



# California Child Development Administrators Association Spring Technical Assistance 2016

March 8-9, 2016 Costa Mesa  
March 22-23, 2016 Monterey



## Schedule Day 1

8:00 am - 9:00 am

Registration

9:00 am – 12:00 pm

Leadership Institute Part 1

- **Leadership Through Supervision** – Learn to use clear and consistent expectations along with natural consequences to garner respect as a leader. Hear stories of success and a sharing of skills that can be applied to all situations when your leadership is called upon.
- **Recognizing the Leader Within** – Find a confidence that will enable successful leadership and learn how to overcome any hesitation that keeps you from your best potential. Share your experiences and learn through your peers.
- **Leading a State Funded Program** – Navigate and manage the unique fiscal responsibilities of running State Funded Programs. Discuss the leaders role in matters of financial health, reporting and the creativity necessary in procuring successful enrollment concepts.

12:00 pm - 1:00 pm

Networking Luncheon

1:00 pm – 4:00 pm

Leadership Institute Part 2

- **Leading Through Challenging Times** – Accept challenges as opportunities to improve outcomes for staff, students and families. Learn to see these challenges as a process towards improved outcomes for staff students and families.
- **Leadership that Supports Family Engagement** – Engage families to become effective leaders and supporters of your learning community. Learn to encourage volunteerism and enable the underutilized members of a child's success.
- **Leading with the Heart** – Learn to become a visionary leader utilizing coaching and evaluation methods that facilitates and fosters growth in others while sharing coaching techniques that encourage inspiration in staff, students and families.

4:00 pm - 7:00 pm

Vendor Sponsored Reception

## Schedule Day 2

7:30 am – 9:00 am

Registration

7:30 am – 8:15 am

CCDAA Membership Meeting

8:30 am – 11:45 am (breaks included)

Workshops

- **Moving Towards “Less Paper” Records for AP Programs** – *Target Audience: AP Providers*  
*California Department of Education, EESD*  
With recent changes for electronic record retention and electronic signature usage for AP Programs, this workshop will discuss these changes in detail, how they apply, and what is acceptable and allowable. Discussion will also include where to obtain the technology, issues about writing agency policies, legalities, and the APMU. Time will be set aside for small group discussion on topics covered.
- **Strengthening Program Enrollment Systems** – *Target Audience: AP & Center-Based Contractors*  
*Kristie Tate, Stanislaus County Office of Education*  
This workshop focuses on strengthening and streamlining systems for participation in an early education program. Participants will walk away with resources and strategies for informing the community regarding available services, streamlining the enrollment process, orienting families on requirements after participation and building the family data file to ensure requirements are met.
- **Fully Earning and Projecting Your Center-Based Contract** – *Target Audience: Center-Based Contractors*  
*Lisa Wilkin, Child Development Consortium of Los Angeles*  
This workshop will address how to project enrollment and earnings for CCTR and CSPP contracts. Topics will include making an enrollment plan, analyzing enrollment date and implementing strategies for adjusting enrollment to fully earn the contracts.

12:00 pm – 1:00 pm

Networking Luncheon Sponsored by Lakeshore Learning Materials

1:15 pm – 4:30 pm (break included)

Workshops

- **Calculating, Collecting and Earning Family Fees** – *Target Audience: AP & Full-Day Center-Based Contractors*  
*California Department of Education, EESD*  
This workshop will focus on the basic elements of assessing a family fee, developing family fee collection policies, fiscal reporting and how to earn your family fees. Participants will learn how to calculate and make adjustments to family fees, and address delinquent family fees and payment plans. Time will be set aside for small group discussion on topics covered.
- **Understanding the OMB Super Circular Changes** – *Target Audience: All CDE Contractors: APP, Migrant, R&Rs & Center-Based*  
*Cliff Marcussen, Options for Learning*  
This workshop will be an overview of the new OMB “Super Circular” regulations (2 CFR Part 200). This workshop applies to both program managers and fiscal managers, as many rules will affect both roles and will require major revisions to agency written policies. Discussion will include details of the new rules, effective dates and to whom they apply.
- **Best Practices for the EESD Required Program Self-Evaluation** – *Target Audience: All CDE Contractors: APP, Migrant, R&Rs & Center-Based*  
*Valerie Denero, Creative Child Care, Inc.*  
Do you need help with completing your Annual Program Self-Evaluation (PSE)? This hands-on workshop will offer key strategies and tips on how to tell your agency's story. Participants will learn how to use their PSE as a living guide for addressing program



