

Board of Directors Minutes

November 18, 2025



1. **Call to order:** Board President Cyndi Mears called the meeting to order at 1:15 p.m.
2. **Training:** Head Start Director Matthew LeClere provided training on the Head Start Program Information Report (PIR). He presented data and highlighted key points in child, staff, and program information. Executive Director Sheri Wilson presented training on the Head Start Governance Screener. Wilson went over Head Start standards, responsibilities, and reporting requirements that are to be provided to the board.

3. There was a **quorum present**. Members present were:

Des Moines County	Henry County	Lee County	Louisa County
Rhonda Reif	Barbara Welander	Ginger Knisley	Cyndi Mears
Brent Ruther	Linda Boshart	Brittany Kolzow	Kevin Hardin

Staff Present: Sheri Wilson, Rachel Albrecht, Sarah Gutting, Matthew LeClere, and Melissa Privia

Members Absent: Nicole Pappalardo, Shane McCampbell, and Mark Lindeen

a. **Seat Board Member: Community Representative from the Head Start Policy Council**

Motion by Knisley, second by Hardin, to seat Catey Swyter as a community representative board member. Motion approved by voice vote. Swyter currently sits on the Head Start Policy Council and lives in Lee County.

4. **Consideration of the Agenda:** Motion by Welander, second by Ruther, to approve today's agenda. Motion approved by voice vote.
5. **Consideration of the Minutes:** Motion by Ruther, second by Hardin, to approve the October 21, 2025 Meeting Minutes. Motion approved by voice vote.

6. **Action Items:**

- a. **Board Committees:** Motion by Hardin, second by Knisley, to approve the following members on board committees. Motion approved by voice vote.

Finance	Personnel	By-laws	Building
Cyndi Mears	Cyndi Mears	Cyndi Mears	Cyndi Mears
Shane McCampbell	Marc Lindeen	Rhonda Reif	Linda Boshart
Nicole Pappalardo	Linda Boshart	Brent Ruther	Barb Welander
	Nicole Pappalardo	Ginger Knisley	Marc Lindeen
	Kevin Hardin		Catey Swyter
	Brittany Kolzow		

- b. **Annual Agency Budget FY 2026:** Motion by Knisley, second by Swyter, to approve the Fiscal Year 2026 Annual Agency Budget for \$14,639,157. Motion approved by voice vote. The annual agency budget is based on current contracts that are subject to amendments throughout the year.

- c. **Agency Administrative Budget FY 2026:** Motion by Welander, second by Boshart, to approve the Agency Administrative Budget for Fiscal Year 2026 for \$903,456. Motion approved by voice vote.
- d. **Use of Funds for Center Staff Wage & Fringe:** No action needed. The federal government has reopened, and the state anticipates no disruption of CSBG funding at this time.
- e. **Head Start 1303 for the Fort Madison Building:** Motion by Boshart, second by Ruther, to approve the Head Start 1303 for the Fort Madison Building. This includes an application narrative and a budget of \$252,422. Motion approved by voice vote.

7. Executive Director's Report:

Wilson attended the ICAA Directors' Meeting via Zoom, engaged in calls with the state regarding food pantry operations, attended an exit interview with auditors, coordinated with the Burlington Thanksgiving Day Committee, reviewed contracts, and was on leave.

8. Financial Reports:

- a. **Statement of Financial Position**
- b. **Budgets**
- c. **Credit Card Statements**
- d. **Check Listing and Direct Deposits**

Motion by Hardin, second by Ruther, to accept the Financial Reports. Motion approved by voice vote.

9. Information:

- a. Weatherization Bids Awarded: October 1, 2025 – October 31, 2025
- b. Disclosure Relating to the Agency Nepotism Policy
- c. Head Start Governance Screener
- d. Weatherization Monitoring Report
- e. Conflict of Interest
- f. Board Self-Assessment Summary
- g. Program Updates

10. Next Meeting: Tuesday, January 21, 2026, at 1:15 p.m. at Central Office, Burlington, or via Zoom.

11. Adjournment: Motion by Knisley, second by Hardin to adjourn. The meeting ended at 2:26 p.m.

Respectfully submitted by:



Rachel Albrecht, Planning Director