Arkansas Head Start Association
Classes Meeting
September 13, 2023
Minutes

I. Barbie Baxter called the meeting to order at 11:03 am. The following members were present: Lakeisha Johnson, Barbie Baxter, Beatrice Rogers, Jamie Burnett, Melinda Calhoun, Shirley Pulliam, Teona Ford, Michaela Manning, Denise Middlebrook, Melissa Risher, Robin Surf, Cadesha Whitaker, Leslie Paschal Barnes, Tamara Griffin, Teresa Goings, Aletha Henderson, Krista Morrison, Shana Araujo, Sandy Aguirre, Colby Mack, Jackie Burton, and Amy Thomas. Guests on the call were Jackie Govan, Deana Howell, Tom Bannon, and Kathy Jones.

II. Barbie Baxter called for a Consideration of the Agenda. ***Shirley Pulliam made a motion to approve the agenda. Denise Middlebrook seconded the motion. All were in favor. The motion carried.***

III. Approval of Minutes: The Directors Class Minutes were not received. ***Shirley Pulliam made a motion to approve the Staff Class Minutes. Melinda Calhoun seconded the motion. All were in favor. The motion carried.***

IV. Guest Speakers: Jackie Govan introduced the speakers:
    a. Tonya Williams, Director, Arkansas Department of Education, DESE, Office of Early Childhood-Tonya was unable to participate.
    b. Tom Bannon, Vice President of Sales, After-Mouse.com shared information about the Play Interactive Touch Table. Two to four children can play simultaneously. It is very great for collaborative and social interaction but also a great tool for one on one between the teacher and child. It is $6100 for an eight-game bundle and does not require internet. It takes about 20 minutes to set up. Discounted for Arkansas programs through November 14, 2023. Email Tom Bannon at tom.bannon@after-mouse.com or call 646-361-1063.
    c. Kathy R. Jones, Product Manager, Rebion shared information about a Baby See App developed by Rebion and Boston Children's Hospital that allows parents to see what their children see at different stages, for example at six weeks everything looks black and white. She shared information about the Blink Vision Screener that will be able to detect severe vision issues. She also shared information about troubleshooting the Spot Vision Screener that screens children aged two to eight.

V. Old Business:
    a. Dollar per Child: Deana Howell reported that $820.23 has been collected. The deadline will be March 15, 2024.
    b. Membership Dues Report: Deana Howell reported a balance of $14,110.00 in membership dues is owed from the 2023-24 year and $937.50 owed for 2022-23. Dues are calculated by $5.00 per allotted program slot.
    c. Birthday Celebrations (September and October)
    d. Arkansas Head Start Association Strategic Planning Update:

i. Goal One-Jackie Govan shared that Goal One is completed.

Goal One: The AHSA will evaluate the performance of the state association by conducting a SWOT (Strengths, Weaknesses, Opportunities, and Threats) analysis to identify the weaknesses relative to the organization to focus on specific areas and to discover new actions to build and enhance the association's mission by 2023. {Chair: *Jackie Govan*}

7/20/22 **B**
6/11/23 **A**

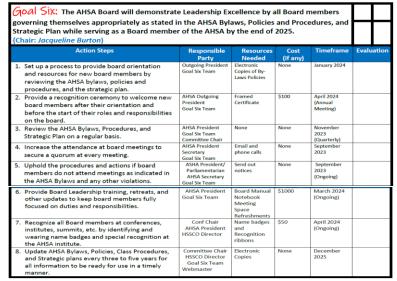| Action Steps	Responsible Party	Resources Needed	Cost (if any)	Timeframe	Evaluation
1. Select a SWOT facilitator.	HSSCO Director	None	None	5/18/2022	Completed
2. Brainstorm the Associations strengths, Consolidate, and Prioritize top 3-5 strengths	AHSA Classes	None	None	5/18/2022	Completed
3. Brainstorm Weaknesses in the Association.	AHSA Classes	None	None	5/18/2022	Completed
4. Identify Opportunities for the Association.	AHSA Classes	None	None	5/18/2022	Completed
5. Recognize the Threats to the Association.	AHSA Classes	None	None	5/18/2022	Completed
All information results will be used to complete other goals and action steps in this document.					

ii. Goal Two-Barbie stated that the committee is working on the plan update.
iii. Goal Three-Michelle was unavailable to report.
iv. Goal Four-Sherry Toney was unavailable to report.
v. Goal Five-Jackie Govan provided an overview of the activities and timelines that are to be included in the plan.

