



Arizona Head Start ASSOCIATION

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AHSA Quarterly Meeting
Standing Committee Agenda & Meeting Minutes
Parent, Family & Community Engagement Committee
Meeting Date: November 21
Meeting Time: 2:00-4:00
Meeting Location: Desert Willow Conference Center

DATE OF MEETING: November 21, 2013 Time: 2:00-4:00		LOCATION OF MEETING: Desert Willow Conference Center 4340 E. Cotton Center Blvd. Phoenix, AZ 85040
COMMITTEE MEMBERS PRESENT: Silvia Benitez, Maria Bugarin, Latricia Centers, Felipe Flores, Leticia Guzman, Dulce Hernandez Nora Leuck, Alicia Medina Dockens, Sonya Montoya, Katrina Relph-Mueller, Rosemary Sigala, Nina Williams, Debbie Wiseman,		
COMMITTEE MEMBERS ABSENT: Norma Alvarado, Ruth Cuen, Delia Dozal, Dherie Gifford, Sara Maestas, Deborah Mulgrew, Marlene Ordaz, Karla Solano		
VISITORS: Gene van den Bosch		
NEXT QUARTERLY COMMITTEE MEETING: Date: TBD Location: TBD		
AGENDA ITEM	DISCUSSION/RECOMMENDATION	PERSON(S) RESPONSIBLE/ PRESENTER
I. Call to Order & Welcome	The meeting was called to order by chairperson Nina Williams at 2:00 PM.	Nina Williams, Committee Chair, SWHD



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II. Adoption of Agenda	Hard copies of minutes from the previous meeting were provided by Debbie Wiseman.	Nina Williams, Committee Chair, SWHD
III. Approval of Minutes	The minute were approved by the committee.	Nina Williams, Committee Chair, SWHD
IV. Approval of Committee Vice Chairperson	Silvia Benitez, SWHS, was approved as the vice chair person by the committee. She will act as Secretary for the committee and will take the place of the chairperson when the duties cannot be fulfilled.	Nina Williams, Committee Chair, SWHD
V. HSSCO Work Plan	The committee was reminded about the HSSCO work plan.	Nina Williams, Committee Chair, SWHD
VI. Parent Education Institute	<p>General Discussion:</p> <ul style="list-style-type: none">• Location is secured for the next event for Parent Education Institute conference at the Catholic Diocese.• Location is 400 E Monroe, Phoenix, AZ• Dulce and Nina ill be touring the facility and finalizing details in December.• Catholic Charities donated training bags for resources and materials.• The date is set for February 27; am session 10-12; lunch 12-1; sessions 1-3.• Steven provided the budget \$2400 to expend and reproduce materials.• The cost provided by the Diocese is \$3000 for 200 people so the committee will make adjustments to fit into the budget.• The Guest speakers will need to cover the topics below:<ul style="list-style-type: none">✓ Language-Child Development (Proposed)✓ Dual Language development, Dr Castro from ASU	Nina Williams, Committee Chair, SWHD



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- ✓ Health
- ✓ Kinder garden transitions
- ✓ Kinder Garden transition checklist
- ✓ Materials checklist for kinder readiness
- ✓ United Way kindergarten readiness kits
- ✓ Financial literacy

- Topic: Suggested math and Science Nina will contact Brenda
- There will be a car seat safety training during lunch time and Phoenix Children's Hospital will bring sample car seats
- Dulce reported that she has been waiting for confirmation from Stand for Children. The committee decided that we will not pursue Stand for Children due to not having any response from them.
- We will have speakers repeat their session so parents will have the opportunity to attend the workshops.

We need confirmations of attendance from speakers; the workshops will need to have catchy titles.

Volunteer opportunities: Members will sign up to volunteer for the following assignments.

- ✓ Lunch monitors
- ✓ Translation & translating equipment
- ✓ Room Monitors
- ✓ Photographer
- Gifts to participants and Guest Speakers are needed
- Incentives: we have the bags - donations to fill the bags are needed



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	<ul style="list-style-type: none">• Nina will be at NHSA conference and will try to get some incentives• Sonya volunteered to create a flyer Flier Eng- Sp to e-mail to Steven, then programs will be registering numbers instead of names. If staff attends will count within the numbers allowed to each program• We are planning for a possible 200 participants• Lunch will be provided, breakfast may also be provided if costs don't exceed 2400\$. <p>The Health committee would like to partner with us for the next symposium. Possibility to have lunch time discussion on recreating HS lunch time family style meals. Maybe we can place conversation cards on tables. Members will E-mail Ideas to the committee</p>	
VII. Community Resources	<p>RSVP guest speaker Gen Van Den Presented the RSVP work with Maricopa county Pinal county, Central Maricopa and west Valley and the partnership with Jumpstart.</p> <p>RSVP are working with seniors willing to volunteer with the community that are in critical need. Senior Corps are retired seniors who are 55 years and up</p> <p>They have to meet the participants requirements:</p> <ul style="list-style-type: none">• USA citizens nationals or lawful permanent residents• Commit to serve 15 or more hours a week<ul style="list-style-type: none">✓ Currently they are currently supporting:✓ Foster grandparents✓ East valley Adult Resources✓ Jumpstart✓ Northern Arizona	ACLU: Dulce Juarez, RSVP Gene van den Bosch, guest



