

# Board of Directors Board Meeting Minutes



Dec. 9, 2025

## REGULAR BOARD MEETING (Sunset of current board)

Ms. Liz Brennan, president, called the regular meeting of the Heartland AEA Board of Directors to order at 4:00 p.m.

*Board Members Present:* Ms. Liz Brennan, Mr. Pete Evans, Mr. John Kinley, Ms. Tiara Mays-Sims, Dr. Steve Rose, Ms. Margie Schwenk and Ms. Heather Sievers. Mr. Alex Piedras joined the meeting following roll call.  
*Absent:* Ms. Margaret Borgen.

*Heartland AEA Administrative Staff Present:* Mr. Kevin Fangman, Chief Human Resources Officer; Ms. Valerie Hubert, Executive Assistant; Ms. Jenny Ugolini, Executive Assistant/Board Secretary; Dr. Kristi Upah, Chief Student Services Officer; Mr. Brian Whalen, Director of Business Services; and Dr. Cindy Yelick, Chief Administrator.

## Approval of Agenda

A MOTION was made by Mr. Evans and seconded by Ms. Sievers to approve the amended agenda. The agenda was amended to add a late service agreement between Saydel CSD and Heartland AEA for technical assistance due to the district's recent network and server failure. The motion passed unanimously.

## Approval of Minutes from Nov. 11, 2025

A MOTION was made by Dr. Rose and seconded by Mr. Evans to approve the minutes from Nov. 11, 2025. The motion passed unanimously.

## Public Forum and Correspondence

There was no one present to address the Board.

## Discussion Items

### Affirmative Action/Equal Employment Opportunity Plan

Mr. Fangman shared the Agency's Affirmative Action Plan, which is a legal requirement. He reviewed sections of the plan, including the workforce analysis, key findings and goal statements. The plan was developed with assistance from legal counsel.

## Action Item

### Affirmative Action/Equal Employment Opportunity Plan

A MOTION was made by Mr. Evans and seconded by Ms. Schwenk to approve the Affirmative Action Plan as presented. The motion passed unanimously.

## Consent Agenda

Ms. Brennan reviewed the financial statements and reported that everything was normal and routine. A MOTION was made by Dr. Rose and seconded by Ms. Sievers to approve the consent agenda, noting the addition of the Saydel CSD and Heartland AEA Service contract, which was part of the amended consent agenda, and including payment of warrant numbers 423240 through 423329 and electronic warrant numbers . The motion passed unanimously.

- Personnel Report, including the list of early notification stipends
- Purchase Orders:
  - WeWriteCode - \$30,000.00
- Storm Lake CSD and Heartland AEA 2025-26 Service Agreement
- Riverside CSD and Heartland AEA 2025-26 Service Agreement
- Carlene Lodermeier and Heartland AEA 2025-26 Agreement
- Saydel CSD and Heartland AEA 2025-26 Agreement

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### Chief Administrator Comments

- Dr. Yelick thanked retiring board members (Ms. Borgen, Mr. Evans, Mr. Kinley, Dr. Rose and Mr. Piedras)
- for their service on the Board. Altogether, they contributed around 100 years of volunteer service. They've been supportive of the Agency and its employees over the years, and especially during legislative changes as a result of HF2612.

### Board Comments

- Dr. Rose shared that the new board inherited a great administrator in Dr. Yelick and great leadership.
- Mr. Evans shared that it's been a pleasure and honor to serve on the Board.
- Ms. Brennan thanked members for their friendship and mentorship.

### Adjournment of Regular Board Meeting

A MOTION was made by Dr. Rose and seconded by Mr. Evans to adjourn the meeting. There being no further business the board adjourned at 4:30 p.m.

The Board recessed from 4:30 - 4:36 p.m.

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## ORGANIZATIONAL MEETING FOR NEW BOARD

### Welcome to New Board Members

Ms. Ugolini called the organizational meeting of the Heartland AEA Board of Directors to order at 4:36 p.m.

*Board Members Present:* Ms. Liz Brennan, Mr. Shawn Holloway, Mr. Kasey Huebner, Mr. Mark Lane, Ms. Tiara Mays-Sims, Ms. Mary Poulter, Ms. Margie Schwenk and Ms. Heather Sievers.

*Heartland AEA Administrative Staff Present:* Mr. Kevin Fangman, Chief Human Resources Officer; Ms. Valerie Hubert, Executive Assistant; Ms. Jenny Ugolini, Executive Assistant/Board Secretary; Dr. Kristi Upah, Chief Student Services Officer; Mr. Brian Whalen, Director of Business Services; and Dr. Cindy Yelick, Chief Administrator.

### Review of Board Election Results

Dr. Yelick welcomed board members and made introductions. She gave a brief overview of the Agency's leadership structure and service areas and reviewed the IAAEA strategic plan. Board election results were also shared.

### Administration of Oaths of Office to New and Re-Elected Board Members

Ms. Ugolini administered the oath of office to all new and re-elected board members.

### Election of a President of the Board

A MOTION was made by Ms. Schwenk and seconded by Ms. Sievers to nominate Ms. Brennan as board president. 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 Ms. Sievers to nominate Ms. Mays-Sims as board vice president. The nomination does not need to be seconded. Mr. Holloway closed the nomination, and the vote 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.

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### Approval of the Remaining Agenda

A MOTION was made by Mr. Lane and seconded by Ms. Poulter to approve the remaining agenda. The motion passed unanimously.

### Appointment of a Board Secretary and Treasurer

A MOTION was made by Ms. Poulter and seconded by Ms. Sievers to nominate Ms. Jenny Ugolini as board secretary and Mr. Brian Whalen as treasurer. The motion passed unanimously.

Ms. Brennan administered the oath of office to Ms. Ugolini and Mr. Whalen.

### Establish Regular Meeting Dates and Times for 2026

A MOTION was made by Mr. Holloway and seconded by Ms. Sievers to retain the current meeting schedule for next year (the second Tuesday of the month as a regular board meeting date for 2026). Motion passed unanimously.

### Establish Committee Assignments and Appointments

Board members established their committee assignments and appointments for next year.

### Appointment of Law Firm(s)

A MOTION was made by Mr. Huebner and seconded by Ms. Sievers to approve the appointment of Ahlers & Cooney, P.C., Nyemaster Goode, P.C. and Fagen Friedman & Fulfroft (F3 Law) L.L.P. as the Agency's legal counsel for 2026. Motion passed unanimously.

### Conflict of Interest Statements

Board members completed their conflict of interest statements.

### Discussion Items

#### District Service Planning (DSP) Meetings

Dr. Yelick reviewed the template for the DSP meetings that will begin in January. The planning meetings are being held so districts can determine which educational services, media services and technology services they'd like to purchase for 2026-27.

### Chief Administrator Comments

- Dr. Yelick shared that the legislative AEA Task Force may be convened the first week of January. She will keep board members updated.


### Board Comments

- There were no board comments.

### Adjournment

A MOTION was made by Ms. Sievers and seconded by Mr. Lane to adjourn the meeting. The motion passed unanimously. The meeting adjourned at 5:59 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.

  
Ms. Liz Brennan  
Board President

  
Ms. Jenny Ugolini  
Board Secretary