

**2025 Arkansas Head Start Association/Head Start State Collaboration Office Institute
Committee Meeting
January 15, 2025
Minutes**

Welcome/Overview: Dorothy Jenkins called the meeting to order at 9:03 am. The following members were present Jackie Govan, Deana Howell, Janene Halcomb, Virginia Gianelloni, Angela Blankenship, Krista Morrison, Teona Ford, Dorothy Jenkins, Jennifer Thomas, Sherry Toney, Melinda Calhoun, Sandy Borreson, Kayla Adaway, Raven Jones, Sandra Jeannette Morales-Acevedo, and Anarella Cellitti.

Consideration of Agenda: Dorothy Jenkins asked if there were any changes to the agenda. There were no changes.

Approval of Minutes: Dorothy Jenkins asked for the committee to review the minutes. ***Melinda Calhoun made a motion to approve the minutes as submitted. Sandy Borreson seconded the motion. All were in favor. The motion carried.***

Arkansas Head Start Institute Information: Jackie Govan shared an overview of the mini institutes for 2025. The first will be held June 23-24, 2025, and the second will be held November 3-5, 2025, with the School Readiness Summit on November 3, 2025. She shared the draft flyer which included the call for papers as well as registration, hotel, and exhibitor information. She received feedback from committee members on call for papers topics.

Therefore, the Call for Papers will focus on the following five content areas for June:

1. The Final Rule-Head Start Program Performance Standards (Mental Health, Salaries, Wage Parity, etc.)
2. Office of Early Childhood Leads
3. Positive Behavior Support
4. Change with a focus on Policies and Procedures
5. Innovative Ways to Address Individuality and Make it Work for your Program

November Content Focus Areas:

1. Trauma Informed Care
2. Systems and Services
3. Building Support Systems
4. Health Services/Children with Disabilities
5. Quality Programs

Jackie Govan shared that we will be planning the School Readiness Summit with the Office of Early Childhood. Once we receive approval of the flyer from the Board, we will be sending it out to programs.

Jackie Govan shared some of the benefits of using the Fairfield Bay Conference Centers such as a relaxed environment, great ways to network, and all equipment is incorporated seamlessly.

Opioid and Substance Misuse Summit: Jackie Govan asked members if we wanted to continue doing the summit or try to access training opportunities sponsored by other organizations. The consensus was to try to tap into other training opportunities so that we could focus on School Readiness.

2024 School Readiness Summit Evaluation: Jackie Govan shared an overview of the evaluations from the School Readiness Summit. The percentage of participants between Local Leads, Head Start, and Arkansas Imagination Library was balanced. There was positive feedback for the summit. Participants would have liked more time spent on the assimilation activity. They also suggested more planning with other entities and parents. They really appreciated the Triads.

Theme: Jackie Govan shared that the theme is “Leading Change, Strengthening Unity & Honoring Individuality.” She shared that most sessions for keynote speakers will focus on motivation.

Potential Speakers: Jackie Govan has negotiated for Sherri Killins to speak in November for \$3,600. She has been communicating with Rosemarie Allen for November but has not received confirmation of a fee.

2025 Institute Planning: Jackie Govan shared that the dates will be June 23-24, 2025, and November 3-5, 2025. The location will be the Fairfield Bay Conference Center, Fairfield Bay, Arkansas. The meeting space will be \$6,000 with a food minimum of \$6,000 before tax and service fees. Jackie will be working with the conference center on catering for breaks. The hotel offers a free complimentary breakfast.

Planning Committee 2025: Dorothy Jenkins asked for a report from Committee Chairs.

A. Institute Chair/Co-Chair: Jackie Govan has asked Tonya Williams and the Dallas Regional Office for letters. She has extended an invitation to the Regional Office to participate in the institute.

B. Conference Packet: No report given.

C. Decorations/Door Prizes: No report given.

D. Silent Auction: No report given.

E. Exhibits/Sponsors: No report given.

F. Finance/Budget: No report given.

G. Hospitality: No report given.

H. Publicity: Jackie Govan shared that the flyer would go out as soon as it is approved by the Board.

I. Registration: No report given.

J. Pre-Institute: No report given.

K. Program: Jackie Govan shared that more information will be shared once we receive the call for papers.

L. Evaluations/Facilitators: Jennifer Thomas shared that the committee is at a standstill until they receive more information from the Program Committee. She shared that we would use the same format for evaluations.

M. Equipment: Jackie Govan shared that she will know more after next week, but that the conference center may have us covered.

N. Special Events (not on timeline): Jackie Govan shared that information will be included in the program booklet and that there are several local attractions.

O. Signs/Printed Materials: No report given.

P. Prior to Institute Detail (Set-up Crew): Jackie Govan shared that everyone would pitch in to help with this committee.

Q. Post Conference Detail (Clean-Up Crew): Jackie Govan shared that everyone would pitch in to help with this committee.

Arkansas Head Start Association's Approval Items for Board: Jackie Govan shared that the Registration Packet and keynote speakers based on cost will be presented to the board for approval.

Fundraising: Jackie Govan shared that there was no participation for the Fashion Show and that we had low participation for Giving Tuesday. The committee discussed selling items like T-shirts or a staff wellness kit.

Next Meeting Date: The next meeting will be Wednesday, March 19, 2025, at 9:00 am (Face to Face)

Announcements: The NHSA Winter Leadership Institute will be held January 27-30, 2025, in Washington, DC. The Head Start State Collaboration Office Meeting is scheduled for March 3-6, 2025, in Washington, DC. The Family Service Credential Training will be held February through April 2025. Jackie Govan expressed thanks to Dorothy Coleman for leading the meeting.

Adjournment: The meeting adjourned at 9:54 am.

Submitted by,

Deana Howell, Administrative Services Manager