Innovating

Coordinating

Collaborating

Team Building

Sharing

Engaging

Partnering

Succeeding

Educating

Communicating

The 6th Annual MHSA Early Childhood Education Fall Networking Institute

Call for Workshop Proposals

The Maryland Head Start Association (MHSA) is once again planning to bring together Head Start and other Early Childhood Education professionals and their partners for three days of learning and planning for the benefit of the children and families we serve. The theme for this year's Fall Networking Institute is *Family & Community Engagement: Working and Succeeding Hand in Hand.* We will use our time together at this conference to remember the importance of early childhood education and to remind ourselves that true engagement is first and foremost an ever developing and evolving partnership.

The MHSA seeks presenters and partners who can share their knowledge and expertise in the areas of collaborative teaching, peer learning, working in partnership with parents, community engagement, pooling resources, and general team building.

November 12-14, 2014

Conference Location
Turf Valley Hotel
2700 Turf Valley Road
Ellicott City, MD 21042

MHSA
Maryland Head Start Association

MHSA Board of Directors*

Laura Barbee Matthews, Director, Prince George's County Public Schools Prince Georges County

Gail Reich, Director, Y Maryland Head Start Program, Baltimore County

Roikensha Hinton Craig, Director, Y Maryland / Emily Price Jones Head Start, Baltimore City

Rita Kenney, Parent Involvement Coordinator, Prince George's Co Public Schools Head Start

Ricardo Smith, Budget & Finance Manager, Prince George's County Public Schools Head Start

Ayesha Clatterbuck, Friend of Head Start

Nichole Williams, Parent, Prince Georges County Public Schools Head Start

Autumn Ramsey, Parent, Garrett County Community Action Head Start

Valleri Tasker, Parent, Garrett County Community Action Head Start

Lani Streets, Parent, Garrett County Community Action Head Start

Amy Sims, former parent SMTCCAC, Friend of Head Start

Andrea Bucci, Territory Manager, Kaplan Co, Harford County

Yvonne Bellamy, Former staff Y Baltimore County, Data Consultant

Travon Myers, Y Maryland Head Start Program, Baltimore County

TTA/Conference Planning Committee

Nadine Owens Burton -- Chair

Laura Barbee-Matthews – PG Co PS Head Start

Patsy Mundell – AACCAA Head Start

Anabelle Speck -- AACCAA Head Start

Faith Miller – Maryland Family Network

Tresa Hanna – MSDE

Amy Sims -- former parent SMTCCAC

Rita Kenney -- PG Co PS Head Start

Liana Vega-Hernandez -- MD HS TTA Network

Evelyn English -- Friend of Head Start

Linda Behsudi – Friend of Head Start

Ayesha Clatterbuck -- Y Baltimore Co Head Start

Sheryl Dickerson – Reginald Lourie Center EHS

Claudia Simmons – Montgomery Co. PS HS

The Board and T&TA Committee of the MHSA cordially invite you to attend the 6th Annual Early Childhood Education Fall Networking Institute in Ellicott City, Maryland, November 12th through the 14th.

For the sixth year, the Maryland Head Start Association (MHSA) seeks to bring together Early Childhood Education (ECE) professionals for three days of learning, networking and planning.

In previous years, we focused mostly on those within the Head Start community and just some of our partners. With the third year, we reached out more to our community partners and fellow ECE professionals. In keeping with that goal of greater interaction, collaboration and teamwork, our theme for the 2014 Fall ECE Networking Institute is *Family & Community Engagement: Working and Succeeding Hand in Hand.*

We extend an invitation to **_all_** of our partners across the state: child care centers, Judy Centers, public schools, Pre-K programs, family child care providers, infants and toddler programs, colleges and universities, other member associations and of course our own MHSA members. **If you touch the lives of pregnant women and children from birth to five years old, you should attend this event.**

The Pre-Conference Booklet

This booklet serves as both the **SAVE THE DATE** notification as well as a **Call for Workshop Proposals**. In addition, you will find a wealth of information about various ways you can participate in and support this conference.

