

# 2019 EARLY HEAD START INSTITUTE PRE-CONFERENCE SEMINARS ON MONDAY – SEPTEMBER 16, 2019

The registration fee for a seminar is in addition to the general conference registration fee and includes the Leadership Luncheon. Advance registration is required; on-site registration is not permitted. Registration will be processed directly by the presenting firm.

**View the current listing below. Registration ends August 31.**

## JUMPSTART YOUR WEEK WITH A PRE-CONFERENCE SEMINAR

We encourage you to attend a pre-conference seminar before the full conference opens. These seminars offer an intensive learning experience addressing key issues and best practices across content areas. Admission to the Leadership Luncheon is included as part of your pre-conference seminar experience. The Leadership Luncheon serves as an arena for spotlighting trends, defining emerging issues, and improving the knowledge base for effective decision-making. The event features political, research, civic and opinion leaders from across the country committed to promoting sound and innovative policy solutions.

### REGISTERING IS AS EASY AS 1-2-3

- 1 Download seminar descriptions on our homepage at [www.rivhsa.org](http://www.rivhsa.org).
- 2 Submit registration along with payment directly to the training firm.
- 3 Contact the training firm directly with any related questions.

### SCHEDULE AT A GLANCE (Subject to change)

- 7:15 Registration
- 8:00 Morning Session
- 11:30 Leadership Luncheon (Included in seminar fee)
- 1:30 Afternoon Session
- 4:30 Adjourn

#### A. **How SMART is Your Head Start?**

How high is the trust level in your organization? How well does your staff: Collaborate? Reflect? Focus on BROAD Goals and SMART Objectives? SMART Learning Systems has trained and coached educator teams for two decades in the use of our five-step SMART Improvement Process. This seminar offers support and strategies for achieving long-term BROAD program goals along with SMART measurable objectives. Join us for an interactive day: (1) Practicing the tools for self-assessing your team's readiness and effectiveness; (2) Determining your program's greatest areas of need; (3) Creating data trust rules; (4) Learning five different uses of data; and (5) Developing successful action plans. Come, discover how to use the SMART Improvement Process to make your Head Start SMARTer!

#### TRAINER

Kiett Takkunen, Director of Opportunities  
SMART Learning Systems, Madison, WI

**WHO SHOULD ATTEND** | New, emerging and seasoned administrators and professionals of varying specialties will benefit from this unique learning experience: Executive Directors, Head Start and Early Head Start Directors, Education and other Content Area Managers, Data Teams, or any key staff person with present or future administrative responsibility and accountability in this area.

**EVENT REGISTRATION** | \$325/person - includes The Handbook for SMART School Teams

**DISCOUNTED RATE FOR GROUPS** - \$1200/group of 4 OR \$1500/group of 5

Event registration. The fee for this seminar is in addition to the conference registration fee and includes the Leadership Luncheon on the scheduled day of the training. Advance registration is required, and onsite registration is not permitted for this event. Registration will be processed directly by SMART Learning Systems and confirmed upon receipt of payment.

Visit <https://smartlearningsystems.com/headstart/> to register. Direct seminar questions to Kiett Takkunen at [ktakkunen@smartlearningsystems.com](mailto:ktakkunen@smartlearningsystems.com) or 608.628.2797.

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**B. Fatherhood and Governance Leadership Skills**

The purpose of this workshop is to teach staff, the board of director and policy council how to function according to the 2007 Head Start Act Sec 642 and the Performance Standard in Part 1301.5, It is stated "An agency must provide appropriate training and technical assistance or orientation to the governing body and the policy council, including training on program performance standards and training to ensure the members understand the information they receive and can effectively oversee and participate in the programs in the Head start agency. This workshop will ensure a clear and strategic organizational direction that supports the agency's efforts to successfully navigate the challenges, responsibilities and opportunities of a new and changing environment. This training also provides non-profit governance teams with the necessary strategic tools to ensure organizational success.

