

*October is Head Start
Awareness Month!*



*Let's Celebrate
Together!*



REGION VII
HEAD START
ASSOCIATION



2023 ANNUAL HEAD START CAUCUS

October 24-26, 2023 Pre-Track Sessions: Monday, October 23

STONEY CREEK HOTEL AND CONFERENCE CENTER • INDEPENDENCE, MISSOURI

18011 Bass Pro Dr, Independence, MO 64055

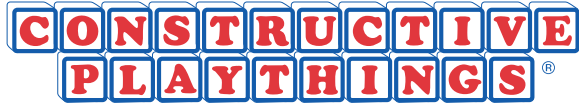


Region VII Head Start Association

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312 SW Greenwich Dr., Ste. 105, Lee's Summit, MO 64082
(816) 718-2260 www.R7HSA.com

Ever Feel Like You are
BUILDING THE PLANE
WHILE IT IS STILL IN THE AIR?

Good News!
You are not alone!



Buckle up, sit back, and remain seated
for this exciting 2023 Event!

You might even feel like you have
been to Washington, DC and back!



REGION VII HEAD START ASSOCIATION **2023 ANNUAL HEAD START CAUCUS**



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It's a Contest!

Showcasing a *“Head Start Awareness Month”* Poster Gallery Walk.



Tips for creating your contest entry:

- Gather photos and stories about the fun things that take place in your program and community.
 - Print your photos and stories and apply them to a posterboard.
 - Make it as colorful as you can with other fun elements!
- * If you've ever published story in the R7HSA Sand Box magazine, you already have everything you need to make your poster!**

REGION VII HEAD START ASSOCIATION **2023 ANNUAL HEAD START CAUCUS**



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2023 ANNUAL CAUCUS AGENDA

MONDAY, OCTOBER 23 • PRE-TRACK SESSIONS

Registered attendees only

Fiscal Reporting and the importance of Budget Monitoring

9:00am – 12:00pm (15 minute mid-session break) METAL ROOM

12:00 – 1:00pm Break for Lunch (provided)

Developing a Fundable Application

(ex. continuations, budget revisions and carryovers)