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## Vendor Sponsored

### Reception



You are cordially invited to join CCDAA and our *valued sponsors* for a fun filled evening of networking, music, a silent auction, raffle prizes, drinks and appetizers from **4 pm until 7pm** on the first evening of each of the CCDAA Spring TA's.



This event is included in your registration!

*We hope to see you there!*



**It's VERY important to us that we have room for everyone!**

Please register for the Membership Meeting and the Reception on page 3.



### CCDAA Statewide Membership Meeting



Join us and have your voice heard!  
7:30 am – 8:15 am on Day 2

### CCDAA Networking Luncheon

Proudly Sponsored by





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## Event Logistics

### Hotel Accommodations

Discounted room rates are available for \$159.00 for single or double occupancy. Please call the hotels directly and mention CCDAA.

### Southern Location

**March 8-9, 2016**

Hilton Orange County/Costa Mesa  
3050 Bristol Street  
Costa Mesa, CA 92626  
1-800-445-8667

### Hotel Room Block Deadline

February 16, 2016

### Northern Location

**March 22-23, 2016**

Monterey Marriott  
350 Calle Principal  
Monterey, CA 93940  
1-831-649-4234

### Hotel Room Block Deadline

March 1, 2016

### Refund/Substitution Policy

CCDAA will accept substitutions received in writing by noon 1 week before the date of the event by mail/fax/email. **CCDAA has a no refund policy.**

### Send Registrations

1. Mail to: CCDAA  
1107 2<sup>nd</sup> Street, Suite 320  
Sacramento, CA 95814
2. Fax to 916-443-5924

### Questions

Please visit [www.ccdaa.org](http://www.ccdaa.org), call 916-443-5919 or contact us by email at [ccdaa@ccdaa.org](mailto:ccdaa@ccdaa.org).

If you would like to **ONLY** attend the **Membership Meeting** please contact the **CCDAA Office**.

## Registration Information

Name \_\_\_\_\_

Are you a CCDAA Member?  Yes  No

Agency \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Email (*required*) \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

I would prefer a vegetarian meal.

Location (Please select)

**Costa Mesa**

**Monterey**

**Member**

**\$229.00**

**\$229.00**

**Non-Member**

**\$379.00**

**\$379.00**

Total Amount \$ \_\_\_\_\_  Visa  MasterCard  Check

Card Number \_\_\_\_\_

Name of Cardholder \_\_\_\_\_

Exp Date \_\_\_\_\_ Billing Zip Code \_\_\_\_\_

Signature \_\_\_\_\_

## Workshop Selections

(Please indicate all you plan to attend)

### Day 1

**Leadership Institute – 9:00 am – 4:00 pm**

I will attend the 6-hour Leadership Institute

I will attend the Networking Luncheon

**Vendor Sponsored Reception – 4:00 pm – 7:00 pm**

I will attend the Vendor Sponsored Reception

### Day 2

**CCDAA Membership Meeting – 7:30 am – 8:15 am**

I will attend the CCDAA Membership Meeting

**Workshops – 8:30 am – 11:45 am**

Moving Towards "Less Paper" Records for AP Programs

Strengthening Program Enrollment Systems

Fully Earning and Projecting Your Center-Based Contract

I will attend the Networking Luncheon Sponsored by Lakeshore Learning Materials

**Workshops – 1:15 pm – 4:30 pm**

Calculating, Collecting and Earning Family Fees

Understanding the OMB Super Circular Changes

Best Practices for the EESD Required Program Self Evaluation