2004

DIRECTORS' INSTITUTE

Leadership:

Soaring to Success

Achieving Excellence

Using New Tools to Meet New Challenges

July 11-15, 2004
Hyatt Regency Crystal City Hotel
Arlington, VA

Head Start and Early Head Start

DEPARTMENT OF HEALTH & HUMAN SERVICES

Administration for Children and Families
Administration on Children, Youth and Families
Head Start Bureau

April 16, 2004

Dear Head Start or Early Head Start Director:

The Head Start Bureau is pleased to extend this invitation to the 2004 Head Start and Early Head Start Directors' Institute to grantee and delegate agency directors with priority given to those who have been in the director position for two years or less. Others will be considered based on the availability of space and their professional development needs. The Institute will be held on July 11-15, 2004 in Arlington, VA.

The New Directors Conference has been an annual event for the past eight years. In 2003, it was expanded and redesigned to include a cadre of more experienced directors. Experienced directors should consider applying if they have never participated in a national new director's conference before and are in need of the specific training available at the Institute. Experienced directors who receive a recommendation for participation from their Regional Offices may be given additional consideration.

As the result of attending this Institute, each participant will have the opportunity to:

· Increase understanding of the Head Start Program Performance Standards and other key regulations, as well as best practices in the context of Head Start and Early Head Start history, values, and future;
· Meet Federal staff;
· Learn about national priorities;
· Review knowledge and competencies that are essential for a director to develop, implement, and assess program systems and services in Early Childhood Development and Health, Family and Community Partnerships, and Program Design and Management;
· Embrace technology as an integral part of the director's role through exposure to and practice with various technology applications in the Technology Workroom;
· Become acquainted with the new Online Learning Center, which is in development;
· Network with colleagues from similar programs to explore solutions to program issues and share strategies that can be applied to continuous improvement efforts; and
· Design individualized professional development plans that focus on the information, skills, and competencies critical to every director.

Directors, like all learners, have diverse learning styles. As a result, the Institute will make use of a variety of strategies with both large and small group sessions. Plenary sessions will focus on topics such as the Administration's vision and priorities for Head Start and Early Head Start. There will be core workshops designed for new and experienced directors regarding financial management, knowledge management and technology planning, program governance, management systems and community assessments, and developing a new technical assistance plan. Small group discussions to synthesize the day's learning and to support the development of individual professional development plans will be built into each core workshop session.

The Institute will help directors understand and implement the vision and priorities for Early Head Start and Head Start for years to come and help to realize our collective obligation to provide each child and family with a quality comprehensive child development program.

Windy M. Hill
Associate Commissioner
Head Start Bureau

E s s e n t i a l   I n f o

The 2004 Head Start and Early Head Start Directors' Institute will be held . . .

D a t e   a n d   T i m e

July 11-15, 2004. On-site registration and check-in will be from 2:00 - 9:00 p.m. on Sunday, July 11th and begin again at 7:00 a.m. on Monday, July 12th. **Meetings will commence at 9:00 a.m. on Monday and will adjourn by 3:00 p.m. on Thursday.**

C o n f e r e n c e   S i t e

The Hyatt Regency Crystal City Hotel
2799 Jefferson Davis Highway
Arlington, VA 22202
Phone: (703) 418-1234
Fax: (703) 418-1289

I n v i t e d   P a r t i c i p a n t s

Attendance is limited to **directors** of Head Start and Early Head Start grantee and delegate agencies. Priority will be given to those who have been employed in their present position for less than two years and those who have never attended a national new direcrtors conference and are in need of the specific training available at this Institute.

H o t e l

A block of rooms has been reserved for Institute attendees at:

> The Hyatt Regency Crystal City Hotel
> 2799 Jefferson Davis Highway
> Arlington, VA 22202

Deadline for hotel reservations: JUNE 11, 2004. To secure the government room rate of $150, you must make your reservation no later than **June 11, 2004**. We encourage you to make reservations early to take advantage of this opportunity to stay on-site at the Institute hotel.

Making reservations: To make reservations online, visit the Institute website (www.esi-meetings.org) and click on the hotel button at the top of the page. Next, click on the hotel name to be taken directly to the hotel's reservations page. Or you may call the Hyatt Regency Crystal City Hotel direct at **(703) 418-1234** or **(800) 233-1234** and ask for the reservations office. When calling for reservations, please remember to identify yourself as a **Head Start Institute attendee**. Have a credit card number and expiration date ready to guarantee your reservation.

After the June 11th cut-off date: Reservations may be priced at a higher rate and will be based on availability.

Check-in time is 4:00 p.m./Check-out time is 12:00 p.m. Should you arrive early, the hotel will make every attempt to accommodate your early check-in. However, if there are no rooms available upon early arrival, your luggage will be stored until your room is available.

