



**Southern Seven Head Start/Early Head Start
POLICY COUNCIL
HYBRID MEETING MINUTES
Administrative Office – Ullin, IL
May 27, 2025**



Call to Order

Nanci Berger, Chairperson, and Shirley Cook, Vice Chairperson, were not in attendance so Jennifer Parks led the meeting.

Jennifer Parks called the meeting to order at 9:03 a.m.

Members Present

Sharon Burris, Board of Health Crossover Rep.
Kim Clayton, Pulaski Co. CR
Jessica Cullum, Secretary, Pope Co. PR
Chelsi Diles, Johnson Co. CR
Kathy Hutcherson, Massac Co. CR
Kevin Westall, Union Co. CR

Staff Present

Rhonda Andrews-Ray, Executive Director
Emily Boyd, Human Resources Administrator
Sharity Gaddis, ERSEA Specialist
Sarah Goddard, Financial Administrator
Dona Middleton, Early Childhood Director
Robyn Mize, Administrative Assistant
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 April 29, 2025 Policy Council Meeting was included in the Policy Council Packet emailed prior to the meeting. Kathy Hutcherson made a motion to approve the minutes from April 29, 2025. Kevin Westall seconded. All in favor. Motion carried.

Unfinished Business

Grant Updates (Grandparent's): Jennifer Parks stated that Southern Seven would like to write again for the Grandparent's Grant as soon as it is released. Kevin Westall made a motion to approve the writing and submission of the Grandparent's Grant. Kathy Hutcherson seconded. All in favor. Motion carried.

Seasonal & Migrant Head Start Update: Jennifer Parks shared an update regarding Seasonal & Migrant Head Start. This program will be temporarily placed in Dongola and Jonesboro School Districts. We are working again to obtain a partnership with the owner of Su Casa.

Status of Head Start Update: Jennifer Parks shared an update on the status of Head Start.

New Business

2025-2026 School Calendar: Jennifer Parks shared and reviewed the 25-26 School Calendar. Kevin Westall made a motion to approve the 25-26 School Calendar. Kim Clayton seconded. All in favor. Motion carried.

Prevention Initiative (PI) Review: Jennifer Parks stated that a PI Grant Review is scheduled for the end of June, first of July, 2025. This grant has been extended for another year so we will be submitting a request for it.

Self-Assessment: Jennifer Parks shared and reviewed the results of the Staff Survey. These results are part of the Self-Assessment Process.

Information Memorandums (IM) & Program Instruction: Jennifer Parks stated there has been one new IM's or PI's. IM: School Choice, Expanding Educational Freedom & Opportunities for Families in Head Start Programs.

Significant Incidents: Jennifer Parks shared and reviewed the Significant Incidents Report.

Reports

Personnel Report: Rhonda Ray shared and reviewed the Personnel Report. For the month of May, Southern Seven had six new employees, five terminations, and 15 personnel changes. There are 12 individuals listed on the report being recommended for employment. Vacancies at the following Southern Seven locations are listed on the report:

- Administration – Education Coach Coordinator and Human Resources Administrator;
- Building Blocks Day Care – Assistant Day Care Coordinator, Cook, and Head Start Teacher;
- Dongola Early Learning Center – Teacher Aide;
- Massac Co. Home-Based – Home-Based Teacher/Parent Coordinator;
- Metropolis Head Start – Custodian, Early Head Start Teacher and two Teacher Aides;
- Migrant Head Start – Head Start Teacher, four Program Assistants and two Teacher Aides;
- Vienna Early Learning Center – Early Head Start Teacher and a PI Teacher;
- All Seven Counties – Substitute Teachers, Substitute Program Assistants, and Substitute Cooks positions.

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

Financial Report: Sarah Goddard shared and reviewed the March Financial Report. The Budget Comparison Report is from January 1, 2025 through March 31, 2025. 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, 2024 through March 31, 2025. The Credit Card reports for March 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. Kevin Westall made a motion to approve the March Financial Report. Kathy Hutcherson 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 May 27, 2025. Kevin Westall made a motion to approve the Enrollment Report. Jessica Cullum seconded. All in favor. Motion carried.

Attendance Report: Sharity Gaddis shared and reviewed the Attendance Report for April. Jessica Cullum made a motion to approve the Attendance Report for April. Kathy Hutcherson seconded. All in favor. Motion carried.

Recruitment Update: Sharity Gaddis shared an update on recruitment.

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

Community Assessment: *This has been tabled.*

Questions/Concerns/Comments

None

Next Meeting Date via Hybrid

The next Policy Council Meeting is scheduled for June 24, 2025.

Adjournment

Kevin Westall made a motion to adjourn. Kathy Hutcherson seconded. All in favor. Motion carried. Meeting adjourned at 9:53 a.m.

Policy Council Chairperson