



Supporting Head Start quality today, impacting Arizona's tomorrow!

**Arizona Head Start Association
November 16, 2022
Meeting Minutes**

<p>I. Call Board Meeting to Order</p> <ul style="list-style-type: none"> • Roll Call for Quorum • Action Item: Mission and Purpose • Action Item: Approve August Board Minutes • Action Item: New Board Member: Member At Large • Action Item: AZHSA Calendar 2023 • Action Item: Bylaws • Association Updates 	<p>Janell Stringfellow – AZHSA Secretary</p> <ul style="list-style-type: none"> • Roll call – Quorum met yes or no <p>Board Members Present at the time of roll call 9:13 am</p> <p>Maria Hastings - Designee Eve Del Real Shandeen Gomez Marcia Flores Ana Herron-Valenzuela Gretchen Bonkoske Patti Kirkland Rosa Berrelleza Janell Stringfellow Debbie Schlamann Marcia Archer – Designee for Marcela Zepeda Mindy Zapata Juanita Pearson</p> <p>Eve Del Real – AZHSA President</p> <ul style="list-style-type: none"> • Meeting to order at 9:13 am • Approve Mission and Purpose First motion: Marcia Archer (Designee for Marcela Zepeda) Second Motion: Ana Herron Valenzuela • Approve August Board Minutes First motion: Marcia Archer (Designee for Marcela Zepeda) Second Motion: Ana Herron Valenzuela • Approve Board Member: Member At Large First motion: Marcia Archer (Designee for Marcela Zepeda) Second Motion: Ana Herron Valenzuela • Approve AZHSA Calendar 2023 First motion: Marcia Archer (Designee for Marcela Zepeda) Second Motion: Ana Herron Valenzuela • Approve Bylaws First motion: Marcia Archer (Designee for Marcela Zepeda) Second Motion: Ana Herron Valenzuela • Association Updates: Eve Del Real provided an update on the Associations Accomplishments for the 2022 PY. -Six PD Opportunities provided -Eleven Virtual Advocacy Visits
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	<p>See AZHSA Report Board President.</p> <ul style="list-style-type: none"> Proposed changes to AZHSA calendar <ul style="list-style-type: none"> In-person meetings will switch back to virtual.
<p>II. Treasurer’s Report</p> <ul style="list-style-type: none"> Action Item: Approve Financial Report Action Item: Budget + Meeting Rates for 2023 Action Item: Sponsorship Opportunities Update: Tax 990 	<p>Shandeen Gomez - AZHSA Treasurer</p> <p>Action Items</p> <ul style="list-style-type: none"> Financial report <ul style="list-style-type: none"> First motion: Gretchen Bonkoske Second Motion: Mindy Zapata Budget + Meeting Rates for 2023 <ul style="list-style-type: none"> First motion: Gretchen Bonkoske Second Motion: Mindy Zapata Sponsorship Opportunities <ul style="list-style-type: none"> First motion: Gretchen Bonkoske Second Motion: Mindy Zapata Update on Tax 990 <ul style="list-style-type: none"> -Reports provided in packet and referenced by Shandeen <p>Proposed Changes on AZHSA Income</p> <ul style="list-style-type: none"> AZHSA Member meetings will continue virtual. There will be an early bird registration rate and a late registration rate. Member Meetings are being estimated for a total of 60 participants in person. AZHSA Sponsors is being estimated by the new sponsorship opportunities packets AZHSA Donations- At this moment ALL donations are being sent to the NHSA Dollar Per Child Campaign and AZHSA does not keep any. We are proposing that the donations that AZHSA receives are used for activities related to Advocacy or to support Professional Opportunities for our committee leaders and parent board representatives. We are proposing that each program develop their own Dollar Per Child Campaign as some are already doing. Budget line was added for the professional development opportunities and potential conference that AZHSA hosts <p>Proposed Changes on AZHSA Expenses</p> <ul style="list-style-type: none"> Office Space was removed as Brooke Colvin approved the use of ADE address to be used 1535 W Jefferson St Bin#15 Phoenix Az 85007 Intuitive Payroll was removed as it is already part of the new accounting contract/cost New Budget line was added for AZHSA meetings and professional development opportunities. This will cover meeting space, food, materials, trainers cost etc. New Budget line was added for AZHSA Conference New Budget line was added for Travel. Expenses for travel have been broken down in categories to support the budget. The amount was estimated for 3-4 conferences/meetings a year

