

REGIONAL FOCUSED PROFESSIONAL DEVELOPMENT:  
LEADING TO HIGH QUALITY SERVICES AND SCHOOL READINESS

*A multi-tiered training approach ...*



REGISTRATION PACKET  
OCTOBER 7TH –10TH, 2013

# MANAGEMENT ACCELERATION PROGRAM

A MULTI-TIERED TRAINING APPROACH  
SUPPORTING SUCCESS AT THE GRANTEE LEVEL



# REGION VII MANAGEMENT ACCELERATION PROGRAM CLASS OF 2013/2014

The Region VII Management Acceleration Program (MAP) is an expansive training program that provides Head Start/Early Head Start Directors and Managers (*in their current position three years or less*) a solid foundation of Head Start principles and management practices. MAP is designed using a multi-tiered training approach with a new class forming each year with a four day intensive on-site training. Participants begin a professional development journey that takes them through a continuum of learning of all Head Start key areas required for improved success at the grantee level. Participants also gain experience in the area of direct application. Program Governance, Fiscal Management, Internal Monitoring Systems and Risk Management, as well as all areas of the Head Start Performance Standards and Head Start Act of 2007 are fully integrated into the training content. **75 Hours required for MAP Certification.**

\*Pending: 2 Hours Graduate EDEX Credit: Drake University • Pending CEU Credit: Western Kentucky University

Face to Face Instruction (4 days)	28 Hours	Independent Research Study/ECKLC/Reading/ ETC.	15 Hours
Web-Based Session	2 Hours	Additional Professional Development Hours	20 Hours
Extended Learning Plan	10 Hours	MAP Total Required Hours (credit hour requirements may vary)	75 Hours

History: Region VII Management Acceleration Program (MAP) was developed in 2008 through a partnership involving: The Region VII Head Start Regional Office, Administration for Children and Families, Region VII TA System (ICF International) & the Region VII Head Start Association. The program is currently under the direction of the Region VII Head Start Association.

## Class of 2013/2014 MAP Syllabus/Itinerary: Formal Instruction



<p><b>Day 1</b></p> <ul style="list-style-type: none"> <li>• Welcome &amp; Overview of MAP</li> <li>• Head Start 101/Historical Perspective</li> <li>• Professionalism/Ethics/Code of Conduct</li> <li>• Understanding the Head Start Systems Approach</li> <li>• Human Resource Management 101</li> <li>• Supervision 101</li> </ul> <p><b>Day 2</b></p> <ul style="list-style-type: none"> <li>• Grants 101/Fiscal Operations</li> <li>• Eligibility, Recruitment, Selection, Enrollment, Attendance (ERSEA) 101</li> <li>• Monitoring 101-Assessing Risk</li> <li>• Program Planning 101</li> </ul>	<p><b>Day 3</b></p> <ul style="list-style-type: none"> <li>• Governance 101/Governance Readiness</li> <li>• Engaging Parents, Families and Community Partnerships</li> <li>• School Readiness: Child Development Services 101</li> <li>• Comprehensive Services: Disability/Mental Health / Health/Dental/Nutrition</li> <li>• Transportation 101 &amp; Ensuring Safety –Injury Prevention (Emergency Preparedness)</li> </ul> <p><b>Day 4</b></p> <ul style="list-style-type: none"> <li>• Introduction to Data Collection and Management</li> <li>• Connecting with National, Regional and State Communities &amp; Resources</li> <li>• Extended Learning Plan Application Project</li> <li>• Staff Mental &amp; Physical Wellness</li> </ul>
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**Instructor of Record:** Kalin Koehn, MA-SLP, ECSE is currently working as an independent training contractor and OHS reviewer for Danya International. Her previous experience includes over 20 years of working with children and families in Head Start, Early Head Start, and special needs programs. Kalin has extensive experience in mentoring program staff and supporting areas such as child outcomes and CLASS observations, partnering with parents through EHS services, program monitoring, and grant writing. As a previous Head Start director and part of the T/TA support staff, Kalin understands working within programs to support the training needs for staff and working to increase outcomes for both children and families.

