

## 2Gen Hosted Event at CAP Tulsa

Feb. 21-22 and Sep. 19-20, 2018

Participant Name, Organization, Title (up to 15)

Wednesday, MM/DD:

- 8:15-10:00**     **<School> Early Childhood Education Center, <Address, City, Zip>**  
Rainey Talbot, Director of Marketing & PR, and <Name>, School Leader, will meet you there to observe morning drop-off, learn about the school, and observe classrooms.
- Meet with CAP Tulsa Executive Director Steven Dow, COO Karen Kiely, Sr. Programs Director, Michelle Boatright, and Director of Strategic Partnerships, Monica Barczak to learn about CAP Tulsa's history, our mission, the role we play in the community, and strategic vision
- 10:00-10:45**     **<School>MPR/Conference Room**  
Robyn Haley, Sr. Program Manager for Early Childhood Programs, with Family & Children's Services, along with Family Support Specialists (FSS) and Mental Health Specialists will discuss the supportive partnership with CAP Tulsa and how they interact with families.
- 10:45-11:00**     **Travel to: CAP Tulsa Main Office, 4606 S. Garnett Rd., Tulsa 74146 Exchange Center East Building**  
*Please stop by Reception Desk to sign in and pick up guest badge*  
All Meetings will be on the <X> Floor in the <Name> Conference Room
- 11:00-11:15**     **Break**
- 11:15-12:45**     Meet with Early Childhood Program leadership: Denise Stevens, Director of School Leadership; Associate Director of School Leadership; and Teaching & Learning Specialist to discuss early childhood program and curriculum over lunch
- 12:45-1:00**     **Break**
- 1:00-2:30**     Meet with Family Advancement leadership: Brandy Holleyman, Director; Janae Bradford, Assistant Director; and Karissa Coltman Burnett, Manager. Discuss CareerAdvance & English as a Second Language to learn about these parent engagement programs.
- 2:30-2:45**     **Break**
- 2:45-4:00**     Meet with Research & Innovation team: Cindy Decker, Director
- 4:00-4:30**     **End of day Wrap-up and Questions**

Thursday, MM/DD:

- 8:30-9:15**      **Return to: CAP Tulsa Main Office, 4606 S. Garnett Rd., Tulsa 74146 – <Conf Room>**  
Meet with Admissions & Marketing to review Family Enrollment Meeting with Director of Admissions & Recruitment, Stacey South and Rainey.
- 9:15-10:00**      Discuss funding with Brandy and Director of Fund Development, Drew France
- 10:00-10:45**      Discuss Early Childhood Program staffing/hiring practices with Human Resources Director, Ryan Fox
- 10:45-11:00**      **Break**
- 11:00-12:15**      Meet with Amanda Morris & Amy Anderson, OSU Researchers; working lunch to discuss external evaluation/research for our two-gen approach
- 12:15-12:30**      **Break**
- 12:30-1:30**      Additional session as requested or session provided by visitors
- 1:30-1:45**      **Travel to: Tulsa Community WorkAdvance, 907 S. Detroit Ave., Suite 830, Tulsa 74120**
- 1:45-2:45**      Meet with Karen Pennington, TCW Managing Director to learn more about our partnership and the services TCW provides for CareerAdvance candidates; Monica Barczak, Director of Strategic Partnerships will join you
- 2:45-3:00**      **Travel to: Tulsa Technology Health Sciences Center, 3350 S. Memorial Dr., Tulsa 74145 Lemley Campus**
- 3:00-3:30**      Observe <CA Track name> class for CareerAdvance participants; Monica will join you
- 3:30-3:45**      **Return to: CAP Tulsa Main Office, 4606 S. Garnett Rd., Tulsa 74146**
- 3:45-5:00**      Additional sessions as requested or sessions provided by visitors

**CAP Tulsa Primary Contact:**

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**Other notes:**      Arrival & Hotel Info  
                            Special Dietary Needs  
                            Departure Info