

Board of Directors Meeting Agenda

December 10, 2024



Location:

West Des Moines Learning Resource Center
3550 Mills Civic Parkway
West Des Moines
Valley Southwoods Room

Zoom Link:

<https://heartlandaea.zoom.us/j/99191976514>

Phone:

Dial: 1-669-900-6833

Meeting ID: 991 9197 6514 followed by #

Skip putting in participant ID - just stay on the line

Time: 4:00 p.m.

Participants

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

President: Margaret Borgen **Recorder:** Jenny Ugolini

Board Meeting 4:00 p.m.

Time	Topic/Process	Presenter	Outcome
1 min.	1.01 Roll Call	Margaret Borgen	Roll call and approval of the agenda.
	1.02 Approval of Agenda	Margaret Borgen	
	1.03 Approval of minutes from Nov. 12, 2024	Margaret Borgen	The Board may approve minutes from Nov. 12, 2024.
	1.04 Public Forum and Correspondence Agency kudos	Margaret Borgen	Hear comments from members of the public and sharing of Agency correspondence.

2. Discussion Items

Time	Topic/Process	Presenter	Outcome
10 min.	2.01 Revised Board Policy 405 Reduction in Force – Second Reading	Kevin Fangman	Board members will review and discuss updates to the revised board policy on Reduction in Force.

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10 min.	2.02 Review January 14 Draft Board Agenda	Cindy Yelick	Board members will review the draft agenda for January 14.
5 min.	2.03 IAAEA 2025 Legislative Priority	Cindy Yelick	Board members will be updated on the 2025 IAAEA legislative priority.
15 min.	2.04 IAAEA Board Representative Meeting Dec. 18 Zoom meeting, 5-7 p.m.	Cindy Yelick	Board members will learn about an upcoming IAAEA meeting consisting of AEA board representatives.

3. Action Items

Time	Topic/Process	Presenter	Outcome
5 min.	3.01 Revised Board Policy 405 Reduction in Force	Kevin Fangman	Board members may approve the revised board policy on #4.05 Reduction in Force.
	3.02 Ahlers and Cooney Joint Representation Consent and Waiver	Cindy Yelick	Board members may approve the consent and waiver agreement.
	3.03 Level I Investigators (Updated)	Cindy Yelick	Board members may approve the updated list of Level I investigators.
	3.04 IAAEA 2025 Legislative Priority	Cindy Yelick	Board members may approve the IAAEA 2025 Legislative Priority.

4. Consent Agenda

Time	Topic/Process	Presenter	Outcome
5 min.	4.01 Personnel Report Addendum including the Early Notification Stipend	Margaret Borgen	Handout: Personnel Report Admin. Recommendation: approval
	4.02 Bills Board Financial Reports LOPB Nov. 1-15, 2024 LOPB Nov. 16-30, 2024	Tiara Mays	Handout: Available at meeting Admin. Recommendation: approval
	4.03 Purchase Requests <i>Microshare (CrowdStrike) - \$199,238.40</i> <i>Imagine Learning L.L.C. - \$32,130.00</i>	Et al	Handout: Purchase Requests Admin. Recommendation: approval
	4.04 Johnston CSD and Heartland AEA Memorandum of Understanding (MOU)	Cindy Yelick	Handout: MOU Admin. Recommendation: approval

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	4.05 Amendment to National Insurance Trust Joinder Agreement for Long-Term Disability	Cindy Yelick	Handout: Joinder Agreement Admin. Recommendation: approval
	4.06 First Amendment between Learning Ally and Heartland AEA	Susie Meade	Handout: First Amendment Admin. Recommendation: approval
	4.07 Transportation Agreement • Lynnville-Sully CSD	Jenny Ugolini	Handout: Transportation Agreement Admin. Recommendation: approval

5. Annual Meeting

Time	Topic/Process	Presenter	Outcome
30 min.	5.01 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. The newly elected president shall then assume the chair. The President shall hold office for one year.
	5.02 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. The President shall announce the results and the secretary shall administer the oath of office. The Vice President shall hold office for one year.
	5.03 Administer Oaths of Office to Newly Appointed President and Vice President	Jenny Ugolini	Administer oaths of office.
	5.04 Appointment of a Board Secretary and Treasurer. Administer oaths of office.	Board President	Board members shall appoint a Board secretary and treasurer and administer oaths of office.
	5.05 Selection of Regular Meeting Dates and Times	Board President	Board members will confirm meeting dates and times for 2025.
	5.06 Committee Assignments and Appointments	Board President	Board members will confirm committee assignments for 2025.
	5.07 Appointments of Law Firm(s)	Brian Whalen	Board members may appoint Ahlers & Cooney, P.C. and Nyemaster Goode, P.C. as the Agency's legal counsel.
	5.08 Conflict of Interest Statements	Jenny	Board members will complete the

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		Ugolini	annual conflict of interest statements
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6. Chief Administrator Comments

7. Board Comments

8. Adjournment

[FYI - Upcoming events](#)

Next Board Meeting: January 14, 2025, Zoom meeting

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