1:00 – 4:00pm (15 minute mid-session break) METAL ROOM

SPECIAL PRE-TRACK DISCUSSION

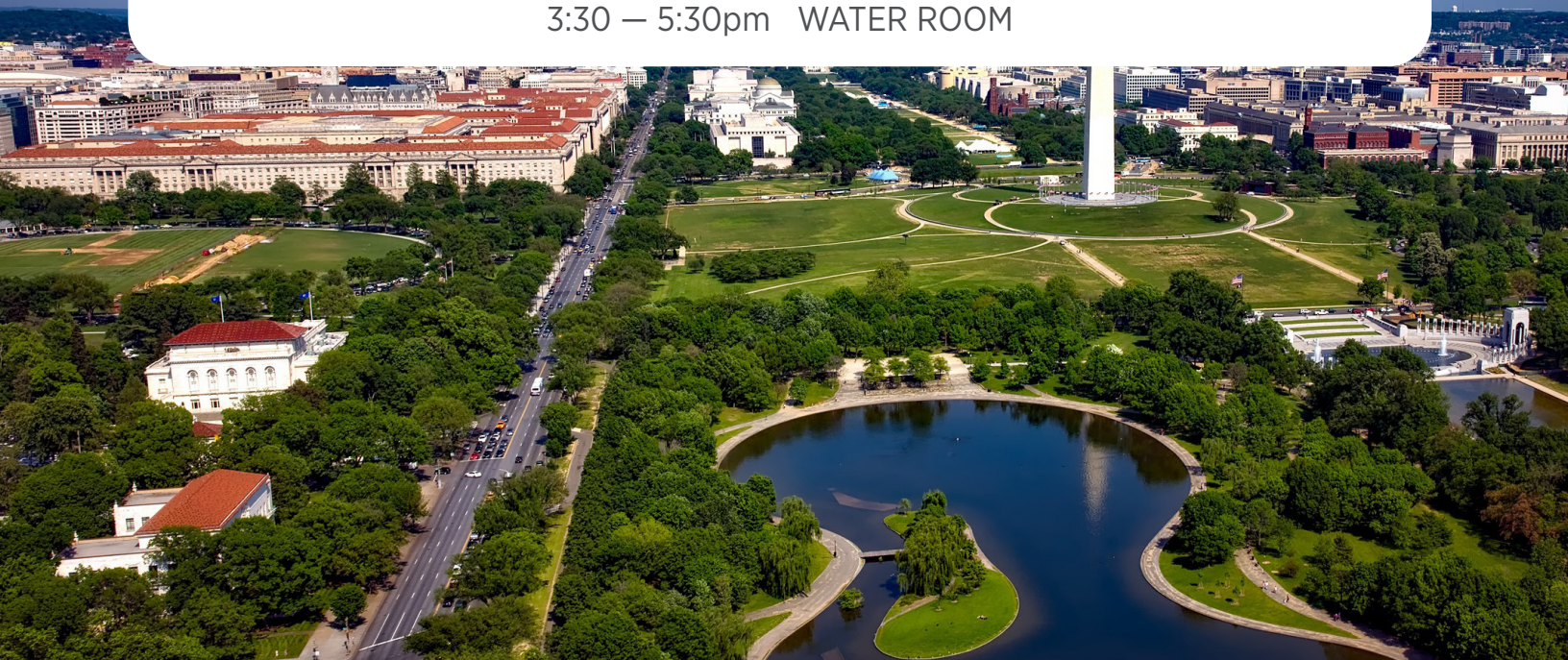
Confronting Poverty

All are welcome – there is no charge or additional registration for this session

1:00 – 3:00pm WOOD ROOM

R7HSA BOARD MEETING

3:30 – 5:30pm WATER ROOM





Region VII Head Start Association

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2023 ANNUAL CAUCUS AGENDA

TUESDAY, OCTOBER 23 • CAUCUS OPENING

Caucus Welcome

9:00am ELEMENTS BALLROOM

OHS Regional/Federal Office Informational Session I

9:30 – 10:45am ELEMENTS BALLROOM

Stretch Break 10:45 – 11:00am

Q&A Session

11:00am – 12:00pm ELEMENTS BALLROOM

Break for Lunch *(provided)*

12:00pm – 1:15pm WATER ROOM

OHS Regional/Federal Office Informational Session II

1:15 – 3:00pm ELEMENTS BALLROOM

Stretch Break 3:00 – 3:15pm

Q&A Session

3:15 – 4:30pm ELEMENTS BALLROOM

Appreciation Reception

4:30 – 5:30pm METAL ROOM





Region VII Head Start Association

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2023 ANNUAL CAUCUS AGENDA

WEDNESDAY, OCTOBER 25

Welcome Back

“Putting a Spotlight on Region VII T/TA and Honoring a Leader”

9:00 – 10:00am ELEMENTS BALLROOM

Stretch Break 10:00 – 10:15am

Featured Session: Part 1

“Beyond Basic Emergency Preparedness: Handling the Unexpected!”

10:15am – 12:00pm ELEMENTS BALLROOM

Break for Lunch (on your own)

12:00 – 1:30pm

State Association Leadership Network Luncheon

12:00 – 1:30pm WOOD ROOM *Closed meeting*

Featured Session: Part 2

“Beyond Basic Emergency Preparedness: Handling the Unexpected!”

1:30 – 3:00pm ELEMENTS BALLROOM

Stretch Break 3:00 – 3:15pm

Featured Session:

“Personalities at Work”

3:15 – 4:30pm ELEMENTS BALLROOM

Game Night on the Patio!

4:45 – ?? Stoney Creek Back Patio



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2023 ANNUAL CAUCUS AGENDA

THURSDAY, OCTOBER 26

State Breakout Meetings

8:00 – 8:50am

IA – METAL ROOM • KS – WOOD ROOM

MO – WATER ROOM • NE – FIRE ROOM

Policy/Legislative Update with NHSA

Stepping Up Advocacy Across Region VII

9:00 – 11:00am ELEMENTS BALLROOM

Caucus Wrap Up & Preparation for Departure

11:00am – 12:00pm ELEMENTS BALLROOM



New in 2023 — Special Focused Pre-track Caucus Sessions

Monday, October 23. Fee-based Pre-Registration Required

The following fiscal sessions were presented at the R7HSA Conference in June and are being offered as pre-track sessions at the Caucus based on a high demand from programs across Region VII.