T r a v e l

By Air
Three major airports serve the Washington, D.C. area: Reagan National (DCA), Dulles International (IAD), and Baltimore/Washington International (BWI). The most convenient airport is Reagan National, located approximately 2 miles from the conference hotel in Arlington, VA. Dulles airport is located approximately 25 miles from the hotel, and BWI airport is located approximately 45 miles from the hotel. When making arrangements, be sure to check the airfare prices to all three airports since costs may vary significantly.

By Train
Amtrak service is available into Washington, D.C., via Union Station. Amtrak is a convenient option for many people who will be traveling from various points along the East Coast. To make Amtrak reservations, call 1-800-USA-RAIL or visit www.amtrak.com.

By Car
Rental cars are available at all three regional airports. The Hyatt Regency Crystal City is conveniently located at 2799 Jefferson Davis Highway in Arlington, VA. For specific driving directions please visit www.mapquest.com.

Hotel Parking
The Hyatt Regency Crystal City offers hourly parking ($6.00 for first hour, up to $14.00 for 6 hours – excess of 6 hours, charged overnight rate) and overnight parking for a rate of $20.00.

There is also a PMI Parking Garage located next door to the hotel, 2711 Jefferson Davis Highway. Parking costs at PMI range from $5-$17 depending on time of arrival and hours stayed.

G r o u n d   T r a n s p o r t a t i o n

Ground Transportation Options to the Hotel:
(all costs listed are estimates)

	BWI Airport	National Airport	Dulles Airport
Taxi	$55.00 - Washington	$15.00 - Washington	$40.00 - Washington
Super Shuttle 800-258-3826	$37.00 - Washington	$8.00 - Washington	$22.00 - Washington
Hotel Shuttle	Service not available	Every 30 minutes on the hour	Service not available
Metro	Service not available	Up to $2.85*	Service not available

*Metro Directions
Metro train service is available directly from Reagan National Airport. Take the Blue or Yellow Metro Line to the Crystal City stop. The hotel has a shuttle bus that runs between the Crystal City Metro stop and the hotel every 30 minutes.

REGISTRATION FORM

Important Information

REGISTRATION DEADLINE:

JUNE 11, 2004 - please complete all sections of this 4-page registration form and return it with payment by the above listed date.

ONLINE REGISTRATION:

You may also register and pay online at: www.esi-meetings.org

Personal Information

PLEASE PRINT

Name: _____

Region (I - XII): _____ Professional Job Title: ___DIRECTOR_____

Program Name: _____

Address: _____

_____

City/State: _____ Zip Code: _____

Telephone: _____ Fax: _____

E-mail: _____

Emergency Contact Information:
In case of an emergency during the Institute, please contact:

Name: _____ Relationship to Participant: _____

Daytime Phone Number: _____ Evening Phone Number: _____

Alternate Method of Contact: _____

Registration Payment

The registration fee must be paid in advance with a credit card, check, money order, or original PO accompanying this form. The check or money order should be made payable to **Educational Services, Inc.**

Mail to: Head Start and Early Head Start Directors' Institute
c/o Educational Services, Inc. (ESI)
1150 Connecticut Avenue, NW, Suite 1100
Washington, DC 20036
Fax: (202) 742-5419

REGISTRATION FEE:

The registration fee for the Institute is $350 per participant. **The fee will rise to $400 for participants registering after the deadline.

Enclosed is my:

☐ Check

☐ Money Order

☐ Original PO
(you will be invoiced)

Please charge my:

☐ Mastercard   ☐ Visa

Credit Card # _____

Name on Card _____

Expiration Date _____

Signature _____

Daytime Telephone _____

REGISTRATION FORM

Experience

Date of hire as director _____

Number of employees supervised _____

Please select one of the following:

☐ New to Head Start or Early Head Start

☐ Have Previous Head Start or Early Head Start experience in a position other than director

☐ Experienced Director

Area Served

How would you characterize the area served by your program? Please check all that apply.

☐ Urban   ☐ Metropolitan (>500,000)

☐ Suburban   ☐ City (200,000 - 500,000)

☐ Rural   ☐ Small City (<200,000)

☐ Single County ☐ Multi-County

Program

I am employed by a:

☐ Head Start Grantee

☐ Head Start Delegate Agency

☐ Early Head Start Grantee

☐ Early Head Start Delegate Agency

Structure

What is your grantee type or structure?

☐ Community Action Agency

☐ Non-profit, Multi-Purpose agency

☐ Non-profit, Single Purpose Agency (i.e. early childhood)

☐ University, College, or School District

☐ Local Government

☐ American Indian Tribe

☐ Migrant

☐ For Profit/Other (please specify)

_____

Size

What is the size of your program?
Select one:

☐ Up to 50   ☐ 51-200

☐ 201-400   ☐ 401-750

☐ 751-1000   ☐ 1001+

Accessibility

Interpretation Needs:

☐ Spanish   ☐ American Sign Language

Other Special Needs (please specify)

_____

_____

Institute Workshop Sessions

Please read the following track descriptions to find the one that best matches your current knowledge and skill level in each of the five workshop content areas. Participants should choose either the Introductory, Intermediate, or Advanced track for each workshop. The most appropriate track level can be picked in each of the content areas.