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	<p>RSVP would like to expand the collaboration with Arizona Head Start Association by creating MOU's with ASHA. This will allow programs state wide to bring volunteers to the program. They like to connect volunteers in classrooms and hoping to achieve a state wide MOU</p> <p>Expanding the Jumpstart program using the Senior Corp programs with RSVP the goal is to get volunteers in classrooms by January 2014.</p> <p>STEPS needed to ensure program's success:</p> <ul style="list-style-type: none">• Standard MOU that the committee can present to the board RSVP (sample MOU to Nina Williams will be email as soon as possible) Training NAU is responsible for the training volunteers (they will attend monthly trainings). Their training also includes training in diversity and inclusions. <p>When RSVP recruits participants they are required to have some amount of training every month.</p> <p>Fingerprint clearance is paid by NAU</p> <ul style="list-style-type: none">• Dulce Juarez from ACLU was not able to present her information: DJuarez @ACLUAZ.org (602)773-6016. Refer families that they feel were discriminated against and need assistance to prevent Immigration frauds.	
VIII. Foster Care Partnership	<ul style="list-style-type: none">• Additional partnership opportunities with Cradles to Crayons will be on the agenda for the next partnership meeting.• General discussion: Peggy, from Cradles to Crayons, wants to be a part of the group• DES wants programs to guarantee if families apply to HS we must	Nina Williams, Committee Chair, SWHD; Terry Doolan, ADE; Debbie Wiseman, Maricopa



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	<p>ensure they get enrolled on our programs</p> <ul style="list-style-type: none">• We need to have a state wide flier including changes in boundaries• Foster and home base families that moved out of service area should be considered (Nina will continue such matter with the executive meeting) we will continue to have a state wide meeting (once families get enrolled they were receiving services).	County
IX. Refugee Partnership	<p>Updates shared:</p> <ul style="list-style-type: none">• Latrisha reported last meeting collaboration partnership in July-August discussed key areas of recruitment providing resettlement agencies the number of children served last year the numbers were good for some program not so good by others• Discussion on the involvement of DES office at state level• Discussion with social services settlement agency's pilot program-final report (Latrisha has not seen the report she will bring it to the next committee meeting)• Overall the collaboration was a great effort- the number of refugee's participation at HS increase this year• At this point DES office will be remove from the collaboration• The next collaboration meeting will be in January they will move to develop next steps –they would like to develop some goals about the collaboration. <p>Challenges with the collaboration were shared:</p> <ul style="list-style-type: none">• Not being able to secure slots for refugees and translation for families	Nina Williams, Committee Chair, SWHD; Debbie Wiseman, Maricopa County; Latrisha Centers, COP



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	<ul style="list-style-type: none">• The little understanding from refugee partners on how Head Start works <p>One of the members provided Information of a good resource to support the needs of refugees at Maricopa County Hospital (Cultural Home navigators); They also have the refugee women's clinic.</p>	
X. Professional Development	<ul style="list-style-type: none">• Leadership Credential 30 hour was Postponed due to losing four participants (they will have it in January)• There is still time to get registered for an application e-mail Sonia there are openings for participation. They will cover materials and chapters to the month of June. They will meet the third Thursday meals are included \$500.00 for the Credential. Checks should be made to ASHA• FDC Credential not updates at this time, at End of June - train the trainers will occur	Sonya Montoya, NACOG
XI. Announcements	<ul style="list-style-type: none">• Committee members shared announcements, community resources, upcoming events, and/or program successes:<ul style="list-style-type: none">✓ Debbie Wiseman shared information about ECQUIP- every school district should have one –✓ A copy of the standards was provided to participants✓ Most school districts have quarterly meetings; make sure your programs are connected with their local school districts✓ Felipe mentioned that it is important to have information from Department of Education about Universal Preschool (Nina will invite them to come and present at our next committee meeting)✓ Begin to initiate collaboration with family engagement or parent liaisons at schools	Nina Williams, Committee Chair, SWHD



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XII. Adjourn	The meeting was adjourned at 3:56 PM.	Nina Williams, Committee Chair, SWHD
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