Goal Five: The AHSA will build and maintain strong, collaborative partnerships with different state agencies and organizations in order to provide ongoing quality services and collaborative activities that will benefit children and families in EHS/Head Start programs across the state by 2027. {Chair: *Jackie Govan*}

Action Steps	Responsible Party	Resources Needed	Cost (if any)	Timeframe	Evaluation
1. Review existing state partnerships and compare to the identified needs of EHS/Head Start programs to see if these partnerships are still working and add new partnerships based on program needs.	HSSCO Dir. AHSA Pres.	Needs Survey	None	December 2023	
2. Brainstorm and create a list of partners that matches with the identified needs of EHS/Head Start programs. {Example: Dept. of Higher Education – Hiring of Qualified Staff}	HSSCO Dir. AHSA Pres. Goal 5 Team	Typed up Collaboration Partners List	None	January 2024	
3. Disseminate the list of partners and collaborative efforts to all EHS/Head Start programs.	HSSCO Dir.	List of Collaboration Partners	None	February 2024	
4. Implement a plan of action with state partners by creating a MOU or a written action statement on how these agencies plan to work with the AHSA and what services will be provided (if needed) and by whom.	HSSCO Dir. AHSA Pres. Collaboration Partners	Written Plan and Action Plans	None	July 2024	
5. Monitor MOU agreement or Action Statement and share progress updates, successes, and challenges.	HSSCO Dir.	MOU's Action Plans	None	2027 (Ongoing)	

vi. Goal Six-Jackie Burton provided an overview of the activities and timelines included in the plan.

Goal Six: The AHSA Board will demonstrate Leadership Excellence by all Board members governing themselves appropriately as stated in the AHSA Bylaws, Policies and Procedures, and Strategic Plan while serving as a Board member of the AHSA by the end of 2025. {Chair: *Jacqueline Burton*}

Action Steps	Responsible Party	Resources Needed	Cost (if any)	Timeframe	Evaluation
1. Set up a process to provide board orientation and resources for new board members by reviewing the AHSA bylaws, policies and procedures, and the strategic plan.	Outgoing President Goal Six Team	Electronic Copies of By-Laws Policies	None	January 2024	
2. Provide a recognition ceremony to welcome new board members after their orientation and before the start of their roles and responsibilities on the board.	AHSA Outgoing President Goal Six Team	Framed Certificate	$100	April 2024 (Annual Meeting)	
3. Review the AHSA Bylaws, Procedures, and Strategic Plan on a regular basis.	AHSA President Goal Six Team Committee Chair	None	None	November 2023 (Quarterly)	
4. Increase the attendance at board meetings to secure a quorum at every meeting.	AHSA President Secretary Goal Six Team	Email and phone calls	None	September 2023	
5. Uphold the procedures and actions if board members do not attend meetings as indicated in the AHSA Bylaws and any other violations.	ASHA President/ Parliamentarian AHSA Secretary Goal Six Team	Send out notices	None	September 2023 (Ongoing)	
6. Provide Board Leadership training, retreats, and other updates to keep board members fully focused on duties and responsibilities.	AHSA President Goal Six Team	Board Manual Notebook Meeting Space Refreshments	$1000	March 2024 (Ongoing)	
7. Recognize all Board members at conferences, institutes, summits, etc. by identifying and wearing name badges and special recognition at the AHSA institute.	Conf Chair AHSA President HSSCO Director	Name badges and Recognition ribbons	$50	April 2024 (Ongoing)	
8. Update AHSA Bylaws, Policies, Class Procedures, and Strategic plans every three to five years for all information to be ready for use in a timely manner.	Committee Chair HSSCO Director Goal Six Team Webmaster	Electronic Copies	None	December 2025	

vii. Goal Seven-Deana Howell provided an overview of Goal Seven.

