



**Southern Seven Head Start/Early Head Start  
POLICY COUNCIL  
HYBRID MEETING MINUTES  
Administrative Office – Ullin, IL  
September 23, 2025**



**Call to Order**

Nanci Berger called the meeting to order at 9:02 a.m.

**Members Present**

Nanci Berger, Chairperson, Pope Co. CR  
Sharon Burris, Board of Health Crossover Rep.  
Kim Clayton, Pulaski Co. CR  
Abigail Deitz, Johnson Co. PR  
David Gerardi, Pulaski Co. PR  
Serina Logeman, Treasurer, Massac Co. PR

**Staff Present**

Sharity Gaddis, ERSEA Specialist  
Sarah Goddard, Financial Administrator  
Dona Middleton, Early Childhood Director  
Robyn Mize, Administrative Assistant  
Jennifer Parks, Early Childhood Administrator  
Rebecca Reed, Human Resources Director

**Roll Call**

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

**Approval of Minutes**

The minutes from the July 29 and August 14, 2025 Policy Council Meetings were included in the Policy Council Packet emailed prior to the meeting. Kim Clayton made a motion to approve the minutes from July 29 and August 14, 2025. Abigail Deitz seconded. All in favor. Motion carried.

**Unfinished Business**

**Self-Assessment:** *This has been tabled.*

**New Business**

**CACFP Grant:** Jennifer Parks shared information regarding the Child & Adult Care Food Program (CACFP) Grant. Abigail Deitz made a motion to approve the writing and submission of the CACFP Grant. Kim Clayton seconded. All in favor. Motion carried.

**Conversion Grant & 2025-2026 Program Options:** Jennifer Parks shared and reviewed the 2025-26 Program Options for the current school year and the proposed Program Options for the Conversion Grant. The Conversion Grant would be requesting 50 Head Start Slots converting into 32 Early Head Start Slots with the enrollment being Head Start = 200 and Early Head Start = 174. Abigail Deitz made a motion to approve the 2025-2026 Program Options. Nanci Berger seconded. All in favor. Motion carried.

**Locally Designed Program Option:** Jennifer Parks shared information regarding a Locally Designed Program Option that would allow two- and three-year old's in the same classroom so children aged three can receive services. Abigail Deitz made a motion to approve the Locally

Designed Program Option to allow Head Start (3-year old's) and Early Head Start (2-year old's) to be served in one classroom. David Gerardi seconded. All in favor. Motion carried.

**2024-2025 Annual Report:** Jennifer Parks shared and reviewed the 2024-25 Annual Report. Abigail Deitz made a motion to approve the 2024-25 Annual Report. Kim Clayton seconded. All in favor. Motion carried.

**2024-2025 PIR Results:** Jennifer Parks shared and reviewed the 2024-25 Program Information Report (PIR) results. David Gerardi made a motion to approve the 2024-25 PIR Report. Abigail Deitz seconded. All in favor. Motion carried.

**Board of Health & Policy Council Joint Training:** Jennifer Parks reviewed and discussed the different options of how the Board of Health and Policy Council can complete this training.

**Information Memorandums (IM) & Program Instruction (PI):** Jennifer Parks stated there is one new IM/PI. PI: One-time Supplemental Funds for Nutrition and Healthy Eating for Head Start Children and Families. Southern Seven did write for this grant but were informed that we did not receive it.

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

**Recognition of Policy Council Members:** Jennifer Parks stated that certificates were emailed to all the Policy Council Members in recognition of their service during the past school year.

### **Reports**

**Personnel Report:** Rebecca Reed shared and reviewed the Personnel Report. For the month of September, Southern Seven had 10 new employees, 9 terminations, and 28 personnel changes. There are five individuals listed on the report being recommended for employment. Vacancies at the following Southern Seven locations are listed on the report:

- Administration Office – Education Coaching Coordinator, Executive Director and ERSEA Specialist;
- Building Blocks Day Care – Cook (waiting for fingerprints) and a Teacher;
- Cobden & Migrant Head Start – Bus Driver, Cook, and a Teacher;
- Egyptian Early Learning Center – Cook (waiting for fingerprints) and Program Assistant (waiting for fingerprints);
- Metropolis Head Start – EHS Teacher;
- Mounds Head Start – Program Assistant (waiting for fingerprints);
- Vienna Early Learning Center – Teacher Aide (waiting for fingerprints);
- All Seven Counties – Substitute Cooks, Substitute Program Assistants and Substitute Teachers positions.

Abigail Deitz made a motion to approve the Personnel Report. David Gerardi seconded. All in favor. Motion carried.

**Hiring Process:** Rebecca Reed shared and reviewed the Hiring Process. David Gerardi made a motion to approve the Hiring Process. Abigail Deitz seconded. All in favor. Motion carried.

**Job Descriptions:** Rebecca Reed shared and reviewed the Job Descriptions. Abigail Deitz made a motion to approve the Job Descriptions. David Gerardi seconded. All in favor. Motion carried.

**Financial Report:** Sarah Goddard shared and reviewed the July Financial Report. The Budget Comparison Report is from January 1, 2025 through July 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 July 31, 2025. The Credit Card reports for June and July 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. Abigail Deitz made a motion to approve the July Financial Report. Nanci Berger seconded. All in favor. Motion carried.

**Continuation Grant Budget:** Sarah Goddard shared and reviewed the budget for the Continuation Grant. Abigail Deitz made a motion to approve the Continuation Grant Budget. David Gerardi 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 September 22, 2025. Abigail Deitz made a motion to approve the Enrollment Report. David Gerardi seconded. All in favor. Motion carried.

**Attendance Report:** Sharity Gaddis shared and reviewed the Attendance Reports for July and August. Abigail Deitz made a motion to approve the Attendance Reports for July and August. David Gerardi 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 and reviewed the updates to the Community Assessment. Kim Clayton made a motion to approve the Community Assessment updates. Abigail Deitz seconded. All in favor. Motion carried.

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

*None*

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

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

### **Adjournment**

David Gerardi made a motion to adjourn. Abigail Deitz seconded. All in favor. Motion carried. Meeting adjourned at 10:40 a.m.

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Policy Council Chairperson