



**Southern Seven Head Start/Early Head Start  
POLICY COUNCIL  
HYBRID MEETING MINUTES  
Administrative Office – Ullin, IL  
June 24, 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 9:02 a.m.

**Members Present**

Susan Armstrong, Hardin Co. CR  
Nanci Berger, Chairperson, Pope Co. CR  
Sharon Burris, Board of Health Crossover Rep.  
Jessica Cullum, Secretary, Pope Co. PR  
Chelsi Diles, Johnson Co. CR  
David Gerardi, Pulaski Co. PR  
Kathy Hutcherson, Massac Co. CR  
Kevin Westall, Union Co. CR

**Staff Present**

Rhonda Andrews-Ray, Executive Director  
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 May 27, 2025 Policy Council Meeting was included in the Policy Council Packet emailed prior to the meeting. Kevin Westall made a motion to approve the minutes from May 27, 2025. Susan Armstrong seconded. All in favor. Motion carried.

*Nanci Berger, Chairperson, is now present so she took over as moderator.*

**Unfinished Business**

**Migrant & Seasonal Head Start Update:** Jennifer Parks shared an update regarding Migrant & Seasonal Head Start. This program will be temporarily placed in Dongola School District. We have obtained a partnership with the owner of the Su Casa property in Cobden.

**New Business**

**Information Memorandums (IM) & Program Instruction:** Jennifer Parks stated there is no new IM's or PI's.

**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

June, Southern Seven had 11 new employees, no terminations, and 11 personnel changes. There is one individual listed on the report being recommended for employment. Vacancies at the following Southern Seven locations are listed on the report:

- Building Blocks Day Care – Head Start Teacher;
- Massac Co. Home-Based – Home-Based Teacher/Parent Coordinator;
- Migrant Head Start – Bus Driver, Parent Coordinator and a Teacher Aide;
- Mounds Head Start – Program Assistant;
- Pope Early Head Start – two Early Head Start Teachers;
- 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. Nanci Berger seconded. All in favor. Motion carried.

**Financial Report:** Sarah Goddard shared and reviewed the April Financial Report. The Budget Comparison Report is from January 1, 2025 through April 30, 2025. The Head Start Program Report is a detailed report of the budget comparison. Also included is the Building Bocks Day Care and Prevention Initiative (PI) detailed reports. The USDA report is from October 1, 2024 through April 30, 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 April Financial Report. Susan Armstrong 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 June 24, 2025. Kevin Westall made a motion to approve the Enrollment Report. Chelsi Diles seconded. All in favor. Motion carried.

**Attendance Report:** Sharity Gaddis shared and reviewed the Attendance Report for May. David Gerardi made a motion to approve the Attendance Report for May. Jessica Cullum 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:** Dona Middleton shared an update on the Community Assessment.

### **Questions/Concerns/Comments**

*None*

### **Next Meeting Date via Hybrid**

The next Policy Council Meeting is scheduled for July 22, 2025.

### **Adjournment**

Kevin Westall made a motion to adjourn. Susan Armstrong seconded. All in favor. Motion carried. Meeting adjourned at 9:40 a.m.