**TRAINER**

Melvin Gravely, Sr., MPA, Chief Executive Officer  
The Gravely Group, Columbus, OH

**WHO SHOULD ATTEND |** New, emerging and seasoned administrators and professionals of varying specialties will benefit from this unique learning experience: Board and Policy Council Members, Parents, Head Start Directors and Management Staff or any key staff person with present or future administrative responsibility and accountability in this area.

**EVENT REGISTRATION |** \$325/person

The fee for this seminar is in addition to the conference registration fee and includes the Leadership Luncheon on the scheduled day of the training. Advance registration is required, and on-site registration is not permitted for this event. Registration will be processed directly by the training firm and confirmed upon receipt of payment.

Visit <https://www.thegravelygroup.com/training-workshops/upcoming-conferences/conference-registration/> to register. Direct seminar questions to [mel@thegravelygroup.com](mailto:mel@thegravelygroup.com) or 614.901.3369.

**C. Early Head Start Keys of Strategic Success**

Early Head Start programs must have a focused path to transition expectant mothers, infants and toddlers and implement appropriate developmental practices. Program leadership must consistently analyze, develop, and prioritize plans to meet deliverables for the Head Start, Early Head Start, and Early Head Start - Child Care Partnership programs. Leaders must also develop new enrollment plans, staff retention strategies, and quality insurance procedures while utilizing information from self-assessment results and data plans. This seminar focuses on the best strategic keys to meet relevant mandates (e.g. performance standards, alignment reviews, content systems and curriculum fidelity) and direct the course of action for Early Head Start model to maintain compliance in the areas of human resources, education, family service, health and safety, quality assurance, transition and maternal child health. Join us for strategies that support growth in this new direction of change and answers to commonly asked questions.

**TRAINER**

Robin Jones, President  
New Ventures Specialized Educational Services, Union City, GA

**WHO SHOULD ATTEND |** New, emerging and seasoned administrators and professionals of varying specialties will benefit from this unique learning experience: Executive Directors, Head Start Directors, Early Head Start Managers, Child Care Partnership Managers, Content Area Managers, Program and Design Management Teams, Mental Health Partners and Staff, Quality Assurance Teams, Training Coordinators, Mentor Coaches, Board of Directors, Policy Council Members Community Partners, or any key staff person with present or future administrative responsibility and accountability in this area.

**EVENT REGISTRATION |** \$350/person

The fee for this seminar is in addition to the conference registration fee and includes the Leadership Luncheon on the scheduled day of the training. Advance registration is required, and on-site registration is not permitted for this event. Registration will be processed directly by the training firm and confirmed upon receipt of payment.

Visit <https://www.regonline.com/ehskeysofsuccess> to register. Direct seminar questions to 404.310.6107.

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**D. The Nuts and Bolts for Operating a Successful EHS-CCP Grant**

Early Head Start-Child Care Partnership (EHS-CCP) services can be complex and overwhelming. Comprehensive analysis and management of the fiscal and operations components are critical for success. This interactive seminar will provide EHP-CCP grantees and partners with a complete understanding of how the EHP-CCP is different from wrap-around services, feature how to avoid common pitfalls, and assist funded grantees with making sound decisions regarding this program option. The following topics will be scaffolded into this intensive training: (1) Early childhood education/CLASS; (2) Fiscal reporting, management and oversight; (3) Understanding layered funding; (4) Staff training and development including child care partners; (5) Partnership agreements and contracts; (6) Child care subsidies; (7) Child and family outcomes; (8) Non-federal match requirements; (9) Effective data-based planning; and (10) Grantee oversight and ongoing monitoring.

**TRAINER**

Shawn Reid, MA, Program Design/Fiscal Operations Specialist  
Duscha Management LLC, Ann Arbor, MI

*This session features a moderator/facilitator and diverse panel of EHS-CCP experts who have experience working with Head Start National Centers, DANYA, National Center on Child Care Subsidy, Office of Head Start, and CLASS.*

**WHO SHOULD ATTEND** | New, emerging and seasoned administrators and professionals of varying specialties will benefit from this unique learning experience: Executive Directors, Early Head Start Directors, Head Start Directors, Fiscal Staff, Content Area Managers (Education-Performance Management-Contract Management-Staff Development/Training-Community Partnerships), Continuation Funded EHS-CCP grantees, New awardees of EHS-CCP funding, and Management staff or any key staff person with present or future administrative responsibility and accountability in this area.

