

Board of Directors Meeting Agenda



Monday, September 8, 2025

DMACC Location:

Des Moines Area Community College
2006 S Ankeny Blvd., Ankeny
Building 5, Rooms 1240D-G

Times:

- Joint Board Meeting 3:00 - 4:00 p.m., Microsoft Teams Link TBA
To Join the meeting via Teams, please click on the link:
[Join the meeting now](#)
Meeting ID: 280 801 419 340 4
Passcode: D6fx7wt3
- Heartland Board Meeting 4:00 p.m. with Zoom option at
<https://heartlandaea.zoom.us/j/98869107812>

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

Joint Board Meeting with DMACC from 3:00 - 4:00 p.m.

Time	Topic/Process	Presenter	Outcome
2 min.	1.01 Roll Call	Kevin Halterman, Chair, DMACC Liz Brennan, Board President, Heartland AEA	Roll call and approval of the agenda.
	1.02 Approval of Agenda		
55 min.	1.03 Heartland AEA and Des Moines Area Community College Joint Board Meeting	Cindy Yelick, Rob Denson	The joint Boards' will meet for their annual meeting.
1 min.	1.04 Adjourn Joint Board Meeting	Kevin Halterman, Liz Brennan	Adjournment

Short Break and Transition Board Meeting Locations
Heartland AEA Board Stays in Room 1240D-G
Zoom Link: <https://heartlandaea.zoom.us/j/98869107812>

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Heartland Board Meeting 4:00 p.m.

Time	Topic/Process	Presenter	Outcome
5 min.	1.01 Roll Call & Welcome	Liz Brennan	Roll call and approval of the agenda.
	1.02 Approval of Agenda		
	1.03 Approval of minutes from Aug. 12 and Aug. 26, 2025	Liz Brennan	Review and approval of minutes from Aug. 12 and 26, 2025.
	1.04 Public Forum and Correspondence	Liz Brennan	Hear comments from members of the public and share Board correspondence.

2. Discussion Items

Time	Topic/Process	Presenter	Outcome
15 min.	2.01 Board Policies - Second Reading and Summary (See summary for policy links) <ul style="list-style-type: none"> • Policy 205: Open Meetings and Board Training • Policy 419: Child Abuse Reporting • Policy 420: Expectations for Employee Conduct Toward Coworkers, Students, Parents, and Others in the Workplace • Policy 504: Confidentiality • Policy 506: Testing Program • Policy 507: Student Dir. Info. • Policy 508: Abuse of Students by Agency Employees • Policy 509: Administration of Medication to Students • Policy 605: Curriculum Development • Policy 606: Curriculum Implementation • Policy 607: Curriculum Evaluation 	Kevin Fangman	Board members will have the second reading of new or revised board policies.
10 min.	2.02 Early Notification Incentive Payout	Kevin Fangman, Brian Whalen, Cindy Yelick	Board members will discuss offering an early notification incentive payout in 2025-26.

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20 min.	2.03 New Staff Numbers	Kevin Fangman	Board members will be provided with a staffing update for 2025-26.
10-15 min.	2.04 Staff Communication Structure	Cindy Yelick	Board members will learn about communication opportunities between staff and leadership.

3. Action Items

Time	Topic/Process	Presenter	Outcome
10 min.	3.01 Board Policies - Second Reading Summary <ul style="list-style-type: none"> • Policy 205: Open Meetings and Board Training • Policy 419: Child Abuse Reporting • Policy 420: Expectations for Employee Conduct Toward Coworkers, Students, Parents, and Others in the Workplace • Policy 504: Confidentiality • Policy 506: Testing Program • Policy 507: Student Directory Info. • Policy 508: Abuse of Students by Agency Employees • Policy 509: Administration of Medication to Students • Policy 605: Curriculum Development • Policy 606: Curriculum Implementation • Policy 607: Curriculum Evaluation 	Kevin Fangman	Board members may approve the second reading of new or revised board policies.
	3.02 Early Notification Incentive Payout	Kevin Fangman, Brian Whalen, Cindy Yelick	Board members may approve an early notification incentive payout for 2025-26.

4. Consent Agenda

Time	Topic/Process	Presenter	Outcome
10 min.	4.01 Personnel Report	Kevin Fangman	Handout: Personnel Report Admin. Recommendation: approval

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	4.02 Bills and Financial Statements	Liz Brennan	Handout: Financial statements Admin. Recommendation: approval
	4.03 Purchase Orders <ul style="list-style-type: none"> • <i>Morningside University</i> - \$36,000.00 • <i>University of Iowa</i> - \$36,000.00 • <i>Bee-Clean US Holdings LLC</i> - \$85,357.32 	Et al	Handout: Purchase Orders Admin. Recommendation: approval
	4.04 Drake University Head Start Agreement Between Heartland AEA	Kristi Upah	Handout: Agreement Admin. Recommendation: approval
	4.05 Contracts for Transfer of State Funding between Heartland AEA and: <ol style="list-style-type: none"> 1. Earlham CSD 2. Paton Churdan CSD 3. Pleasantville CSD 	Brian Whalen	Handout: Service Agreements Admin. Recommendation: approval
	4.06 New Opportunities Interagency Agreement for Special Education Services for 2025-26	Kristi Upah	Handout: Agreement Admin. Recommendation: approval
	4.07 Northwest AEA and Heartland AEA 2025-26 Service Agreement (Title III Coaching)	Susie Meade	Handout: Agreement Admin. Recommendation: approval
	4.08 Fagen Friedman & Fulfroost, L.L.P. (3F) Agreement for Legal Services	Cindy Yelick	Handout: Agreement Admin. Recommendation: approval
	4.09 Des Moines Public Schools Memorandum of Understanding for Van Delivery and Warehouse Space	Cindy Yelick	Handout: Agreement Admin. Recommendation: approval
	4.10 Des Moines Public Schools Memorandum of Understanding for Information Services Support	Brian Whalen	Handout: Agreement Admin. Recommendation: approval

5. Chief Administrator Comments

6. Board Comments

7. Adjourn

[FYI - Upcoming Events](#)

Next meeting: Tuesday, October 14, 2025

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