At this time, we encourage you to search your experiences and skills sets to see if you have knowledge to share that will benefit the ECE community. If so, we encourage you to submit a workshop proposal. To those of you who have attended the conference in previous years, you will note a change in the format of the Institute. Please make note of these changes when submitting your proposal.

Included in this booklet are copies of several forms. We ask that you use these as reference resources and go online to the MHSA website (www.md-hsa.org) to download the fill-able pdf versions of the forms.

Our conference logistics partner is Owens Burton Consulting.

Should you have any questions about the conference, or wish to join the Committee, please feel free to contact Nadine Owens Burton, President of Owens Burton Consulting at nburton@owensburton.net.

Thank you and we look forward to seeing you in Ellicott City in November.

Newly elected Board Members will be seated beginning July 9, 2014 at the Annual Board Retreat.

Maryland Head Start Association

The purpose of the Maryland Head Start Association (MHSA) is to represent, promote and serve as an advocate for the parents, staff, administrators and friends of the Maryland Head Start programs at the state, regional, and national levels. MHSA establishes community partnerships to promote the access of all children and families to early learning opportunities and community services that are responsive to their needs. In addition, MHSA coordinates activities and implements an effective communication system between the Maryland Head Start Collaboration Office, the Region III Office, the Region III Head Start Association, the T&TA Network and the greater Early Childhood Education & Development community.

2014 Member Organizations

Allegany County Human Resources Development Commission (HRDC) Head Start

Anne Arundel County Community Action Agency Inc. Early Head Start

Anne Arundel County Community Action Agency Inc. Head Start

Associated Catholic Charities Head Start of Carroll County

Baltimore City Head Start Program

Calvert County Public Schools Head Start

Caroline County BOE - Early Head Start

CentroNia Head Start

Cecil Community College Early Head Start

Dayspring Head Start

Dorchester County Head Start – St. Clair Early Head Start

Emily Price Jones - Y of Central Maryland Head Start

Family Services, Inc. Head Start

YMCA of Frederick County Head Start

Maryland Family Network, Inc.

Garrett County Community Action Committee Head Start

Head Start of Washington County

Southeast Baltimore City - Kennedy Krieger Institute Early Head Start Program

Martin Luther King, Jr. / Johns Hopkins Hospital Early Head Start

Maryland Rural Development Corporation Head Start

Metro Delta Head Start Program

Montgomery County Community Action Agency Head Start

Montgomery County Public Schools Head Start

Morgan State University Head Start

Prince George's County Public Schools Head Start

Reginald S. Lourie Center Early Head Start

SHORE UP! Head Start

Southern Maryland Tri-County Community Action Committee, Inc. Head Start

St. Bernardine's Head Start

St. Jerome's Head Start

St. Veronica's Head Start

St. Vincent De Paul Head Start

St Mary's County Public Schools Head Start

Talbot County Family Support Center Early Head Start

Umoja Head Start Academy

Union Baptist - Harvey Johnson Head Start

Y Baltimore County Head Start

2014
Conference Schedule*

Wednesday – November 12, 2014

8:00AM to 9:00AM	Registration Check-in Continental Breakfast (Visit Vendors)
9:00 AM to 12 noon	**Workshop Session 1A (3hr Workshops)**
12:00 Noon to 1:00 PM	Lunch & Networking
1:00 PM to 3:00 PM	**MHSA General Meeting – *All Welcome***
3:00 PM to 5:00 PM	*MHSA Board Meeting*

Dinner on Your Own

*Subject to change

Thursday – November 13, 2014

8:00 AM to 9:00 AM	Registration Check-in Continental Breakfast (Visit Vendors)
9:00 AM to 9:15 AM	Welcome and Introductions
9:15 AM to 10:15 AM	**Opening Keynote Presentation**
10:15 AM to 10:30 PM	*Transition*
10:30 AM to 12 noon	**Workshop Session 2A (1.5 Hour Workshops)**
12:00 Noon to 12:45 PM	Lunch & Networking (Visit Vendors)
12:45 PM to 1:00 PM	*Transition*
1:00 PM to 2:30 PM	**Workshop Session 2B (1.5 Hour Workshops)**
2:30 PM to 2:45 PM	*Transition*
2:45 PM to 4:15 PM	**Workshop Session 2C (1.5 Hour Workshops)**
4:15 PM to 4:30 PM	Wrap-up and Evaluations

