**VCPD Governance Workgroup**

**April 2, 2019**

**3:00-4:30 pm**

**MEETING SUMMARY**

**Present:** Jaye, Sandy, Saretha, Dawn, Cori

**Celebrations and Announcements**

* The Early Impact Virginia Conference on March 22nd was a huge success!
* The Pathfinders Scholarship application period is open.
* Early Childhood Quality Grants are available to LEAs through VDOE. Funds must be spent by September 30.
* Mixed Delivery Preschool Pilots 4th round of applications is in process.
* CCSS Conference registration is open. Hotel Roanoke guest rooms are full as of today.
* Saretha is on the call!
* We received a lovely thank you card from Kathy Gillikin.

**Review of March 5, 2019 Meeting Notes**

Notes reviewed and tasks completed

**VCPD 101 and 102 Participation as of March 28**

* VCPD 101

March 20-21 at the Hilton Garden Inn in Glen Allen:

 19 completed, 2 first day only, 1 cancellation, 2 no shows

June 6-7 at the Hilton Garden Inn in Charlottesville: 21 registered

* VCPD 102

March 27 at the Stonewall Jackson in Staunton: 11 completed, 1 no show

May 22 at the Hilton Garden Inn in Glen Allen: 30 registered (full)

June 20 at GMU in Manassas: 25 registered

One person submitting a proposal to CCSS listed her VCPD 101 participation in her proposal.

**Inclusive Practices Task Force**

 Sandy reported that the IPTF met on March 25th in person and with distance access. Members focused on the two infographics that have been drafted and a list of inclusion resources to be posted on the VCPD website. Dawn shared that two videos are under development through the VDOE—one focusing on Augusta County’s inclusive services and the other on Giles County’s model.

**Cross-Disciplinary Faculty Symposium Follow-Up and ECPC**

Deana presented information on VCPD, our ECPC work, the Cross-Disciplinary Higher Ed Symposium, and personnel issues at an event in DC following an invitation from Mary Beth Bruder.

Jaye has emailed faculty team leaders asking for an update on their action plan by May 3, 2019.

**April 9 VCPD Meeting**

 Governance members concurred with Jaye’s recommendation to cancel the April 9th VCPD GoToWebinar meeting.

Task: Jaye to send an email with updates and announcements on or before April 9th.

 Also, Mark emailed Jaye to note that the School Readiness Committee is meeting on June 11th, the date of our next full VCPD meeting. Dawn indicated that she now has a standing Tuesday meeting. June 11th is a face-to-face meeting planned for the Tuckahoe Library. Governance decided to continue the June 11th meeting as scheduled.

**Vendor Table at CCSS Conference**

 Following discussion by the CCSS planning committee, only EI and the VDOE’s TTACs will have complimentary tables at the CCSS Conference. VCPD information may be displayed on the TTAC table. We will not pay for a separate table for VCPD.

**Practice-based Coaching Training of Trainers and Roanoke Mixed Delivery Preschool Pilot** **and Preschool Development Grant Potential Opportunity**

As a follow-up to our March discussion, Sandy and Jaye have been communicating with Mary Louise Hemmeter about providing a training-of-trainers (TOT) for Practice-Based Coaching. Mary Louise and her team are willing to work with us. They have created a TOT for Head Start but those materials will need to be revised for us as Head Start has “propriety” over the resources. Mary Louise said that her team would provide a training of coaches (could be a large group) to be observed by about 5 future TOTs. The TOTs would have additional materials and also meet with the team separately at the end of each day. The Virginia TOTs would then offer a training and be observed by someone from ML’s team, perhaps via technology.

 We await a budget proposal in order to move further along with planning for PBC training for the PDG recipients who made the original request, and then determine options for additional PBC training possibly coordinated through VCPD.

**Development and Implementation of an Evaluation Plan for VCPD 101**

The VDSS contract includes a provision for developing an evaluation plan for VCPD 101. How might we determine the transfer into practice? Self-report is likely the best option, perhaps via SurveyMonkey. Can also gather some data on VCPD 101 and VCPD 102 trainings. Jaye has also developed and piloted a trainer observation form.

Task: Sandy to contact Parthy regarding the evaluation.

**Tips for Trainers Pilot**

We discussed options for piloting a “Tips for Trainers” resource for PD providers who have completed VCPD 101. Options discussed included a closed Facebook group or a password-protected section of the redesigned website. Tips could also be sent via email or Constant Contact. We determined that the best option was to post tips to closed group on the website.

Task: Jaye to share this plan with Kristen Ingram.

**Website Redesign**

 Kristen Ingram continues to work on the website redesign on her personal time.

**Quality Assurance Workgroup**

Following a request from Kris Meyers at the March VCPD meeting, Tammy Petrowicz, Kimberly Andrews and Kim Gregory indicated interest in participating in this Workgroup as it is being reconstituted. Cori indicated that she will not participate at this time as the proposed tasks do not appear to relate closely to EI.

**Continuous Improvement**

* What worked? Good discussion today. Positive decision to cancel April VCPD meeting.
* What could be improved? Cori requested that future meeting dates be put into Zoom as a

recurring meeting.

**Future Governance Meeting Dates**

* June 4
* September 3
* October 1
* December 3

**Future VCPD Meeting Dates**

* June 11 (Face-to-Face at the Tuckahoe Library)
* September 10
* November 12
* December 10 (F2F)

**Regional Consortia Summits**

* May 2: Western in Wytheville
* May 3: Central in Richmond
* May 7: Piedmont in Weyers Cave
* May 15: Northern in Manassas
* May 23: Eastern in Hampton

**Inclusive Practices Task Force Dates**

* June 3
* July 22
* September 23
* November 25

**VCPD 101**

* June 6-7 in Charlottesville

**VCPD 102**

* May 22 in Richmond
* June 20 in Manassas