## Management Acceleration Program Instructors



Mernell King, BSEd is the Early Childhood Programs Director at Central Missouri Community Action Program in Columbia, Missouri. Mernell has spent the past 16 years working with Head Start in various executive capacities. She has assisted the UCLA/Johnson & Johnson Health Care Institute as a consultant providing training and technical assistance to the Head Start program teams that have been a part of the Institute over the past 11 years. Prior to joining the Early Childhood team at CMCA, Ms. King spent a year as a Trainer for the Training & Technical Assistance (T/TA) System serving the Office of Head Start. Her first work in Head Start began as the director for Douglass Community Services Head Start and Early Head Start Programs in Hannibal, Missouri. Under her direction, Douglass Community Services participated in the pilot study and first-year of the UCLA/Johnson & Johnson Health Care Institute which has become a premier training program for families needing health literacy education. Earlier in her 35 years of public service, Ms. King worked in the fields of mental health, disabilities, and as an elementary teacher in Missouri's public schools.

### **Special Accomplishments**

Ms. King is a member of the National Association for the Education of Young Children (NAEYC), Region VII Head Start Association, and the Missouri Head Start Association (MHSA) Past President, is a member of the Missouri Coalition for Oral Health and also served as President of that organization. She has also served on numerous boards, coalitions and work groups of organizations in Missouri and for state and national agencies that serve young children and families. In 2009, Mernell was awarded the National Leadership Award from the National Head Start Association (NHSA) for her national efforts on behalf of Head Start programs.

### **Education**

Mernell is a graduate of the UCLA/Johnson & Johnson Head Management Fellows Program. Ms. King graduated summa cum laude with a Bachelor of Science degree in elementary education from Southeast Missouri State University. She is currently working on her Masters Degree in Public Policy Administration.

Georgia Sheriff is a Program Director for Character Counts In Iowa. Georgia joined Character Counts In Iowa in September 2012 after serving as Director of Drake University Head Start for over 15 years. She works with early childhood programs, schools and in workplace settings related to CHARACTER COUNTS! and culture and climate. Georgia is working with CHARACTER COUNTS! to produce early childhood curriculum support materials for programs and parents that are expected to be published in the Summer, 2013.



### **Special Accomplishments**

As Director of Drake University Head Start, Georgia led a program serving up to 1000 children and their families in 40 locations. Georgia served on the Board of the Iowa Head Start Association. She served as president of the Iowa Head Start Association from 2003-2005. In 2003, she became a Johnson & Johnson Fellow. Georgia's prior experience included positions with the Iowa Department of Education and Indiana University.

### **Education**

Her career has focused on early childhood general and special education with an emphasis on family engagement, full inclusion, community development, and strategic planning. Georgia earned her doctorate in special education from Indiana University-Bloomington.

She is actively involved in the community and volunteers with the Urbandale Food Pantry and helps coordinate the Women's Career Clothing Closet, a no-cost boutique for women returning to or in the workforce.

Georgia lives in Urbandale with her husband, Rick. They have two adult children, Chris and Colleen.