Dinner on Your Own

Friday   –   November 14, 2014

8:00 AM to 9:00 AM	Registration Check-in Continental Breakfast (Visit Vendors)
9:00 AM to 12:00 PM	**Workshop Session 3A (3 Hour Workshops)**
12: 00 PM to 1:00 PM	Lunch & Networking (Visit Vendors)
1:00 PM to 4:00 PM	**Workshop Session 3B (3 Hour Workshops)**
4:00 PM to 4:15 PM	Wrap-up and Evaluations

Depart for Home

Pre-Register & Save

Save $100 off the Regular Registration Fee

If You've Attended the Fall Institute Before, You Know, It's a Great Event.

And if you haven't attended before, ask someone who has. They will tell you…It's a great event!

So why not reserve your spot early and save? If you pre-register before we have published the Registration Booklet and the slate of workshop presenters and keynote speakers in September, you pay only $249 for a Full Registration.

Full Registration includes all three days of the Fall Institute on November 12-14th. That's one great inspirational keynote speaker, lunch each day and up to thirteen and a half hours of training hours!

Once we publish the Registration Booklet on September 8th, the fee will increase to $299 during the Early Registration period and then increase to $349 during the Regular Registration period. If you know you plan to attend, why not register now and save?

Pre-Registration Fee

$249

MHSA
Maryland Head Start Association

Join Us in Ellicott City November 12th thru 14th

Conference Hotel
Turf Valley Hotel and Spa
27OO Turf Valley Road   Ellicott City, MD 21042

Room Rate*
$115

Call Hotel Directly to reserve your room.

*Room Rate is for Single & Double Rooms. Other Room Rates $130-$150

Deadline for rate is **October 17, 2014**

M H S A

Maryland Head Start Association

Attendees can call in directly to the hotel to make their reservations by dialing 410-465-1500 or 1-888-833-8873

Or make reservations online at **www.turfvalley.com** and use group code **C/L #27V8ZJ**

Cut-Off Date is **10/17/2014**

Attendees must identify themselves with the MHSA Conference to receive the group guest room rate. All rooms reserved must be held on a guaranteed payment basis by the attendee's credit card.

TO RESERVE YOUR HOTEL ROOM OR FOR MORE HOTEL INFORMATION, CALL TURF VALLEY AT:

410-465-1500

Call for Presenters

We need your expertise

We are looking for some great adult educators who can deliver content rich and engaging workshops and seminars on Early Childhood Development and Education topics. You've spent years acquiring and honing your skills, if you are great at sharing this knowledge with others, submit a workshop proposal.

Deadline for submission of Workshop Proposals

July 14, 2014 *priority deadline*

August 12, 2014 *final deadline*

Four Great Workshop Tracks

Infants and Toddlers – workshops for those serving children 0-3 years of age.

Pre-School – workshops for those serving children three to five years of age.

Research and Innovation – workshops related to emerging best practices in all fields of Early Education and Development

Professional & Personal Development – workshops that increase ones professional skills set as well as help with the work life balance: increasing ones skill sets *and* also feeding ones soul.

MHSA
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Visit the Maryland Head Start Association website

www.md-hsa.org to download the

Workshop Proposal Submission Form.

MHSA does not provide compensation for workshop presenters

We want YOU to be a part of the Maryland Head Start Association 2014 Fall Networking Institute!

Presenting a MHSA Conference workshop is the perfect opportunity for you to solidify your reputation as an industry expert! As a workshop presenter, you will share your knowledge, experiences and expertise to a diverse group of professionals in education, family services, mental health & disabilities, nutrition, health & wellness, administration and community action. You will enjoy the recognition that comes with being a presenter, while enhancing your own knowledge through the teaching of others. You will increase your reputation as *the* "go-to" person in the Early Childhood Education and Human Services communities.

Maryland Head Start Association (MHSA) Networking Institute Goals:

- To foster a multi-faceted exchange between the MHSA and its membership and partners, with respect to policies, initiatives, programs, best practices and collaborative efforts.