- **Fiscal Reporting and the Importance of Budget Monitoring**
- **Developing a Fundable Application**

*What people are saying about the fiscal sessions
based on attendance at the June 2023 R7HSA Conference:*

“Jennifer and her team did a wonderful job explaining in common language terms many of the reports and topics that many fiscal staff struggle with related to Head Start performance standards and expectations. The examples and PowerPoint slides helped so much. In my 20+ years, there were a few items that I hadn’t heard before in all the years of attending trainings related to Head Start. I would love to see these sessions offered again in the fall for the Director’s Caucus”.

— *Mary Middleton, Accounting/Operations Manager,
Drake University Head Start*

“The Fiscal Training provided by the Regional Office and Jennifer Curtis at the 2023 Conference was very good. The Executive Director, Directors and Fiscal staff should attend when they get the opportunity. Participants get the opportunity to ask questions! The trainers also provided very good handouts and examples.

— *Deb Ross, Executive Director (HS/EHS)
Head Start Child and Family Development Program*

***Additional Pre-Track Opportunities & Networking Cafes under development**

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Agenda

Monday, October 23 • Pre-Track Sessions

Fiscal reporting and the importance of Budget Monitoring

9:00am – 12:00pm (15 minute mid-session break)

**Jennifer Curtiss, Grants Management Officer,
School Readiness, Administration for Children and Families & OGM Team**

Description: This session is geared toward grant recipients' fiscal staff; however, grant recipients' program staff are welcome to attend. Regional office staff will review the requirements and content of the SF-425, SF-428 and SF-429 reports and discuss the various platforms that are used to submit these reports. We will review the contents of a Notice of Award and where to look for important dates tied to fiscal reporting. We will discuss the importance of regular budget vs. actual expenditure monitoring (who should be involved, when conversations should occur around projected unspent funds and options for re-purposing those funds within appropriate timeframes). We will also review the differences between liquidation extensions and no cost extensions. Focus: Fiscal Reporting & Budgeting

12:00 – 1:00pm: Break for Lunch (provided)

Developing a Fundable Application

(ex. continuations, budget revisions and carryovers)

1:00-4:00pm (15 minute mid-session break)

**Jennifer Curtiss, Grants Management Officer,
School Readiness, Administration for Children and Families & OGM Team**

Description: Grant recipient program and fiscal staff are encouraged to jointly attend this session offered by regional office staff on developing a fundable application. For example, we will be discussing the level of detail needed in your budget justification/narrative, ensuring the SF424A matches the funding guidance letter as well as the application narrative, discussing when a budget revision and/or carryover is needed and what information should be included to support the request, etc. Following this session, you should be better equipped to submit applications requiring less follow-up and/or revisions.

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Monday, October 23 • Pre-Track Sessions

1:00 — 3:00pm

SPECIAL PRE-TRACK DISCUSSION SESSION

There is no charge for this session



Dominique NC Lewis,
NC Planning and Consulting

Confronting Poverty

Description: Poverty is a living community issue that can feel close and distant at the same time. As advocates for children, Head Start leaders can have the best intentions to meet families with empathy, yet feel inadequate to provide meaningful respite to families existing in crisis. In this workshop, safe discovery will be the goal as participants observe personal and social factors that contribute to the narrative of poverty.

Objectives:

1. Participants will discover how personal bias shapes community perspective on poverty.
2. Participants will examine how the ripples of poverty impact children of young ages.
3. Participants will recall the regional tension of wages and costs of living.
4. Participants will dialogue on economics as an inflection point in continuity of care.