## Region VII Head Start

### Management Acceleration Program Four Day On-Site Agenda

<b>Day 1 (6.5 Hours)</b>	
8:00am - 9:00am	Welcome / Overview of MAP
9:00am - 10:30am	Head Start 101/History
10:30am - 10:45am	Break
10:45am - 11:45am	Professionalism/Ethics/Code of Conduct
11:45am - 12:45pm	Lunch (Intro to Extended Learning Plan)
12:45pm - 1:45pm	Understanding the Head Start Systems Approach
1:45pm-2:45pm	Human Resource Management 101
2:45pm - 3:00pm	Break
3:00pm - 4:00pm	Supervision 101
4:00pm - 5:00pm	Transition & Disseminate into Peer Group Work: Systems Application Activity
<b>Day 2 (7.5 Hours)</b>	
8:00am - 9:30am	Grants 101/Fiscal Operations
9:30am - 9:45am	Break
9:45am - 12:15pm	Eligibility/Recruitment/Selection/Enrollment/Attendance (ERSEA) 101
12:15pm - 1:15pm	Lunch
1:15pm - 2:45pm	Monitoring 101-Assessing Risk
2:45pm - 3:00pm	Break
3:00pm - 5:30pm	Program Planning 101 - (IM, PI, CNA, SA, PIR)
<b>Day 3 (7.5 Hours)</b>	
8:00am - 9:30am	Governance 101
9:30am- 9:40am	Transition Break
9:40am - 10:15am	Governance Readiness (PMFO Instrument)
10:15am- 11:45am	Engaging Parents, Families and Community Partnerships
11:45am - 12:45pm	Lunch
12:45pm - 2:00pm	School Readiness: Child Development Services 101
2:00pm-2:10pm	Transition Break
2:10pm - 3:30pm	Comprehensive Services: Disability/Mental Health/Health/Dental/Nutrition
3:30pm - 3:40pm	Transition Break
3:40pm-5:30pm	Transportation 101 & Safety-Injury Prevention (Emergency Preparedness)
<b>Day 4 (6.5 Hours)</b>	
8:00am - 10:00am	Data Collection & Management
10:00am-10:15am	Transition Break
10:15am - 11:15am	Peer Group Work/Applying Data to Program Planning Application Exercise
11:15am - 12:30pm	Connecting with National, Regional and State Communities & Resources
12:30pm - 1:30pm	Walk About Lunch & Learn-Posted Extended Learning Plan information Exchange
1:30pm– 2:45pm	Staff Mental & Physical Wellness
2:45pm	Closing Remarks/Dismiss



## Region VII Head Start

### Management Acceleration Program Distance Learning Webinar

#### Save the Date!

(An invitation will be sent to all 2013/2014 Registered Participants)

#### MAP Go To Webinar Session:

#### Continuum of Learning: Reconnecting/Application/Extended Learning Plan

**When: Join us for a Webinar on April 8th, 2014**

Note: Attendance at this session concludes your 30 hours of instructional MAP Sessions>

Space is limited.

Reserve your Webinar seat now at:

<https://www1.gotomeeting.com/register/530809593>

This session is designed to demonstrate the importance of staying connected in an effort to continue learning through a network of peers.

Participants will have an opportunity to share successes challenges with their Back Home Extended Learning Plan as well as hear Head Start Updates.

Participants will also use technology to utilize the meeting and gain knowledge regarding the overall use of social media including policies and procedures at the program level.

Title:

MAP Session: Continuum of Learning: Reconnecting/Application/Extended Learning Plan

Date:

Tuesday, April 8, 2014

**Time: 9:00 AM - 11:00 AM CDT (2 hour session)**

After registering you will receive a confirmation email containing information about joining the Webinar.

System Requirements

PC-based attendees

Required: Windows® 7, Vista, XP or 2003 Server

Mac®-based attendees

Required: Mac OS® X 10.6 or newer

Mobile attendees

Required: iPhone®, iPad®, Android™ phone or Android tablet

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**REGION VII MANAGEMENT ACCELERATION PROGRAM (MAP)**

**CLASS OF 2013/2014**

**PARTICIPANT APPLICATION FORM**

**Applicant Information**

Last Name	First Name	Title	
Organization			
Street Address	City	State	Zip
Office Phone	Fax	Home Phone	
Email			
Current Position within Organization			

**Short Applicant Essay**

Attach a brief paragraph describing your employment background with Head Start as well as other positions you have held. Please write and attach two to three paragraphs describing why your application should be chosen for participation in the MAP Class of 2013/2014 (i.e., include information about what you envision bringing to the Program as well as what your expectations are in attending MAP). Describe your current role as a manager or director at the local level.

**Signatures:** (this application requires the signature of an Agency Director/Executive Director as well as the applicant signature)

I support \_\_\_\_\_ (applicant name) in this application process for the Region VII Management Acceleration Program (MAP) Class of 2013/2014.