Financial Management

☐ **Introductory**
Designed as an introductory session for directors needing a basic understanding of how regulations and policies relate to fiscal responsibility and how accountability relates to the performance standards.

☐ **Intermediate**
Designed for directors seeking more in-depth knowledge of fiscal regulations and management as they pertain to the performance standards.

☐ **Advanced**
Designed to demonstrate analytical and problem solving skills directors can use to develop a cohesive strategic management system that supports program responsibility and financial accountability in accordance with the performance standards.

Program Governance

☐ **Introductory**
Designed to introduce the framework of how program governance supports all program services & provide an understanding of the roles, functions, & responsibilities of the governing body & the policy group in carrying out all regulations & policies

☐ **Intermediate**
Designed for directors seeking increased understanding on how to integrate program governance into the overall management system to promote shared decision-making and achieve best practices.

☐ **Advanced**
Designed to enhance director's leadership skills for sustaining a system of shared governance to support the implementation of quality services to children and families.

Knowledge Management and Technology Planning

☐ **Introductory**
Designed for directors who have not developed a technology plan or are new to Head Start. An overview of the information systems in Head Start and the fundamentals of technology planning will be presented.

☐ **Intermediate**
Designed for directors who are implementing their technology plans. Practical steps for the implementation of networked technology systems to support knowledge sharing will be discussed.

☐ **Advanced**
Designed for directors with well-established technology plans. Participants will gain an understanding of how to use their technology and communication systems to access current information for their program operations. Ways to share organizational knowledge and develop best practices will be examined.

Management Systems and Community Assessments

☐ **Introductory**
Designed for directors in need of a basic understanding of the process for conducting community assessments, as well as how to incorporate the data collected in funding applications, strategic planning, and program development.

☐ **Intermediate**
Designed to provide directors with techniques in analyzing data to develop community partnerships, long-range planning, and integrate continuous program improvements.

☐ **Advanced**
Designed to assist directors in developing comprehensive strategic plans, program evaluations, and techniques for identifying underutilized resources and trends within their Head Start communities. How to use this knowledge for implementing management strategies that support effective administrative systems will be discussed.

Technical Assistance Plans

☐ **Introductory**
Designed as a foundational workshop. New directors will review Head Start data sources such as the PIR, the community assessment, and the annual self-assessment to plan for the program's training and technical assistance needs.

☐ **Intermediate**
Designed to encourage directors to explore ways to strengthen their program's data collection processes and convert goals into meaningful T/TA budgets. Strategies for organizing and presenting data that supports the decision-making of managers, Policy Councils, and governing body members will also be explored.

☐ **Advanced**
Designed to assist directors in assessing the impact of T/TA investments on program operations and on the lives of children and families. During this workshop, experienced directors will explore ways to develop outcome indicators for T/TA using ongoing monitoring systems to track progress toward goals.

REGISTRATION FORM

What are your expectations for attending the Directors' Institute and how will you determine that the Institute met these expectations?

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What are the major challenges facing your community and your program at the present time?

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Staff professional development is an important aspect of your program's success. What goals do you have for your personal growth and development? How can the Institute help you meet some of these goals?

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By now, you have heard about the new Technical Assistance (TA) System in your region. Are you facing any challenges regarding the new TA System? If so, what are they?

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What additional leadership skills and knowledge do you need to enhance, support, and/or make your job more manageable?

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Pre-Institute Assignments

Learning experiences for the 2004 Directors' Institute will begin prior to participants arriving on-site at the meeting. After registering, individuals will receive a letter from ESI confirming acceptance of their Institute registration and outlining their Pre-Institute Reading Assignments.

Participants will be provided with a selection of articles relevant to each topic covered during the Institute. The purpose of these readings is to prepare participants by narrowing the focus of Institute curriculum into specific content areas and provide participants with appropriate background information prior to the Institute. These key readings will support the purpose of the Institute and the participants' opportunities for a positive learning experience.

For more information on the 2004 Head Start and Early Head Start Directors' Institute please contact Educational Services, Inc. (ESI).

Contact Info

Educational Services, Inc. (ESI)
1150 Connecticut Avenue, NW
Suite 1100
Washington, DC 20036
800-628-8442 (phone)
202-742-5419 (fax)
hsdirectorsinstitute@esi-dc.com

esi

You may also get more information and register online at the Institute website:

www.esi-meetings.org

Visit the Institute website at www.esi-meetings.org

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