



**Southern Seven Head Start/Early Head Start  
POLICY COUNCIL  
ZOOM MEETING MINUTES  
Administrative Office – Ullin, IL  
March 20, 2024**



**Call to Order**

*Artie McBride, Chairperson, was running late to the meeting so Nanci Berger, Vice Chairperson, began the meeting.*

Nanci Berger called the meeting to order at 9:03 a.m.

**Members Present**

Susan Armstrong, Hardin Co. CR  
Cymone Ballard, Pulaski Co. PA  
Nanci Berger, Vice Chairperson, Pope Co. CR  
Sharon Burris, Board of Health Crossover Rep.  
Shirley Cook, Alexander Co. PR  
Chelsi Diles, Johnson Co. CR  
Serina Lodgeman, Massac Co. PR  
Kathy Hutcherson, Massac Co. CR  
Artie McBride, Chairperson, Alexander Co. CR  
Lindsey Plummer, Union Co. PR  
Jamia Purdiman, Treasurer, Massac Co. PA  
Kevin Westall, Union Co. CR

**Staff Present**

Emily Boyd, Human Resources Administrator  
Sharity Gaddis, ERSEA Specialist  
Sarah Goddard, Financial Administrator  
Dona Middleton, Early Childhood Director  
Robyn Mize, Administrative Secretary  
Karen Moss, Professional Development Specialist  
Jennifer Parks, Early Childhood Administrator

**Roll Call**

Roll call was taken by Robyn Mize. A quorum was declared present.

**Approval of Minutes**

The minutes from the February 21, 2024 Policy Council Meeting was included in the Policy Council Packet emailed prior to the meeting. Susan Armstrong made a motion to approve the minutes from February 21, 2024. Kathy Hutcherson seconded. All in favor. Motion carried.

**Unfinished Business**

**Governance & Eligibility Training:** Jennifer Parks reminded the Policy Council that if they have not completed the Governance & Eligibility Training, that was offered virtually for members to complete on their own, to do so as soon as possible. If you need the information emailed to you again, please let Robyn know.

*Artie McBride, Chairperson, has arrived so she took over as moderator.*

## **New Business**

**Transportation Waiver:** Jennifer Parks stated that each year Southern Seven is required to get approval from the Policy Council for the Transportation Waiver which includes the following sites: Egyptian ELC and Hardin Co. ELC. Nanci Berger made a motion to approve the 2024-2025 Transportation Waiver. Kathy Hutcherson seconded. All in favor. Motion carried.

**CDA High School Program Update:** Jennifer Parks gave an update on the CDA High School Program.

**Information Memorandums (IM) & Program Instruction:** Jennifer Parks stated that no new IM's have been released this month.

**Significant Incidents:** Jennifer Parks shared and reviewed the Significant Incidents Report. Jennifer reported that no new incidents has happened since the last report in February, 2024.

## **Reports**

**Personnel Report:** Emily Boyd shared and reviewed the Personnel Report. For the month of March, Southern Seven has four new employees, four terminations, and six personnel changes. There are eight individuals listed on the report being recommended for employment. Vacancies at the following Southern Seven locations are listed on the report:

- Building Blocks Day Care – Assistant Day Care Coordinator and two PI Teachers;
- Metropolis Head Start – Associate/Assistant Site Supervisor, EHS Teacher, and a Parent Coordinator;
- Pope Early Head Start – three Early Head Start Teachers (one is waiting on fingerprints);
- Vienna Early Learning Center – Cook, Teacher Aide, and PI Home-Based Teacher/Parent Coordinator;
- All Seven Counties – Substitute Teacher, Substitute Program Assistant, and Substitute Cook positions.

Chelsi Diles made a motion to approve the Personnel Report. Susan Armstrong seconded. All in favor. Motion carried.

**Financial Report:** Sarah Goddard shared and reviewed the January Financial Report. The Budget Comparison Report is from January 1, 2024 through January 31, 2024. The Head Start Program Report is a detailed report of the budget comparison. The USDA report is from October 1, 2023 through January 31, 2024. The Credit Card reports for January lists the following cards: First National Bank of Omaha; Wal-Mart; Lowes; Sam's Club; and Kroger. The Credit Card statements for the First National Bank of Omaha were included in the Policy Council Packet emailed prior to the meeting. The Non-Federal Share (In-Kind) Report was presented. Kathy Hutcherson made a motion to approve the January Financial Report. Kevin Westall seconded. All in favor. Motion carried.

**Enrollment Report:** Sharity Gaddis shared and reviewed the Enrollment Report as of March 20, 2024. Kevin Westall made a motion to approve the Enrollment Report. Shirley Cook seconded. All in favor. Motion carried.

**Attendance Report:** Sharity Gaddis shared and reviewed the Attendance Report for January. Kathy Hutcherson made a motion to approve the Enrollment Report. Nanci Berger seconded. All in favor. Motion carried.

**Recruitment Plan:** Sharity Gaddis shared and reviewed the Recruitment Plan for the 2024-2025 School Year. Nanci Berger made a motion to approve the 2024-2025 Recruitment Plan. Shirley Cook seconded. All in favor. Motion carried.

**Professional Development Service Area:** Karen Moss shared highlights of the Professional Development Service Area.

**Center Updates:** Dona Middleton shared a PowerPoint Presentation of the activities the sites have been participating in.

**Community Assessment:** Dona Middleton shared and reviewed the Potential Head Start and Early Head Start Eligible Children.

**Questions/Concerns/Comments**

*None*

**Next Meeting Date via ZOOM**

The next Policy Council Meeting is scheduled for April 17, 2024.

**Adjournment**

Shirley Cook made a motion to adjourn. Kevin Westall seconded. All in favor. Motion carried. Meeting adjourned at 10:05 a.m.

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Policy Council Chairperson