- To enhance the leadership skills and professional development of prospective and current Early Childhood and Human Services leaders and professionals, in order to more effectively serve the children and families of Maryland and the nation.

- To provide parents, partners and volunteers with a better understanding of Head Start, while offering them an opportunity for their own personal and professional development.

- To increase the knowledge and understanding of participants regarding issues affecting the Early Childhood and Human Services community.

The MHSA is committed to ensuring that our Fall Networking Institute content is reflective of a diversity of topics and perspectives. We therefore strongly encourage workshop submissions with content that is applicable to and inclusive of multiple disciplines and constituent groups. We also encourage workshop submissions with presenters and panelists drawn from a diversity of backgrounds, as well as workshops presented by professionals representing both practitioners and researchers. As this is also a networking event, we encourage workshops that provide an opportunity for the sharing of experiences and brainstorming of solutions by the workshop participants.

DESIGNING YOUR WORKSHOP

The MHSA values **participatory** workshops that maximize group discussion and promote problem-solving. We emphasize that workshops should not be the traditional "seminars" where the participants spend most of the time listening to the presenter and do not have an opportunity for interaction and asking questions. Presenters should also facilitate the peer learning and teaching of the workshop attendees when appropriate.

Workshops should be designed to provide **deliverable learning objectives** for participants to encourage and enhance the implementation of new ideas, concepts and programs presented in the workshop.

While we welcome workshops presented by representatives from for-profit entities, the workshop is not a time for "selling" your business. You may provide participants with marketing materials for your company and branding of your presentation is highly suggested. However, overt sales tactics are not appropriate.

Workshops should be structured to ensure the following:

All workshop blocks are either **1 hour and 30 minutes** or **3 hours long**, including time for interaction.

1. We have changed the structure of the Fall Institute this year to provide for more opportunity for more in-depth, three hour sessions. Please note in the schedule that those workshops that are on Wednesday or Friday are three hours long, while the sessions being offered on Thursday will be 1.5 hours long. Please see the proposed workshop schedule in this booklet.

2. When completing your Workshop Proposal Form, please indicate the length of your workshop.

3. Please limit presenters to **no more than 3 individuals** per workshop, unless it is a panel discussion format.

MHSA will provide a facilitator in your session to help with attendee sign-in, distributing workshop credit stickers and any A/V troubleshooting.

Presenter Honorarium

PLEASE NOTE: MHSA **DOES NOT PAY** for workshop presentations.

As a token of thanks for your bringing your experience and expertise to our Conference attendees, presenters receive a One-Day Registration for the day of their presentation and a special discounted rate should they choose to purchase additional registration days. In addition, all presenters are offered a complementary advertisement in the Conference Booklet.

WORKSHOP TOPIC SUGGESTIONS

We have listed some potential workshop topics below, but please feel free to submit proposals on other topics.

The slate of workshops the MHSA Training and Technical Assistance Committee wishes to assemble for the 2014 Fall Networking Institute should reflect a diverse range of research based theories and best practices while focusing on team building, collaboration and especially parent and community engagement. We are especially looking for unique thoughts and ideas involving the parents' role in their children's education, as well as team teaching and community outreach and investment in Early Care and Education. In keeping with the philosophies of Head Start, ways to understand and motivate parents as educational partners is highly welcomed.

ECE - Children Focused
- Designing collaborative learning environments for children.
- Peer play in a preschool classroom and readiness to learn
- Collaborative teaming and children with disabilities
- Peer assisted learning in pre-school classroom
- Development of collaborative problem solving in pre-school classrooms.
- Collaborative learning techniques

ECE - Teacher and Practitioner Focused
- Collaborative styles of team teaching
- A collaborative approach to parent involvement
- Professional Development and Teacher Retention
- Co-Teaching in inclusive classrooms
- Mentor-Coaching of Early Childhood professionals
- Preparation of professionals working with infants & toddlers
- Nurturing literacy with infants and toddlers in group settings
- Infant & Toddler Mental Health
- Cultural Contexts & Diversity in Infant & Toddler Caregiving
- Collaborative Approaches to Transitioning: Infants to Toddlers; Toddlers to Pre School; Pre School to Kindergarten

Personal & Professional Development
- Cultivating Personal and Social Skills for the Early Care Professional
- Stress Management
- Working Collaboratively with Parents
- Community Outreach: Inspiring Engagement and Investment
- Data Analysis and Continuous Improvement: Using statistical analysis of individual, classroom and center child outcome data to drive improvements.