Signature of Agency Director/ Executive Director: \_\_\_\_\_ Email: \_\_\_\_\_

Date: \_\_\_\_\_ Direct phone number: \_\_\_\_\_

There are three levels of commitment to the Region VII Management Acceleration Program (MAP). My Commitment is graduation \_\_\_\_ My commitment is participation \_\_\_\_ My commitment is both \_\_\_\_

Signature of applicant: \_\_\_\_\_ Date: \_\_\_\_\_

\*Applications must be accompanied by a letter of referral by agency directors, or executive directors, whichever is applicable. The letter must be submitted on company letterhead.

**Participant Fee: \$1095.00** ( inclusive of all sessions) Lodging and per diem expenses are the responsibility of the participant.

**Note: The Region VII Management Acceleration Program (MAP) Class of 2013/2014 is contingent on 30 qualified participants. Participants will be notified of scheduling changes.**

Please Note : Pending credit will be paid directly to the providing University based on their fees. These costs are in addition to MAP Registration.	Please indicate your interest: <input type="checkbox"/> CEU Credit <input type="checkbox"/> EDEX Graduate Credit (MO only) <input type="checkbox"/> Not Applicable
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Please submit completed applications to: Region VII Head Start Association will review the applications for selection. Applications must be received by September 1st. Selected participants will be notified in writing by September 5th, 2013. Indicate Method of Payment Below: Check#: _____ Credit Card (submit credit card authorization form) PO #: _____ (Will be billed on receipt)	Region VII Head Start Association 233 SW Greenwich Drive, Ste. 105 Phone: (816) 718-2260 Fax: (816) 524-3719 r7hsa@comcast.net
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## Region VII Head Start

### Management Acceleration Program Logistics

#### Region VII Head Start Association Policy

**Cancellation Policy:** Written requests canceling registration must be received by **September 25th** in advance of the Institute and will be assessed a \$45.00 administrative fee. Reimbursement payment will be made 30 days following the closure of the face to face event. Cancellation by phone call will not be accepted. Programs may substitute individuals for registered slots with submission of required documentation. Substitutions should be submitted in writing by October 1st, 2013 to guarantee materials and name badge change. Cancellations or requests received after September 25th, 2013 **WILL NOT BE REFUNDED.** A \$25.00 processing fee will be applied to each registration not paid in full by October 7th, 2013. Please check to indicate you have read & understand the cancellation/payment policy as stated.

I have read and understand the R7HSA MAP cancellation Policy (submit with application)

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Agency: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

#### Training Facility and Lodging Information

**Coming Soon!**

**Training will take place in the greater Kansas City, MO Area**

(Lodging will be the responsibility of the participant)

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## Credit Card Authorization Payment Form

(Carefully read and follow instructions for submission below-all information is considered confidential)

Print and complete the following form, including the payment amount to be charged to your credit card. This will ensure timely processing.

- Complete address information is required for credit card payment verification. Failure to submit complete address information as requested on this form may result in denial of credit card as a means of payment.
- Remember: the form must be signed for verification and authorization. Credit cards will not be processed without authorized signatures.

**Fax the completed form to R7HSA at 816.524.3719**

Credit Card Type:  Visa     MasterCard     Discover

Credit Card Account #: \_\_\_\_\_

Credit Card Expiration Date:     /     /                                  3 Digit Security Code: \_\_\_\_\_

Name as it appears on the credit card in its entirety: \_\_\_\_\_

Payment Amount: \_\_\_\_\_

Card member Signature: \_\_\_\_\_ Date:     /     /  
(Signature indicates that card member agrees to pay in accordance with agreement governing use of such card)

Organization/Company submitting Card Information: \_\_\_\_\_

**Credit Card Billing Address Information:**

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Ext: \_\_\_\_\_

**Description of Request and Payment Information**

Name of Event: \_\_\_\_\_ Event Date: \_\_\_\_\_

(Attach page(s) as necessary for additional names and services to be associated with this charge)

Attendee Name: First & Last	Reg. Fee:	Attendee Name: First & Last	Reg. Fee:

**Refund Policy:** Please refer to the event/services cancellation/refund policy that applies to this transaction. Refund of a fee paid by credit card will be issued as a credit to the credit card account to which the fee was charged. (Cancellation fees may apply based on registration/service charges)