

**Arkansas Head Start Association
Institute Committee Meeting
September 18, 2024
Minutes**

The meeting was called to order at 9:00 am by Angela Blankenship.

Roll Call: The following members participated via zoom: Angela Blankenship, Gracie Gonzalez, Dorothy Jenkins, Jackie Govan, Sara Wilhite, Deana Howell, Jackie Burton, Rochelle Tice, Whitley Cooper, Carrie Ragland, Sherry Valentine, Jennifer Thomas, Anna Cannon.

Consideration of Agenda: There were no changes to the agenda.

Approval of Minutes: *Sara Wilhite made a motion to approve the minutes as submitted. Jackie Burton seconded the motion. All were in favor. The motion carried.*

Arkansas Head Start Institute Information: Jackie Govan shared that we are looking at different formats and options due to the rising costs associated with hosting an institute at a hotel. There was discussion about hosting 3 two-day institutes, 2 two-day institutes, or 1-week long institute at a college or university. The committee discussed several formats. *Sara Wilhite made a motion to host 1 three-day institute and 1 two-day director's retreat. Jennifer Thomas seconded the motion. All were in favor. The motion carried.*

Jackie Govan then asked the committee what time of the year the committee would recommend. The committee suggested June for the institute and the committee recommended the fall for the director's retreat. *Jennifer Thomas made a motion to host the institute in June and the director's retreat in September. Dorothy Jenkins seconded the motion. All were in favor. The motion carried.*

Jackie Govan asked the committee to email any theme suggestions to her or Deana. The committee discussed the Pyramid Model, Trauma and Active Shooting as well as changes in the Performance Standards. Jackie will also include topics from the survey. Registration costs will be \$375 for Early Bird Registration, \$157 for One Day, and \$455 for Pre-Registration. She encouraged planning committees to look at innovative ways to enhance the institute.

Deana will send out the committee list so that members can select which committees to serve on for the institute.

Summary: Angela Blankenship provided a summary of the decisions made during the meeting including the three-day institute for June, two-day director's retreat in September, and working to fill the committees. The next meeting will be November 20, 2024, at the Arkansas Head Start Association/Head Start State Collaboration Office.

Announcements: Jackie Govan shared a save the date for the School Readiness Summit, reminded programs to send theme options and possible speakers for the institute.

Adjournment: Angela Blankenship called for a motion to adjourn. Dorothy Jenkins made a motion to adjourn at 9:44 am. Jennifer Thomas seconded the motion. All were in favor. The motion carried.

Submitted by,

Deana Howell

Deana Howell

Administrative Services Manager