Goal Seven: The AHSA fully supports the National Head Start Association's (NHSA) Dollar Per Child's Annual Campaign by advocating the importance of ensuring that Arkansas' EHS/Head Start children and families are represented in Washington D.C. with funds based on enrollment to support the Head Start voice and the work to improve funding and services for programs by 2025. {Chair: *Deana Howell*}

Action Steps	Responsible Party	Resources Needed	Cost (if any)	Timeframe	Evaluation
1. Review and update the Dollar Per Child packet information and disseminate to all EHS/Head Start programs quarterly.	Goal Seven Team HSSCO Director	• Paper • Envelopes • Postage • Software	$100 Annually	August 2024 (Quarterly)	
2. Ensure that Dollar Per Child information is presented in a user-friendly manner (Flyer, pictogram, etc.)	Goal Seven Team	Software	None	December 2025	
3. Increase by 100% the number of programs to support the Dollar Per Child campaign by providing recognition and incentives to programs who contribute to the Dollar Per Child campaign each year.	Goal Seven Team	Examples: • Plaques • Gift Cards	$500 Annually	December 2025	
4. Provide multiple and easy ways for programs to submit their Dollar Per Child funds (Pay Pal, Cheddar, Check, Money Order, etc.) to the AHSA.	Goal Seven Team Admin Svcs Mgr	Ability to receive cash, mailed payments, and Cheddar	None	Completed May 2023	Completed see Resource Column
5. Invite all Classes to share strategies for obtaining the Dollar per Child funds in order for AHSA to reach the 100% increase.	Goal Seven Team	Survey Monkey	None	March 2024	# of Surveys Completed

viii. Goal Eight-Jackie Govan provided an overview of Goal Eight.

Goal Eight: The Arkansas Head Start Association will engage and promote equitable educational services to EHS/Head Start programs by networking and providing professional development and training, webinars, other methods used to eliminate racial disparities, as well as a variety of content areas for staff by 2027. {Chair: *Jackie Govan*}

Action Steps	Responsible Party	Resources Needed	Cost (if any)	Timeframe	Evaluation
1. To enhance and raise awareness of racial equity educational issues by providing training/ technical assistance to all EHS/Head Start programs.	Goal 8 Team HSSCO Director	• Flyers • Equity Cafés • Social Media • Add Hyperlinks • Racial Equity Campaign	Raise $25 per person from Racial Equity Webinars	December 2024 (ongoing)	• Flyers • Equity cafes • Social Media Plan • Hyperlinks
2. To share internal program data and racial equities patterns for EHS/Head Start staff by conducting webinars on how to collect, analyze, and use data for continuous improvement in each child's education and development.	Goal 8 Team HSSCO Director ELAN Advisory Committee	• State Partners • Data from Scheduled Webinars	None	December 2025	
3. To examine diversified ways to work with children in an early childhood classroom by sharing strategies and resources for EHS/Head Start teachers to use in their classrooms.	Goal 8 Team HSSCO Director AHSA President ELAN Advisory Council	• Racial Equity Website • Flyer to Share Information on Website	None	December 2023 (updated quarterly)	
4. To strengthen the knowledge and skills of EHS/Head Start staff to eliminate racial disparities in education by conducting a series of racial equity educational webinars on the state level for all Early Head Start/Head Start programs.	Goal 8 Team ELAN HSSO Director	• 3 Racial Equity Webinars • Material Needed for Webinars • Racial Equity Track at conferences	Funds will be raised at $25 per person for each session	December 2024 (ongoing)	Webinars held Participant Count Certificates
5. To identify and document racial inequities in EHS/Head Start programs with the leadership by conducting conference calls on how to utilize racial equity lens in checking all programs policies and procedures.	Goal 8 Team HSSCO Director AHSA President	• Create Racial Equity Checklist • Disseminate checklist	None	January 2026	

e. Revised AHSA Bylaws-Shirley Pulliam was unavailable to report.