Outline:

- I. Unpacking Bias
 - a. Socialization
 - b. Self Reflection
 - c. How Bias Shows Up
- II. Poverty
 - a. Social Determinants of Health
 - b. Cycles of Poverty
 - c. Observed Patterns
 - d. DEI
- III. Looking at our Region
 - a. Typical Wages
 - b. Typical Costs
 - c. Historical Patterns
- IV. Economic Stability
 - a. What it looks like
 - b. Stability v Poverty
 - c. Continuity of Care
- V. Conversation Circle (Last 45 min)

How we feel

 - a. Being Courageous
 - b. Race as Roots for Poverty
 - c. Moral, Intellectual, Relational Emotional

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Tuesday, October 23 • Caucus Opening

9:00am *Caucus Welcome* • R7HSA Representative (TBD)



Clarence Small, RVII Regional Program Manager
Administration for Children and Families (ACF)
Office of Head Start and Team



9:30 – 10:45am *OHS Regional/Federal Office Informational Session I*



Captain Tala Hooban, Deputy Director,
Administration for Children and Families (ACF)
Office of Head Start (OHS)



Adia Brown, Monitoring Division Director
Administration for Children and Families (ACF)
Office of Head Start (OHS)



10:45 – 11:00am **Stretch Break**

11:00am – 12:00pm **Q&A Session**

12:00pm – 1:15pm **Break for Lunch** (*provided*)

1:15 – 3:00pm *OHS Regional/Federal Office Informational Session II*

3:00 – 3:15pm **Stretch Break**

3:15 – 4:30pm *Q&A Session*

4:30 – 5:30pm *Appreciation Reception*



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Wednesday, October 25

9:00 – 10:00am **Welcome Back**

“Putting a Spotlight on Region VII T/TA and Honoring a Leader”

10:00 – 10:15am **Stretch Break**

10:15am – 12:00pm **Featured Session:**

“Beyond Basic Emergency Preparedness: Handling the Unexpected!” Part 1



Craig Cable, Safety and Security Consultant and Trainer

Narrative: As early childhood educators, we know the enormous responsibility we carry in providing a safe and nurturing learning environment where children, staff, and volunteers feel safe from harm while away from their homes. After all, the early childhood classroom is designed as a “fun place” to work and play while engaging in various learning activities throughout the day.

Unfortunately, as we see and hear all too often these days, the school setting, like many other places, is becoming more vulnerable to risks that could threaten the very safety we so often take for granted. To address this sensitive subject matter, R7HSA is pleased to introduce programs to Craig Cable, a highly endorsed trainer who with the use of engaging activities, resources, and techniques will equip participants with the confidence and skills needed to handle unexpected incidents. This session is not designed to incite fear among attendees, rather it is designed to empower individuals both professionally and on a personal level.

About this Session: This two-part training session will focus on how words and body language have the power to escalate or de-escalate potentially volatile situations. From calming a panicked parent in a crisis to interacting with an intruder on the property, this course focuses on tactical communication to help gain compliance to keep yourself and others safe.

Topics covered:

- Understanding the importance of situational awareness
- Recognizing the signs of someone in crisis
- Understanding the principles of de-escalation
- Lessons learned from past incidents
- Being prepared to act when words fail
- Live scenario-based training



REGION VII HEAD START ASSOCIATION **2023 ANNUAL HEAD START CAUCUS**

Wednesday, October 25 *Continued*

12:00 – 1:30pm **Break for Lunch** (on your own)

State Association Leadership Network Luncheon *Closed meeting*

1:30 – 3:00pm **Featured Session:**

“Beyond Basic Emergency Preparedness: Handling the Unexpected!” Part 2

3:00 – 3:15pm **Stretch Break**

3:15 – 4:30pm **Featured Session**

“Personalities at Work”



Amy Nelson, Emotional Milestones

About this Session: Professionals interact with a variety of people. Professionals who understand personality priorities work more effectively by leveraging individual and collective strengths, navigating areas of potential conflict, and creating positive relationships that thrive.

This engaging and interactive workshop teaches participants how to identify personality priorities, provides tools to build awareness of others, inspire positive communication, and manage interpersonal challenges. Explore styles and strategies for effective communication and co-teaching. This session will engage and energize participants at the end of a long day in preparation for an evening of Fun and Adventure!

