

Board of Directors Board Meeting Minutes



Dec. 12, 2023

REGULAR BOARD MEETING

Mr. Pete Evans, president, called the regular meeting of the Heartland AEA Board of Directors to order at 4:05 p.m.

Board Members Present: Ms. Liz Brennan, Mr. Pete Evans, Mr. John Kinley, Ms. Tiara Mays-Sims, Mr. Alex Piedras, Dr. Steve Rose and Ms. Margie Schwenk. *Absent:* Ms. Sheri Benson. Ms. Margaret Borgen arrived at 4:12 p.m.

Administrative Staff Present: Mr. Kevin Fangman, Dr. Susie Meade, Dr. Kristi Upah, Ms. Jenny Ugolini and Dr. Cindy Yelick.

Approval of Agenda

A MOTION was made by Mr. Kinley and seconded by Mr. Piedras to approve the agenda. The motion passed unanimously.

Approval of Minutes from Nov. 14, 2023

A MOTION was made by Ms. Brennan and seconded by Mr. Kinley to approve the minutes from Nov. 14, 2023. The motion passed unanimously.

Public Forum and Correspondence

There was no one present to address the Board.

Discussion Items

Recognition of Retiring Board Member, Sheri Benson

Ms. Jenny Ugolini shared that Ms. Benson was unable to attend tonight's meeting. She was recognized for her years of service on the Board, having served since September 2014 with two years as board president.

Action Item

Modification to Chief Administrator Contract

Dr. Cindy Yelick, Heartland AEA Chief Administrator, noted a slight amendment to her contract based on feedback from legal counsel. A typo was noted with the word *preceding* which will be corrected. A MOTION was made by Mr. Kinley and seconded by Ms. Schwenk to modify the chief administrator's contract as presented and with the noted correction. The motion passed unanimously.

Consent Agenda

Ms. Brennan reviewed the financial statements and indicated that everything was in order. A MOTION was made by Ms. Brennan and seconded by Dr. Rose to approve the consent agenda, including payment of warrant numbers 420091 through 420239 and electronic warrant numbers 46053 through 46580. The motion passed unanimously.

- Personnel Report including early notification stipends
- Purchase Orders:
 - *Microshare (Crowdstrike Software)* - \$144,444.66
 - *Imagine Learning, L.L.C.* - \$62,685.00
 - *Instructure, Inc. (Canvas)* - \$24,672.12
- Agreement between Heartland AEA and Johnston CSD (K. Richards)
- Contract Between Heartland AEA and West Wind Education Policy Inc., 2023-24

Board of Directors Board Meeting Minutes



Adjournment of Regular Board Meeting

The meeting adjourned at 4:16 p.m.

The Board recessed from 4:16 until 4:22 p.m. for a group photo.

ORGANIZATIONAL MEETING FOR NEW BOARD

Ms. Ugolini, board secretary, called the organizational meeting of the Heartland AEA Board of Directors to order at 4:22 p.m.

Board Members Present: Ms. Margaret Borgen, Ms. Liz Brennan, Mr. Pete Evans, Mr. John Kinley, Ms. Tiara Mays-Sims, Mr. Alex Piedras, Dr. Steve Rose, Ms. Margie Schwenk and Ms. Kelly Simmons.

Administrative Staff Present: Mr. Kevin Fangman, Dr. Susie Meade, Dr. Kristi Upah, Ms. Jenny Ugolini and Dr. Cindy Yelick.

Review of Board Election Results

Ms. Ugolini reviewed the results of the Board election and noted the re-election of board members Ms. Borgen, Ms. Brennan, Mr. Kinley and Dr. Rose. Ms. Kelly Simmons was newly elected, replacing Ms. Sheri Benson.

Administration of Oaths of Office to Newly and Re-Elected Board Members

Oaths of office were administered to all newly and re-elected board members.

Election of a President of the Board

A MOTION was made by Mr. Kinley to nominate Ms. Borgen as board president. The nomination does not need to be seconded. Mr. Kinley closed the nominations. A roll call vote was taken and all board members voted aye. The motion passed unanimously.