Target Audiences of the MHSA Fall Institute:

Early HS /Head Start Staff:
Education Professionals/Teachers
Family Services Professionals
Nutrition Professionals
Mental Health & Disabilities
Professionals
Health & Wellness Professionals
Transportation Professionals
Administrators
Human Resources Professionals
Fiscal Managers
Facilities Managers
Etc.

Early HS /Head Start Partners:
Parents
Volunteers
Board Members
Advisory Group Members
Service Providers
Etc.

Early Childhood Education Community:
Family Child Care Providers
Child Care Center Professionals
State-wide Association Leaders
Pre-K Teachers
Public School Administrators
MSDE Administrators
Judy Center Staff
Etc.

Human Services Community Staff:
Departments of Social Services
Departments of Health
WIC Offices
Community Action Agencies
Etc.

Colleges & Universities
Professors
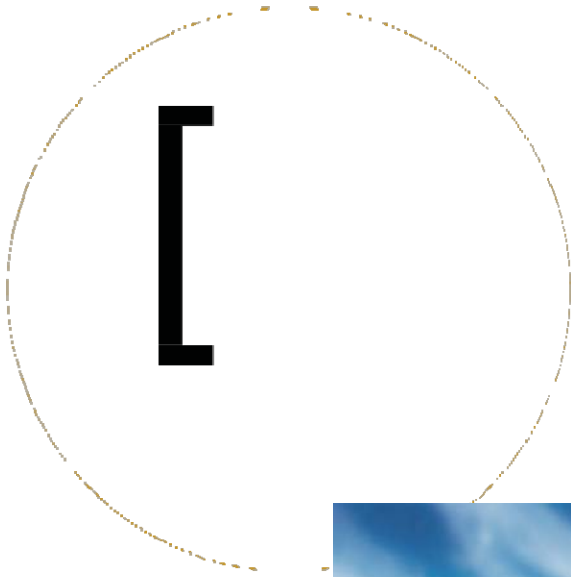Researchers
Students

Submitting Your Proposal

To submit your proposal please download and complete the fill-able MHSA 2014 Fall Networking Institute Workshop Proposal Form available for download on the MHSA website www.md-hsa.org.

Please submit your completed workshop proposal form (found on the MHSA website "Forms" page) via e-mail attachment (PDF) to Nadine Owens Burton, Committee Chair at **nburton@owensburton.net** by **July 14, 2014** The final deadline is August 12th.

We welcome multiple submissions.

Thank you!

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F O R M S

The following forms are for informational purposes only.

Please download the fill-able pdf forms you may need from the MHSA Website.

Thank you.

MHSA
Maryland Head Start Association

2014 Fall Conference
Nov 12-14th at the Turf Valley Hotel
in Ellicott City, MD
Pre-Registration Form

Attendee Information

Name* _____   Title*_____

Agency/Oragnization*_____

Street Address (of Agency/Program)*_____

City* _____   State* _____Zip*_____

Phone*_____   Fax_____   E-mail*_____

Is this registration one of a group from your Agency?*   YES _____   NO _____   How many in group?* _____

*These answers are required.

Pre-Registration Savings

Register before September 5th and save
$100 off of the Regular Full Conference Registration Fee

FULL DAY RATES

Early Registration $299
Regular Registration $349
Late Registration $399

Pre-Registration Rate $249

MHSA is not processing One-Day Registrations during the Pre-Registration Period.

MHSA only accepts payment by check for Pre-Registration. Credit Card payment for registrations will be available at the start of the Early Registration period, after September 5th, when the Conference Registration Booklet is distributed and the final slate of Conference Workshops is publicized.

Registration forms will not be processed until all information and payment is received.

Use one (1) registration form per attendee.