Learning Objectives:

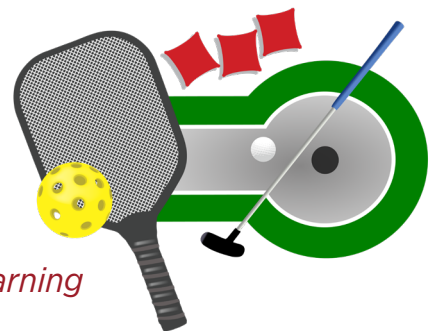
- Participants will learn how to identify personality priorities in themselves and others.
- Participants will understand and identify strengths and areas of growth for each priority.
- Participants will explore strategies for communication and connection with different personalities to enhance relationships.

“GET YOUR GAME ON!”

Join peers and colleagues on the patio at 4:45 for a late afternoon fun-filled event!

Sponsored by Constructive Playthings

Co-sponsored by Discount School Supply and Lakeshore Learning



Plan to join Sandy, Rob, and Derek

for beverages, appetizers, and a little friendly competition!

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Thursday, October 26

8:00 – 8:50am

State Breakout Meetings

9:00 – 11:00am

Stepping Up Advocacy Across Region VII

Policy/Legislative Update



Tommy Sheridan, Deputy Director, National Head Start Association will be on-site sharing the latest “Hill” news straight from Washington, DC regarding legislation that has a potential impact on Head Start and the children and families we serve.



NATIONAL HEAD START ASSOCIATION

11:00 – 12:00pm

Caucus Wrap Up & Preparation for Departure



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Presenter Details



Craig Cable, Safety and Security Consultant and Trainer

Craig is a risk management expert who provides safety and security consulting and training for schools, corporations, and nonprofits around the country.

In addition to Craig's safety and security experience, he is a sworn peace officer serving as a Reserve Deputy at the Larimer County Sheriff's Office located in Fort Collins, Colorado. As a member of law enforcement, he not only protects Larimer County's citizens as a volunteer patrol deputy but also county schools as a school marshal and certified School Resource Officer. He is an instructor for the Crisis Intervention Team (CIT), which specializes in de-escalating individuals who are a potential danger to themselves, and/or others. Craig has an extensive training background which includes active shooter response training through the Advanced Law Enforcement Rapid Response Training program. He is a Threat Liaison Officer who works closely with the FBI to identify potential threats against schools and critical infrastructure in Larimer County. He is also an NRA-certified firearms instructor, Range Safety Officer, and tactical trauma trainer. Craig has trained hundreds of security team leaders, community volunteers, and individuals working in schools, places of worship as well as numerous public settings.



Dominique NC Lewis is a career long champion for children and youth. She has spent her career working with children and youth programs with goals of supporting holistic and healthy development. She and her family reside in the Kansas City Metro area and are active in sports recreation and traveling.

Dominique is a graduate from both the University of Kansas and Oklahoma State University. With Dominique's long-term experience working in varied serving children; she has observed the importance of inclusive learning, intentional teaching and honoring play within the classroom. Her pedagogical approach is founded on ideas of equity and access for all children; she insists that these investments on behalf of children are the key to community sustainability.

As she continues to support local programs and their efforts to meet obstacles with strategy, Dominique also serves as an educator at Children's Mercy Hospital. She credits her rigor and creativity to great leaders like her dad and her first grade art teacher. Dominique holds education with a high regard. She is a proud Head Start Alum and continues to cheer on the program and great staff that show up each day for our children.

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Presenter Details



Jennifer Curtiss, Grants Management Officer, School Readiness, Administration for Children and Families

Jennifer Curtiss joined the Administration for Children and Families' Office of Grants Management in 2009 as a Grants Specialist assigned to support Office of Head Start grants. She became a Team Lead in 2015 and a Grants Management Officer in 2019.

She is responsible for grants management and oversight of Head Start/Early Head Start grants in Region 6 (Arkansas, Louisiana, New Mexico, Oklahoma, and Texas) and Region 7 (Iowa, Kansas, Missouri, Nebraska). Jennifer earned a Bachelor of Science degree in Business Administration from the University of Kansas and a Master's Degree in Social Service Administration from the University of Chicago.



Captain Tala Hooban is a commander in the U.S. Public Health Service Commissioned Corps, a uniformed body dedicated to advancing public health through service in agencies across the federal government. The mission of the Public Health Service closely aligns with the Head Start mission.