Election of a Vice President of the Board

A MOTION was made by Mr. Kinley to nominate Ms. Brennan as vice president. The nomination does not need to be seconded. Mr. Kinley closed the nominations. A roll call vote was taken and all board members voted aye. The motion passed unanimously.

Administration of Oaths of Office to Newly-Appointed President and Vice President

The oath of office was administered to the newly-appointed board president and vice president.

Approval of Remaining Board Agenda Items

A MOTION was made by Mr. Kinley and seconded by Mr. Evans to approve the remaining board agenda items. Motion passed unanimously.

Appointment of a Board Secretary and Treasurer

A MOTION was made by Mr. Evans and seconded by Ms. Mays-Sims to nominate Ms. Jenny Ugolini as board secretary. Motion passed unanimously.

A MOTION was made by Mr. Kinley and seconded by Ms. Mays-Sims to nominate Mr. Kurt Subra as treasurer. Motion passed unanimously.

The oath of office was administered to Mr. Subra and Ms. Ugolini.

Board of Directors Board Meeting Minutes



Selection of Regular Meeting Dates and Times

A MOTION was made by Ms. Brennan and seconded by Ms. Schwenk to retain the current meeting schedule for next year (the second Tuesday of the month as a regular board meeting date for 2024). Motion passed unanimously.

The dates of the board agenda planning meetings will be held two weeks before board meetings (generally the fourth Tuesday of the month) and are posted meetings but with optional attendance.

Committee Assignments and Appointments

Board members reviewed their committee assignments and appointments for next year. A MOTION was made by Mr. Evans and seconded by Mr. Piedras to approve the committee assignments and appointments for 2024. Motion passed unanimously.

Appointment of Law Firm(s)

A MOTION was made by Mr. Kinley and seconded by Mr. Evans to approve the appointment of Ahlers & Cooney, P.C. and Nyemaster Goode, P.C. as the Agency's legal counsel for 2024. Motion passed unanimously.

Conflict of Interest Statements

Board members completed their conflict of interest statements.

Discussion Items

Standing Committee Reports and Recent Activities

- **Legislative Update** - Dr. Yelick provided a brief legislative update.
 - The *NW Iowa Review* recently published an article addressing comments from Gov. Reynolds about the mission and services of Iowa's AEAs.
 - Iowa's AEAs received an open records request asking for contracts between the AEAs and school districts in which the districts are billed for other services, e.g., cybersecurity services. The information is currently being collected.
 - Meetings with legislators continue to be held. All of the AEA chief administrators are actively engaged in legislative work. Everyone is involved in telling their story and engaging social media and traditional media outlets.
 - There is currently a meeting scheduled with Dr. Yelick to meet with the Governor next week.
 - Information has been shared with staff on how best to advocate for the AEAs.
 - An article will appear later this week in the *Cedar Rapids Gazette*.
- **Other Updates**
 - Dr. Meade completed the Agency's Iowa Department of Education desk audit ahead of schedule.
 - The results of the AEAs' Hanover survey will be shared at the January board meeting.

Jan. 9, 2024 Board Agenda Review

Board members reviewed the draft Jan. 9 board agenda.

Chief Administrator Comments

- There were comments from the chief administrator.

Board Comments

- There were no comments from the Board.

Board of Directors Board Meeting Minutes



Adjournment

A MOTION was made by Mr. Kinley and seconded by Mr. Evans to adjourn the meeting. The motion passed unanimously. The meeting adjourned at 5:08 p.m.

Reports and documents and the full text of motions, resolutions or policies considered by the Board at this meeting are on file in the Board Secretary's office, (515) 473-6644, Monday through Friday, 7:30 a.m. – 4:30 p.m.

A handwritten signature in black ink that reads "Margaret A. Borgen".

Ms. Margaret Borgen
Board President

A handwritten signature in purple ink that reads "Jenny Ugolini".

Ms. Jenny Ugolini
Board Secretary