



**Southern Seven Head Start/Early Head Start
POLICY COUNCIL
HYBRID MEETING MINUTES
Administrative Office – Ullin, IL
November 26, 2024**



Call to Order

Nanci Berger, Vice Chairperson, was not in attendance so Jennifer Parks led the meeting. Jennifer called the meeting to order at 9:02 a.m.

Members Present

Sharon Burris, Board of Health Crossover Rep.
Shirley Cook, Alexander Co. PR
Jessica Cullum, Pope Co. PR
Abigail Deitz, Johnson Co. PR
Chelsi Diles, Johnson Co. CR
David Gerardi, Pulaski Co. PR
Kathy Hutcherson, Massac Co. CR
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
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 October 16 & 24, 2024 Policy Council Meetings were included in the Policy Council Packet emailed prior to the meeting. Kevin Westall made a motion to approve the minutes from October 16 & 24, 2024. Shirley Cook seconded. All in favor. Motion carried.

Unfinished Business

Grant Updates - Baseline & Prevention Initiative (PI): Jennifer Parks shared an update on the status of the Head Start/Early Head Start Baseline Grant Application for 2025 and the Prevention Initiative (PI).

Governance Training: Jennifer Parks shared information regarding the Governance Training that was conducted before the Board of Health Meeting last week.

Election of New Officers: Chairperson; Vice Chairperson; Treasurer; & Secretary: *This has been tabled.*

Information Memorandums (IM) & Program Instruction: Jennifer Parks shared and reviewed the new IM's and PI's that have been released: Facilities Guidance; Reporting Child Health & Safety Incidents; Fiscal Year 2025 Monitoring Process for Head Start Recipients; Final Rule on Supporting the Head Start Workforce and Consistent Quality Programming – Technical Updates;

and Final Rule to Delay Effective Date for Increasing the CLASS Instructional Support Domain Competitive Threshold.

Significant Incidents: Jennifer Parks shared and reviewed the Significant Incidents Report. Jennifer stated that the Head Start Classroom in Hardin Co. was closed yesterday due to staff illness but it is back open today. It will be added to the report by the next Policy Council Meeting.

New Business

Guiding Principles: Jennifer Parks shared, reviewed and discussed the Guiding Principles with the Policy Council. The following changes were made:

- Under Article 6, Section 1 changed “3rd Wednesday” to “4th Tuesday”;
- Under B. Membership, Section 2 changed “eighteen (18)” to “29” to include alternates;
- Under B. Membership, Section 2 A-1 changed “Nine” to “Eleven”.

Shirley Cook made a motion to approve the Guiding Principles. Kevin Westall seconded. All in favor. Motion carried.

MOU’s with Local School Districts: Jennifer Parks stated that each year Southern Seven initiates a Memorandum of Understanding (MOU) with each School District in the Southern Seven’s Service Area. These will be completed and emailed out soon.

Under-Enrollment: Jennifer Parks shared the status of the Under-Enrollment Plan.

Program Officer Visit: Jennifer Parks announced that our new Program Officer would like to visit our program. We will let the Policy Council know when this is scheduled.

Community Assessment & Self-Assessment Introduction: Dona Middleton shared a PowerPoint Presentation regarding the Community Assessment Process. Jennifer Parks shared information regarding the Self-Assessment Process.

Reports

Personnel Report: Emily Boyd shared and reviewed the Personnel Report. For the month of November, Southern Seven had five new employees, six terminations, and eight personnel changes. There are no individuals listed on the report being recommended for employment. Vacancies at the following Southern Seven locations are listed on the report:

- Administrative Office – Education Coach Coordinator;
- Dongola Early Learning Center – Early Head Start Teacher;
- Egyptian Early Learning Center – Early Head Start Teacher & Program Assistant (waiting for fingerprints);
- Hardin Co. Early Learning Center – Program Assistant;
- Metropolis Head Start – Assistant Site Supervisor & Custodian (waiting for fingerprints);
- Pope Early Head Start – two Early Head Start Teachers;
- Vienna Early Learning Center – Program Assistant;
- All Seven Counties – Substitute Teacher, Substitute Program Assistant, and Substitute Cook positions.

Kevin Westall made a motion to approve the Personnel Report. Kathy Hutcherson seconded. All in favor. Motion carried.

Hiring Bonus Discussion: Emily Boyd shared information regarding a hiring bonus for only teaching positions that have been open for more than six months. Kevin Westall made a motion to approve the Hiring Bonus. David Gerardi seconded. All in favor. Motion carried.

Interview Training: *This has been tabled.*

Financial Report: Sarah Goddard shared and reviewed the September Financial Report. The Budget Comparison Report is from January 1, 2024 through September 30, 2024. The Head Start Program Report is a detailed report of the budget comparison. Also included is the Building Blocks Day Care and Prevention Initiative (PI) detailed reports. The USDA report is from October 1, 2023 through September 30, 2024. The Credit Card reports for September 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. Shirley Cook made a motion to approve the September Financial Report. Kevin Westall seconded. All in favor. Motion carried.

Final Head Start/Early Head Start Baseline Grant Budget for 2025: Sarah Goddard shared and reviewed the final budget for the 2025 Baseline Grant. Kathy Hutcherson made a motion to approve the final budget for the 2025 Baseline Grant. Kevin Westall seconded. All in favor. Motion carried.

Enrollment Report: Sharity Gaddis shared and reviewed the Enrollment Report, which includes the Day Care and Prevention Initiative (PI) Programs, as of November 25, 2024. David Gerardi 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 September. Kathy Hutcherson made a motion to approve the September Attendance Report. David Gerardi seconded. All in favor. Motion carried.

Education & School Readiness: Jennifer Parks shared highlights of the Education and School Readiness Service Area.

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

Questions/Concerns/Comments

None

Next Meeting Date via Hybrid

The next Policy Council Meeting is scheduled for January 28, 2025.

Adjournment

Shirley Cook made a motion to adjourn. David Gerardi seconded. All in favor. Motion carried. Meeting adjourned at 10:30 a.m.

Policy Council Chairperson