As you all know, the Head Start program was founded on the premise that children's health and well-being are central to early learning. As a public health professional with specialized knowledge of maternal and child health, Commander Hooban brings deep expertise in all levels of how children, families, and systems can thrive — which will be an asset to the comprehensive services that Head Start programs implement in partnership with communities across the country.

Her past work on behalf of children includes spearheading new emergency planning approaches with states to include children, ensuring safe environments for migrant children, and implementing the tribal home visiting program. OHS has benefited from her tenure as acting deputy director, and she'll start serving as the deputy director effective Aug. 26, 2022.

Adia Brown, Monitoring Division Director, Administration for Children and Families (ACF), Office of Head Start (OHS)

Adia Brown is the Monitoring Lead at the Office of Head Start. She has been a member of the OHS team for 23 years as is an alumni program specialist of Regional Offices III and IV. Known as the Monitoring Queen, Ms. Brown has been an innovator, creator and change agent for the OHS monitoring system, evolving the system from compliance only to a more comprehensive structure designed to evaluate overall grantee performance. In her spare time, she loves to cook, garden and spend time with her favorite people having as much fun as humanly possible.

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Presenter Details



Clarence Small, Regional Program Manager, Administration for Children and Families (ACF), Office of Head Start (OHS)

Clarence Small serves as the Region VII Office of Head Start Regional Program Manager. Clarence supervises federal and contract staff responsible for federal monitoring and oversight of 95 Head Start, Early Head Start, Child Care Partnership Grantees, and the four Head Start State Collaboration Offices throughout Region VII which includes; Iowa, Kansas, Missouri & Nebraska. He holds a Bachelor's in Social Work and a Master's degree in Education.

Clarence began his career with the Department of Health & Human Services-Administration for Children and Families (ACF) in December 1999 as Regional Hub Liaison working in the Kansas City and Chicago Regional Offices. In August of 2002, he accepted an assignment at the Kansas City Regional Office as a Youth Program Specialist, Office of Head Start. In August of 2011, he was promoted to Regional Program Manager (RPM). Prior to joining ACF, he was Director of Training and Emergency Services for KVC Behavioral Health of Kansas. Clarence is a native of Kansas City, Kansas.



Tommy Sheridan is the Deputy Director for the National Head Start Association (NHSA), where he has worked since 2009. Prior to his current role, Tommy served as NHSA's Senior Director for Government Affairs where he was the main liaison between the Head Start community and the powers that be in DC. Prior to NHSA, he worked in the MN State Senate and on several political campaigns.



Amy Nelson, Emotional Milestones

“Quirky Kid,” Amy Nelson, LCSW, RPT-S, is a prominent early learning keynote speaker, trainer, and children’s book author. Amy is passionate about supporting and empowering early educators to LEAN IN, embracing neurodiversity and inclusion in the classroom.

As a Play Therapist, Social-Emotional Learning Coach/Consultant, and founder of Emotional Milestones, Amy is at the forefront of helping professionals prioritize and optimize mental and behavioral support for young children. By leveraging applied sensory strategies and play-based learning, she helps teachers help kids by using practical tools to create nurturing environments.

Amy’s unique ability to weave together captivating storytelling and dynamic teaching methods has garnered widespread recognition, making her a highly sought-after speaker at esteemed local, state, and national conferences.

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EVENT DETAILS

NOTE: The target audience for this event has been broadened in an effort to be more inclusive of program staff professional development needs. The name of the 2023 event is reflective of this change: Annual Head Start Caucus .

- Target Audience: Executive Directors, Program Directors, Program Leadership Team, Policy Council & Governing Body Leadership, Managers, CEO, CFO, etc.
- Event registration fee: \$519.00 per participant (does not include pre-track sessions)
- Event registration includes lunch on Tuesday, 10.24 and complimentary admission to the Appreciation Reception where light refreshments will be served. Stoney Creek provides a complimentary breakfast daily to hotel in-house guests.
- Pre-Track Sessions: \$95.00 fee per participant offered to registered conference attendees (includes lunch and beverage breaks, and Sharefile documents access)
- One-Day Rate: Adjusted fee to attend one day of the 3.5 day event is available (anyone interested in a one-day admission (including Pre-Track as a stand-alone day will be assessed at the stand-alone fee) must contact Donna Veatch at donna@r7hsa.com regarding this opportunity for further registration instructions). This offer is limited to one participant per program.
- Event registration closes October 23, 2023
- Location: Stoney Creek Hotel and Conference Center
18011 Bass Pro Drive, Independence, MO 64055 Phone: (816) 908-9600