**EVENT REGISTRATION** | \$595/person - includes forms and templates.

The fee for this seminar is in addition to the conference registration fee and includes the Leadership Luncheon on the scheduled day of the training. Advance registration is required, and on-site registration is not permitted for this event. Registration will be processed directly by the training firm and confirmed upon receipt of payment.

Visit <http://duschamgt.com/p/-training> to register. Direct seminar questions to [duschamgt@gmail.com](mailto:duschamgt@gmail.com) or 352.247.2113.

**E. From Top to Bottom: Managing and Measuring a Successful Inclusion Program for Infants and Toddlers with Disabilities**

This is an interactive session covering all Early Head Start regulations related to serving infants and toddlers with disabilities. The confusing 10% rule of children served will be clarified! This session will explore attitudes, advocacy practices and support to families.

**TRAINER**

Deborah Minter, M.Ed., Program Developer  
Minter Consultants, College Park, GA

**WHO SHOULD ATTEND** | New, emerging and seasoned administrators and professionals of varying specialties will benefit from this unique learning experience: Disability Services Manager and staff, Early Care and Education Manager, Family & Community Engagement Managers, Child Care Partnership Managers, Center Managers, Family Advocates, Policy Council, parents of children with disabilities, or any key staff person with present or future administrative responsibility and accountability in this area.

**EVENT REGISTRATION** | \$350/person

The fee for this seminar is in addition to the conference registration fee and includes the Leadership Luncheon on the scheduled day of the training. Advance registration is required, and on-site registration is not permitted for this event. Registration will be processed directly by the training firm and confirmed upon receipt of payment.

Visit <https://www.regonline.com/fromtoptobottom> to register. Direct seminar questions to [debormn@aol.com](mailto:debormn@aol.com) or 770-899-7907.

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**F. The Fiscal and Grants Management: A Case Study Walkthrough for 2020**

The lists are endless in the oversight requirements and operational obligations for grantees. Yet, the training and resources seem to provide the same redundant, menacing approach with no measurable benefit. Want a fresh approach to a reoccurring issue? Join subject matter experts who were involved in the development of today's current monitoring tools and resources. Billy Starr (former fiscal monitoring manager for DLH-Danya) and Vincent Dabney (liaison for OHS Monitoring and Disallowance Review Board) lead this interactive and engaging exploration of how to implement and operate an efficient grants and fiscal management department for Head Start and Early Head Start. Whether your challenges are in monitoring or operations, these experts will use case-studies and effective model validations to address the execution of sustainable oversight and resolution of operational concerns before they become a growing issue. Also, learn what's on the horizon for Head Start fiscal and administrative management.

**TRAINERS**

Billy Starr, MBA-CGAP, Managing Partner  
The BSA Group LLC, Lawrenceville, GA

Vincent Dabney, MBA-PMP, Senior Consultant  
The BSA Group LLC, Lawrenceville, GA

**WHO SHOULD ATTEND |** New, emerging and seasoned administrators and professionals of varying specialties will benefit from this unique learning experience: Governing Board Officers/Members, Policy Council Officers/Members, Executive and Mid-Level Management, Executive Director, Head Start Director, Fiscal Officer, Accountants (Sr/I/II), Payroll and Accounts Payable Specialists, Content Area Managers, Frontline Staff or any key staff person with present or future administrative responsibility and accountability in this area.

**EVENT REGISTRATION |** \$395/person

The fee for this seminar is in addition to the conference registration fee and includes the Leadership Luncheon on the scheduled day of the training. Advance registration is required, and on-site registration is not permitted for this event. Registration will be processed directly by the training firm and confirmed upon receipt of payment.

Visit <https://thebsagroup.com/rivhsa-preconference/> to register. Direct seminar questions to [registration@thebsagroup.com](mailto:registration@thebsagroup.com) or 678.288.9187.