	<ul style="list-style-type: none"> • New Budget line was added for expenses for conference registrations as it was included in previous years in the travel budget. As stated above, it has been broken down to support the inflation and how much prices for registration/travel have gone up. • Membership Due & Sponsorships. It was separated from conference registrations to support the membership that AZHSA is part of. • Personnel, there was a slight increase in salary due to Director having to take on some accounting services, marketing, and future website responsibilities • Fiscal budget line was split into 3 categories and SAM's preparation was added as it is not part of the contract for the new accountant • PO BOX cost went up • New Budget line was added for Board insurance as it was something the executive team wanted AZHSA to have as an association • Printing and Ink has been updated as previously there was no AZHSA money allocated to this budget line and per Collab grant AZHSA need to pay 30% of the cost • AZHSA Community Based Forum has been updated as previously there was no AZHSA money allocated and per Collab office grant AZHSA need to pay 30% of the cost. • Postage- amount was decreased from \$340 to \$100- and money from this budget line was moved to other budget lines that cost increased. • Verizon- cost went up • New Budget line was added for Office Supplies as there was no AZHSA money allocated to this expense. <p><u>Sponsorship Opportunities for 2023:</u></p> <ul style="list-style-type: none"> • Proposal to go up on price for sponsorship opportunities – added new ways for sponsors to brand themselves (social media marketing, email blast and webinar) • Added for sponsors to have an opportunity to speak at board/member meetings for a cost • Added for sponsors to support the cost for conference by providing them opportunities to showcase their product <p><u>Taxes 990 for 2022 Update:</u></p> <ul style="list-style-type: none"> • Accountant had to make a revision on the taxes, due to the deadline, the executive team made the motion to approve to move forward with the submission of AZHSA 2022 taxes.
<p>III. Southwest Human Development</p> <ul style="list-style-type: none"> • Construct 	<p>Mindy Zapata- SWHD Director</p> <p>Construct: Technology & Data Improvements (See PPT)</p> <ul style="list-style-type: none"> • Blending and braiding approach • Sites operating 10 hours per day • Electronic signatures (Through Construct) • Tablets – non-federal share (Lend to every family) • Collect emails during enrollment and intake process

	<ul style="list-style-type: none"> • Shared Parent Portal (School readiness strategy to prepare families) • Home to School Connection Newsletter (Published 1x per month) – Share conference goals are shared • Instagram Shorts • Track provisions of services • Virtual Printing forms • Resource videos developed • Construct Quality Implementation Guide (All electronic) • Moving away from printing excessively in the program • Coaching: Family Practice Coaching, Construct Coaching, Family Engagement Coaching (Construct Coaching Model) • Teacher and caregiver practices through a Learning Community – Developed a List) • 70% of SWHD – Very supportive for those who do not have practical experience in the classroom. • Success coaching: 2,4,6,9 and year collecting data on how successful the programs to retain the teachers hired into the program • Smart Support Division
IV.Region 9 Head Start Association	<p>Ed Condon - Region IX Staff</p> <ul style="list-style-type: none"> • HNSA Winter Leadership January 23-26, 2023. • https://headstartgear.org (Pride for The Tribe) Head Start Gear Zone • If a program has a theme, they can coordinate to have gear to represent the theme added to costume gear. • Recruiting Board members and need a parent to join to promote and support the Association and State level. • Staff Wellness Box
V. ADE/HSSCO Update Report	<p>Brooke Colvin – HSSCO Director</p> <ul style="list-style-type: none"> • New position (3 months) • Annual Survey- need all programs to reply to the survey. Only two as of 11/16. Deadline extended 11/22. • HSSCO: Long range goals and the site has the HSSCO Strategic Plan (2021-2026) The survey is about the long-range goals that support the Strategic Plan. • New resources coming soon from the Office of Head Start National Center on Parent, Family, and Community Engagement. • Equity Considerations for Eligibility, Recruitment, Selection, Enrollment, and Attendance. • PDG)Preschool Development Grant-Submitted November 5th, 2022. Award announcement December 30, 2022 <p>Three-year grant January 2023</p> <ul style="list-style-type: none"> • Increasing Inclusive Settings • IT Start-up Expansion • B-5 Subgrants • Supporting ECE Workforce • Family Engagement • School Readiness Summit (2024)

	Professional Learning <ul style="list-style-type: none"> • ADE Professional Learning • ADE Event Registration System
VI. Region IX Association Report	Patti Kirkland - AZHSA Vice President
VII. Arizona Elections & How to use your voice	Erin Hart- Education Forward Arizona <ul style="list-style-type: none"> • Statewide nonprofit that advocates and acts to improve the outcomes for students through program and advocacy work. 2022 Election Re-Cap <ul style="list-style-type: none"> • Things to watch for 2023 • Your voice matters • Sign-up for the legislature info • AzECA encourage to join (Birth to 8 years old) •
VIII. Adjourn	Eve Del Real – AZHSA President <ul style="list-style-type: none"> • Meeting adjourn at <u>11:49</u>

Secretary Signature : Janell Stringfellow
Date that minutes were taken: 11-16-2022

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