  
6445 Corporate Drive, Johnston  
Boardroom

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

**Participants:**

Ms. Sheri Benson Board Member	Mr. John Kinley Board Member	Ms. Margie Schwenk Board Member	Ms. Jenny Ugolini Board Secretary
Ms. Margaret Borgen Vice President	Ms. Tiara Mays-Sims Board Member	Mr. Kevin Fangman Chief Human Res. Officer	Dr. Kristi Upah Chief Student Svcs. Officer
Ms. Liz Brennan Board Member	Mr. Alex Piedras Board Member	Dr. Susie Meade Chief Academic Officer	Dr. Cindy Yelick Chief Administrator
Mr. Pete Evans Board President	Dr. Steve Rose Board Member	Mr. Kurt Subra Chief Financial Officer	

**President:** Pete Evans

**Recorder:** Jenny Ugolini

**Regular Board Meeting: 4:00 p.m. (Sunset of current board)**

Time	Topic/Process	Presenter/ Staff Resource	Outcome
2 min.	<b>1.01</b> Roll Call	Pete Evans	Roll call and approval of the agenda.
	<b>1.02</b> Approval of Agenda	Pete Evans	
	<b>1.03</b> Approval of minutes from November 14, 2023	Pete Evans	Review and approval of minutes from November 14, 2023
	<b>1.04</b> Public Forum and Correspondence	Pete Evans	Hear comments from members of the public.

**2. Discussion Items**

Time	Topic/Process	Presenter/ Staff Resource	Outcome
5-10 min.	<b>2.01</b> Recognition of Retiring Board Member Sheri Benson, board member since Sept. 2014.	Cindy Yelick, et al	Board members will recognize retiring board member Sheri Benson.

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### 3. Action Item

Time	Topic/Process	Presenter/ Staff Resource	Outcome
5 min.	<b>3.01</b> Amendment of Chief Administrator Contract	Cindy Yelick	Board members may approve the amendment to the chief administrator’s contract.

### 4. Consent Agenda

Time	Topic/Process	Presenter/ Staff Resource	Outcome
5 min.	<b>4.01</b> Personnel Report	Kevin Fangman	<b>Handout:</b> Personnel Report <b>Admin. Recommendation:</b> approval
	<b>4.02</b> Bills	Liz Brennan	<b>Handout:</b> Available at meeting <b>Admin. Recommendation:</b> approval
	<b>4.03</b> Purchase Orders <ul style="list-style-type: none"> <li>• <i>Microshare (Crowdstrike Software)</i> - \$144,444.66</li> <li>• <i>Imagine Learning, L.L.C.</i> - \$62,685.00</li> <li>• <i>Instructure, Inc. (Canvas)</i> - \$24,672.12</li> </ul>	Et al	<b>Handout:</b> Purchase Requests <b>Admin. Recommendation:</b> approval
	<b>4.04</b> Agreement between Heartland AEA and Johnston CSD (K. Richards)	Kurt Subra	<b>Handout:</b> Agreement <b>Admin. Recommendation:</b> approval
	<b>4.05</b> Contract Between Heartland AEA and West Wind Education Policy Inc., 2023-24	Kevin Fangman	<b>Handout:</b> Agreement <b>Admin. Recommendation:</b> approval

### 5. Adjournment of Regular Board Meeting

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## Organizational Meeting for New Board

### Participants:

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

**Recorder:** Jenny Ugolini

Time	Topic/Process	Presenter/ Staff Resource	Outcome
20 min.	<b>1.01</b> Roll Call	Jenny Ugolini	Roll call.
	<b>1.02</b> Review Board Election Results	Jenny Ugolini	The results of the 2023 Board election will be reviewed.
	<b>1.03</b> Oaths of Office to Newly and Re-Elected Board Members	Jenny Ugolini	The oath of office will be given to new and re-elected board members.
	<b>1.04</b> Election of a President of the Board	Jenny Ugolini	The president pro tem calls for nominations; nominations need not be seconded. The Board shall then vote on the nominations by roll call. The secretary shall announce the result of the vote and administer the oath of office. The newly elected president shall then assume the chair. The President shall hold office for one year.
	<b>1.05</b> Election of a Vice President of the Board	Board President	The Board President shall call for nominations; the nominations need not be seconded. The Board shall then vote on the nominations by roll call. The President shall announce the results and the secretary shall administer the oath of office. The Vice President shall hold office for one year.

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	<b>1.06</b> Administer Oaths of Office to newly appointed President and Vice President	Jenny Ugolini	Oaths of office will be given to the newly appointed President and Vice President.
	<b>1.07</b> Approval of Remaining Board Agenda Items	Board President	Board members may approve the agenda.
	<b>1.08</b> Appointment of a Board Secretary and Treasurer	Board President	Board members shall appoint a Board secretary and treasurer and administer oaths of office.
	<b>1.09</b> Selection of Regular Meeting Dates and Times for 2024	Board President	Board members will confirm meeting dates and times for 2024.
	<b>1.10</b> Committee Assignments and Appointments	Board President	Board members will confirm committee assignments for 2024.
	<b>1.11</b> Appointment of Law Firm(s)	Kurt Subra	Board members may appoint Ahlers & Cooney, P.C. and Nyemaster Goode, P.C. as the Agency's legal counsel.
	<b>1.12</b> Conflict of Interest Statements	Board President	Board members will complete the annual conflict of interest statements.

### 2. Discussion Items

Time	Topic/Process	Presenter/ Staff Resource	Outcome
10 min.	<b>2.01</b> Standing Committee Reports & Recent Activities	Cindy Yelick	Board members will discuss recent events and activities.
15 min.	<b>2.02</b> January 9, 2024 Board Agenda Review	Cindy Yelick	Board members will review the January 9 draft board agenda.

### 3. Chief Administrator Comments

### 4. Board Comments

### 5. Adjournment

**Next Board meeting:** Tuesday, January 9, 2024

### FYI - Upcoming Events

Heartland Area Education Agency does not discriminate based on race, color, creed, national origin, religion, age, sex, sexual orientation, gender identity and/or expression, genetics, pregnancy, disability, military or veteran status, parental, family or marital status. Direct inquiries to the Human Resources Director, 6500 Corporate Dr., Johnston, IA 50131-1603, the Director, Iowa Civil Rights Commission, Des Moines, Iowa 50319-1004 or Director, Office for Civil Rights, Kansas City, MO 64106