

# Board of Directors Meeting Amended Agenda



**December 9, 2025**

**Location:**

Heartland AEA  
6500 Corporate Drive  
Johnston  
Conf. Room 113

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

**Phone:**

Dial: 1-669-900-6833  
Meeting ID: 927 3665 9526 followed by #  
Skip putting in participant ID - just stay on the line

**Zoom Link:** <https://heartlandaea.zoom.us/j/92736659526>

**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

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

Time	Topic/Process	Presenter	Outcome
2 min.	<b>1.01</b> Roll Call	Liz Brennan	Roll call and approval of the amended agenda.
	<b>1.02</b> Approval of Amended Agenda	Liz Brennan, Jenny Ugolini	
	<b>1.03</b> Approval of minutes from Nov. 11, 2025	Liz Brennan	Review and approval of minutes from Nov. 11, 2025
	<b>1.04</b> Public Forum and Correspondence	Liz Brennan	Hear comments from members of the public.

**2. Discussion Items**

Time	Topic/Process	Presenter	Outcome
15 min.	<b>2.01</b> Affirmative Action Plan	Kevin Fangman	Board members will review the agency's Affirmative Action Plan.

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## 3. Action Item

Time	Topic/Process	Presenter	Outcome
5 min.	<b>3.01</b> Affirmative Action Plan	Kevin Fangman	Board members may approve the Affirmative Action Plan.

## 4. Consent Agenda

Time	Topic/Process	Presenter	Outcome
5 min.	<b>4.01</b> Personnel Report (includes list of early notification stipend)	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 • <i>We Write Code</i> - \$30,000.00	Et al	<b>Handout:</b> Purchase Requests <b>Admin. Recommendation:</b> approval
	<b>4.04</b> Storm Lake Community School District and Heartland AEA 2025-26 Service Agreement	Susie Meade	<b>Handout:</b> Service Agreement <b>Admin. Recommendation:</b> approval
	<b>4.05</b> Riverside CSD and Heartland AEA 2025-26 Service Agreement	Susie Meade	<b>Handout:</b> Service Agreement <b>Admin. Recommendation:</b> approval
	<b>4.06</b> Carlene Lodermeier and Heartland AEA 2025-26 Agreement	Susie Meade	<b>Handout:</b> Agreement <b>Admin. Recommendation:</b> approval
	<b>4.07</b> Saydel CSD and Heartland AEA Service Agreement for 2025-26	Cindy Yelick	<b>Handout:</b> Service Agreement <b>Admin. Recommendation:</b> approval

## 5. Chief Administrator Comments

## 6. Board Comments

## 7. Adjourn and transition to Organizational Meeting

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### Organizational Meeting for New Board

#### Participants:

Ms. Liz Brennan Board Member	Ms. Tiara Mays-Sims Board Member	Vacancy, DD1 Board Member	Ms. Jenny Ugolini Board Secretary
Mr. Shawn Holloway Board Member	Ms. Margie Schwenk Board Member		Dr. Kristi Upah Chief Student Svcs. Officer
Mr. Kasey Huebner Board Member	Ms. Heather Sievers Board Member	Mr. Kevin Fangman Chief Human Res. Officer	Dr. Cindy Yelick Chief Administrator
Mr. Mark Lane Board Member	Ms. Mary Poulter Board Member	Dr. Susie Meade Chief Academic Officer	Mr. Brian Whalen Director of Business Services

**Recorder:** Jenny Ugolini

Time	Topic/Process	Presenter	Outcome
30-45 min.	<b>1.00</b> Welcome to New Board Members	Cindy Yelick	Welcome and Introductions.
	<b>1.01</b> Roll Call	Jenny Ugolini	Roll call.
	<b>1.02</b> Review Board Election Results • New Board Member Welcome	Jenny Ugolini	The results of the 2025 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	<p>The president pro tem calls for nominations. Candidates may nominate themselves and there does not need to be a second. If only one candidate is nominated for the position of President, then the motion to close nominations may also include a motion to cast a unanimous ballot for the candidate. If more than one candidate is nominated, then there must be a roll call vote.</p> <p>The newly elected president shall then assume the chair. The President shall hold office for one year.</p>
	<b>1.05</b> Election of a Vice President of the Board	Board President	The Board President shall call for nominations for candidates for the position of Board Vice President. If only one candidate is nominated for the position of Vice President, then the motion to close nominations may also include a motion to cast a unanimous ballot for the candidate. If more than one candidate is nominated, then there must

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			be a roll call vote. The Vice President shall hold office for one year.
<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 Agenda Items	Board President	Board members may approve the remaining agenda.
<b>1.08</b>	Appointment of a Board Secretary and Treasurer	Board President	Board members shall appoint a Board secretary and treasurer
<b>1.09</b>	Administer Oaths of Office to newly appointed Board Secretary and Treasurer	Board President	Oaths of office will be given to the newly appointed Board secretary and treasurer.
<b>1.10</b>	Establish Regular Meeting Dates and Times for 2026	Board President	Board members will establish meeting dates and times for 2026.
<b>1.11</b>	Establish Committee Assignments and Appointments	Board President	Board members will establish committee assignments for 2026.
<b>1.12</b>	Appointment of Law Firm(s)	Cindy Yelick	Board members may appoint Ahlers & Cooney, P.C., Nyemaster Goode, P.C. and F3 Fagen Friedman & Fulfroost LLP as the Agency's legal counsel.
<b>1.13</b>	Conflict of Interest Statements	Board President	Board members will complete the annual conflict of interest statements.

### 2. Discussion Items

Time	Topic/Process	Presenter	Outcome
30 min.	<b>2.01</b> District Service Planning (DSP) Meetings	Cindy Yelick	Board members will review the District Service Plan process with school districts.

### 3. Chief Administrator Comments

### 4. Board Comments

### 5. Adjournment

**Next Board meeting:** Tuesday, January 13, 2026

### FYI - Upcoming Meetings

Heartland Area Education Agency does not discriminate based on race, color, creed, national origin, religion, age, sex, sexual orientation, 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