PAYMENT

$249 X _____ (# attendees) = _____

Total Due _____

    Check #_____

Registration(s) must be accompanied by check made payable to the **Maryland Head Start Association**.

Send to: **MHSA**
c/o Owens Burton Consulting
P.O. Box 53
Middletown, DE 19709

2014 Fall Institute Workshop Proposal

Maryland Head Start Association

Presenter Information

Due Date: July 14, 2014

(Final Deadline: August 12th, 2014)

Primary Presenter/Contact Person* _____ Title* _____

Agency/Organization _____

Phone* _____ E-mail* _____ Fax _____

Street Address* _____

City* _____ State* _____ Zip* _____

*These answers are required.

Title of Workshop (Choose a title that is descriptive of the content, but also engaging**):**

Format of Workshop (e.g. highly-interactive workshop or lecture style seminar, panel discussion, keynote, etc**):**

Note: Please indicate if you are submitting a proposal for to be the keynote speaker on Thursday, November 13th __ Y __ N

Duration of Workshop: _____ ***(1.5 hours)*** _____ ***(3 hours)***

Other Presenter(s): (Name, title, complete address, phone or fax, and email):

Presenter 2	Presenter 3

Use additional page if more than three presenters

Two to four sentence bio(s) (This is important information that will be in the Conference & Registration Booklets**):**

Presenter 1	Presenter 2

Use additional page if more than two presenters

The content theme of the 2014 Fall Networking Conference is *Family & Community Engagement: Working and Succeeding Hand in Hand.* The focus of this conference is always teambuilding and collaboration. Please describe the content of your workshop and how this relates to collaboration, effective teambuilding and positive outcomes in Early Childhood Education. (Please remember this Workshop Description will be used in the Conference Brochures and will guide attendees on whether to attend your workshop. Use this to not only educate the committee on you workshop content, but to "market" your workshop to Institute attendees.**):**

Target Audience of Your Workshop (You may choose more than one**):**

Teachers	[ ]	Administrators	[ ]
Family/Health Services Staff	[ ]	Pre-K Teachers	[ ]
Head Start	[ ]	Child Care Providers	[ ]
Other	[ ]	(explain)	

Workshop Track you believe this training could fall under (may chose more than one**):**

Infants & Toddlers	[ ]
Pre-School	[ ]
Research & Innovation	[ ]
Professional and Personal Development	[ ]

Experience level appropriate for presentation or training attendees (e.g. any, beginning, intermediate or advanced**):**

All presentation rooms will have a projector & screen and flipchart with markers. Presenters must supply a laptop if they have a slide or other presentation. Please indicate any other A/V needs you may have (e.g. TV & DVD player; lavaliere microphone; overhead projector, etc**):**

Workshops are Wednesday, Nov 12th, Thursday, November 13th and Friday, Nov 14th; The workshops are Wednesday, Nov 12th and Friday November 14th. Thursday's workshops are all 1.5 hours each. Please indicate any date/time(s) that you are NOT available to present.

The MHSA Fall Networking Conference does not compensate trainers for workshop presentations. If you wish to submit a proposal for the keynote speaker slot on Thursday of the Institute, please contact the Conference Committee Chair, Nadine Owens Burton by email for the consideration processes that are necessary in addition to this workshop proposal form (nburton@owensburton.net).

You will be notified as soon as possible if your workshop has been selected for inclusion in the 2014 Conference schedule.

Please return this RFP Form by July 14th to either Nadine Owens Burton at nburton@owensburton.net or to the person who recruited you for participation.

Thank you

M H S A
Maryland Head Start Association

Schedule of Deadlines

July 15th	Priority Deadline for Workshop Proposal Submissions
August 12th	Final Deadline for Workshop Proposal Submissions
August 22nd	Priority Deadline for Advertising in Two Booklets
September 5th	Deadline for Pre-Registration
September 19th	Deadline for Early Registration
October 17th	Deadline for Vendors, Sponsorship and Advertising
October 24th	Deadline for Registration
November 7th	Deadline for Late Registration

November 12-14, 2014 - Fall Networking Conference!

Dates & Deadlines Subject to Change