VI. New Business

a. Racial Equity Webinars and Website was discussed as part of Goal Eight of the Strategic Pan.

b. Innovation: Moving Forward-Jackie Govan shared that the Directors Luncheon at the institute will focus on innovation.

c. AHSA Funding-Office Operations-Funding raised from the webinars will go to support the Arkansas Head Start Association

d. Approvals for AHSA/HSSCO Institute: Jackie Govan provided an overview of the institute. The location will be the DoubleTree and Robinson Center in Little Rock. The proposed theme is "Shaping the Future: Trends and Insights for Tomorrow". She provided an overview of the proposed budget, call for papers, exhibit application, proposed speakers: Robert Lemon, Tracy Rowe, Khari Garvin, and Tommy Sheridan.

e. Meeting Changes: There was discussion about moving back to face-to-face meetings in 2024 but still doing some meetings virtually.

f. Designation Renewal System: Jackie Govan shared information about the changes made to the Designation Renewal System. **Key Changes from the Prior DRS Rule:**

Deficiency Condition: Under this final rule, the DRS no longer requires competition for grantees with a single deficiency during their project period. While all deficiencies are serious and substantial or systemic, changing the condition to require competition if a grantee receives two deficiencies during the project period better reflects significant quality failures of an agency.

CLASS® Condition: For the CLASS® condition, the final rule facilitates the use of CLASS® as a quality improvement tool and promotes greater transparency for grantees. To achieve this, the final rule removes the lowest 10% criterion, while simultaneously establishing quality thresholds and raising the competitive thresholds (formerly minimum thresholds) for each domain of the CLASS®.

Fiscal Condition: For the fiscal condition, the final rule retains the requirement to compete if a going concern is identified in an audit report. It also adds a second criterion that requires competition if a grantee has a total of two or more audit findings of material weakness or questioned costs related to their Head Start funds in audit reports for a financial period within the current project period. This change results in a fiscal condition that better detects risks to fiscal management and oversight.

VII. Reports
   a. Arkansas Early Childhood Commission (SAC)-Barbie Baxter shared that the meeting was held July 18, 2023. Randy Morris attended in Barbie's place. She shared that the meeting focused on the move to the Arkansas Department of Education. Barbie asked for input from programs on critical issues affecting Head Start programs.
   b. Arkansas Head Start-State Collaboration Office-Jackie Govan shared that the priorities have changed due to the new Office of Head Start Director Khari Garvin. A new orientation guide has been developed for Collaboration Directors. There is new focus on homelessness, opioid and substance misuse, prisons, and incarcerated parents. With Arkansas LEARNS funding has been designated to hire a local early childhood lead in a pilot project to focus on identifying gaps in services, collecting data, creating an alignment of services, and establishing plan. She shared that Arkansas was rated number one in a 2022 Best and Worst Early Childhood Systems.
   c. Region VI Head Start Association-Jackie Burton shared an overview of the conference held July 17-21 in New Orleans. There was representation from the Dallas Regional Office. The keynotes were Mark Davis, Jared Green, and Khari Garvin. The next conference will be in New Mexico. The board will meet in October.
   d. Arkansas Head Start Association Institute-Jackie Burton provided an overview of the meeting held that morning. Arkansas Head Start Institute will be held April 30, 2024-May 3, 2024 at the Little Rock Doubletree Hotel/Robinson Center. Please see the Institute meeting minutes for more information.
   e. National Head Start Association Updates-Jackie Govan shared that the board would meet next week at the Leadership Conference. NHSA has been working on a funded enrollment initiative to support programs. Jackie reported that letters were sent to the Head Start Director, Khari Garvin, on the Full Enrollment Initiative.

VIII. Announcements (if any)
   a. A. Dates to Remember…

       i. Arkansas
1. AR Head Start Association Institute/Opioid & Substance Misuse Summit: April 30-May 3, 2024
2. Dads Reading on the Carpet: Oct 14-West Memphis
3. Powerful Conversations with Fathers: Fred Leonard Nov 14-the last one with Senator Clark Tucker is on the arheadstart.org website
4. School Readiness Summit: November 3, 2023
5. Early Head Start Child Care Partnerships: October 27, 2023
6. Homelessness Meeting-September 27, 2023
      ii. Regional
1. Region 6 Head Start Association Conference: New Mexico
2. Region VI Head Start Association Board Meeting-To Be Announced
    iii. National
1. National Head Start Association Conference: Leadership Conference-September 18-24, 2023
2. National Head Start Association Parent Conference: December 4-7, 2023

IX. Next Meeting Date: Class/Board Meeting: Wednesday, November 15, 2023

X. Adjournment: Barbie Baxter called for a motion to adjourn. ***Amy Thomas made a motion to adjourn the meeting at 12:18 pm. Melinda Calhoun seconded the motion. All were in favor. The motion carried.***

Submitted by,

Deana Howell