

2Gen Hosted Event at CAP Tulsa

2019 Example Agenda

Wednesday:

- 8:15-8:30** **CAP Tulsa Early Childhood Education Center**
Rainey Talbot, Director of Marketing & PR, and the School Leader, will meet you there to observe morning drop-off.
- 8:30-9:15** Meet with CAP Tulsa Executive Director, Karen Kiely and Chief Program Officer, Michelle Boatright to learn about CAP Tulsa's history, our mission, the role we play in the community, and our strategic vision.
- 9:15-10:00** Tour school and observe classrooms with school staff.
- 10:00-11:00** **School Multi-Purpose Room**
Robyn Haley, Sr. Program Manager for Early Childhood Programs, with Family & Children's Services, along with Family Support Specialists (FSS) and Behavioral Health Specialists (BHS) will discuss the supportive partnership with CAP Tulsa and how they interact with families.
- 11:00-11:15** **Travel to: CAP Tulsa Main Office, 5330 E. 31st ST, Tulsa, OK 74135**
Legacy Plaza East Tower
Please stop by Reception Desk on the 3rd Floor to sign in and pick up guest badge
All meetings at Legacy Plaza will be held in the 7th floor Boardroom
- 11:15-11:30** **Break**
- 11:30-1:30** Meet with Early Childhood Program leadership: Denise Stevens, Director of School Leadership; Lisa Forbes and Paige Sicking, Associate Directors of School Leadership; and Teaching & Learning Specialists to discuss early childhood program and curriculum over lunch.
- 1:30-1:45** **Break**
- 1:45-2:45** Meet with Family Advancement Director Brandy Holleyman and Senior Specialist Lindsey Cabaniss, along with Research & Innovation Manager Katie Black and Specialist Lindsay Shields to discuss what innovation looks like at CAP Tulsa along with the skills and tools used to support data-driven decision making.
- 2:45-4:45** Meet with Family Advancement leadership: Brandy Holleyman, Director; Karissa Coltman Burnett, Manager; Ariane Betancourt, Manager; Claudia Cruz, Team Lead; and J. Renee Williams, Team Lead. Discuss CareerAdvance, English as a Second Language, and Learning@Home to learn about these parent engagement programs. **(10 minute break at 3:45, if needed)**

4:45-5:00 **End of day Wrap-up and Questions**

Thursday:

8:20-8:30 **Return to: CAP Tulsa Main Office, 5330 E. 31st ST, Tulsa, OK 74135**
Legacy Plaza East Tower
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8:30-9:30 Discuss agency and program funding with Brandy Holleyman Director of Family Advancement; Director of Fund Development, Drew France; and Director of Finance and Accounting, Jason Smith.

9:30-10:00 Meet with Robyn Haley, Sr. Program Manager for Early Childhood Programs, with Family & Children's Services and Valerie Osgood-Sutton, Manager of Family Engagement to discuss parent engagement.

10:00-10:15 **Break**

10:15-11:45 Review CAP Tulsa's Family Success Plan, how it is used with families to determine areas of concerns and to set goals. With Brandy Holleyman, Robyn Haley, Valerie Osgood-Sutton, and Research Specialist Kaitlyn Newell.

11:45-12:00 **Break/Lunch Delivered**

12:00-1:00 Skype meeting with Teresa Eckrich Sommer Research Professor, Institute for Policy Research and Co-Director, Northwestern Two-Generation Research Initiative with Northwestern University and Janae Bradford, with Mallory Schmidt, Project Coordinator for the Morris Child and Adolescent Development Lab at OSU-Tulsa, and Karissa Coltman Burnett to discuss external evaluation and research of CareerAdvance.

1:00-1:30 **Break & Travel to: Tulsa Community WorkAdvance (TCW)**

1:30-3:45 Meet with Karen Pennington, TCW Managing Director to learn more about our partnership and the services TCW provides for CareerAdvance candidates; Karissa Coltman Burnett with Family Advancement will join.

3:45-4:00 **Travel to: Tulsa Technology Health Sciences Center**

4:00-4:30 Observe Medical Assisting class for CareerAdvance participants; Nicole Abel, Instructor

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