ROOM BLOCK

Hotel Room Block closes September 23, 2023

- Room Rate: \$119.00 for Deluxe King & Queen Rooms; \$123.00 for Expanded Queen room. Applicable tax at the time of the event will be added to the room rate.
- Hotel reservation link: Click or cut and paste the following Direct Hotel booking link for guest reservations: Details - Stoney Creek Hotel Kansas City - Independence ([windsurfercrs.com](https://res.windsurfercrs.com)).

<https://res.windsurfercrs.com/ibe/details.aspx?propertyid=17262&nights=1&checkin=10/23/2023&group=Region7&lang=en-us>

*Note: The link will only pull up one night. Choose the dates you need and hit “update”.

Coming in on Sunday, October 22nd for Pre-Event Opportunities?

Grab your room now! Room availability is limited Sunday night.

REGION VII HEAD START ASSOCIATION **2023 ANNUAL HEAD START CAUCUS**

R7HSA COMMUNICABLE DISEASE SAFETY PROTOCOLS

The health and safety of all participants-attendees, speakers, exhibitors, R7HSA contractors and Board Members is a top priority. To ensure the safety of all attendees, R7HSA will implement precautions for large group gatherings as recommended by the Center for Disease Control (CDC) and follow county and state guidelines in place at the time of the event.

All attendees regardless of position are asked during the registration process to agree to the following statement: "I understand there is an inherent risk of exposure to communicable diseases, including COVID-19, that may exist in any public place where people are present, and I release Region VII Head Start Association and the event venue for any harm due to the potential of exposure and assume responsibility for my own well-being."

R7HSA will observe the following precautions during the event: ensure the hotel provides a safe and sanitized venue throughout the Caucus. R7HSA will provide a complimentary PPE Station equipped with masks, hand sanitizer and additional supplies for participant use on a personal basis.

R7HSA EVENT CANCELLATION POLICY

Event cancellations received up to September 29, 2023, will be assessed a \$75.00 cancellation fee per participant registered. All requests for cancellation refunds must be submitted in writing by the event cancellation date. Cancellations made after September 29, 2023 are ineligible for a refund.

R7HSA will however consider cancellations due to extenuating circumstances (i.e., death, accident, serious illness, federal monitoring review, etc.). Requests falling in the "extenuating circumstances" category must be submitted in writing, include appropriate verification, and be received by R7HSA prior to the last day of the event. No refunds will be granted for any reason if received after the event has ended.

Refunds are processed 4-6 weeks post event. Please note refund fees will be applied to any received payments and/or deducted from outstanding event invoices. If funds remain after outstanding invoices are paid and requirements were met for a refund, a refund will be issued. Substitutions are accepted for this event and should be submitted to donna@r7hsa.com prior to the start date of the Caucus.

EVENT PHOTO USAGE

By registering and attending this event, you agree to the following statement: "I irrevocably, knowingly and voluntarily grant R7HSA the right to capture my photo image during the 2023 Caucus and I understand that it may be used in whole and/or in part in publications, advertising & marketing resources (printed and/or web-based), as well as posted on the R7HSA website and used in R7HSA Social media promotions further granting R7HSA permission the right to post images including my name."

DOLLAR PER CHILD

Dollar Per Child Campaign Raffle Opportunity will be available during the event. Bring your dollars and plan to participate!

EVENT SOCIAL MEDIA HASHTAG

#R7Caucus23

QUESTIONS?

Contact Donna Veatch @ (816) 718-2260

REGION VII HEAD START ASSOCIATION **2023 ANNUAL HEAD START CAUCUS**



SAVE THE DATES! **2024 R7HSA CONFERENCE**

June 4-6, 2024

June 3rd reserved for Pre-Track Sessions

Sheraton Hotel at the Overland Park, Kansas
Convention Center

Interested in presenting?

Contact Donna@R7HSA.com

