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**VCPD Governance Meeting**

**April 3, 2018**

**3:00-4:30**

**Present:** Aleta, Sandy, Sakina (for Kathy), Cori, Deana, Dawn, Laurel, Peggy, Jaye

**Unable to Attend:** Bethany, Kathy

**MEETING SUMMARY**

**Celebrations, Announcements, and Updates**

* We have a fully executed VCPD/VCU/VDSS contract!!  We started 8/1/2017 and finished 3/19/2018.  Kathy is starting the renewal process now.

Task: Sandy to scan and send Jaye a copy.

* Kathy Gillikin, Stephanie Daniel and Jaye met on March 7th to discuss the specifics of the VDSS contract. Stephanie has provided IMPACT Registry cards and copies of the Trainer and Relationship-Based Professional Development Provider Requirements for distribution at VCPD events.

Task: Sandy will obtain some IMPACT cards from Kathy/Stephanie to include with the VCPD display she includes at various events.

* Laurel Aparicio, Jennifer Case and Jaye met on March 7th to share professional development efforts and opportunities for increased collaboration.
* Carol Clark (VQ Rappahannock) and Jaye met on March 7th to discuss plans and view the site for the June 21-22 VCPD 101 training.

* Peggy Watkins and Jaye presented VCPD 101 Module 3 (Designing Professional Development) and piloted Module 5 (Planning Professional Development) at the VAAEYC Conference in Fredericksburg on March 8th.
* Mark is having to step back from active Governance and VCPD participation at this time due to the unprecedented focus on early childhood at the state level. He will remain an “email member” and reassess his status for the fall.
* Stephanie Daniel has accepted a position as Director of the Early Childhood Education Program at Bryant & Stratton College. Jaye has invited her to participate in the Higher Education Workgroup.
* Ann Lhospital had her second son, Felix, on March 3rd. Both are doing well.
* The Inclusive Practices Workgroup meets on April 16th via F2F and webinar.
* The QRIS TA Project/QA Workgroup participants will meet on April 19th. Members continue to participate in TA project webinars.
* Welcome back, Aleta!
* Early Impact Virginia will hold their conference on December 10th at the Short Pump Hilton.
* Jaye’s 25th wedding anniversary is today!

**School Readiness Committee**

According to the Secretary of Education’s website, “The Secretary is currently considering applications for appointments to the Committee. If you are interested in serving, please submit an application online by May 3, 2018. Please note, Committee members serve staggered terms, only some of the committee slots are opening up for consideration this spring.” Should VCPD submit an application or applications for appointment?

Task: Jaye to follow up with Holly Coy/Emily Griffy to see if they know which positions need filling. This might provide clues on who to nominate and if it is worth trying.

Update: Jaye checked with Holly later that day. Holly was in Roanoke with the new Secretary of Education who is on a listening tour. Holly was not sure about open positions, but encouraged us to apply regardless. In an email the next day, Holly noted “Looking at our list, some folks wear multiple hats on the committee so the answer isn't terribly clean cut. The bottom line is we have both discretionary and non-discretionary slots opening up, and you all should feel free to submit names. Anyone who is a current teacher from a private or public ed setting, or as private business rep, may be particularly helpful as some of those reps are up for consideration.”

**Parent Member for VCPD, ECPC, and IP Task Force**

Tracey Edman, who has served as our parent representative on the full VCPD, and as a member of our ECPC team and the IP Task Force is no longer working at The Arc.

Task: Jaye to find a contact for Tracey and determine if she is still interested in being a part of the above. If she is not, Jaye will reach out to the Director of The ARC to determine the status of the position. Deana mentioned that the Center for Family Involvement at the Partnership may also be an option to identify parent representatives.

Update: Jaye left a voice mail message for Tracey on her personnel cell number but has not received a return call as of the evening of April 5th. Jaye had a good conversation with Tonya Milling, the new director of The Arc. Tonya said that she and Tracey did not have a lot of overlap in their transitions. Tonya is just learning about many of the initiatives in which Tracey participated. Tonya plans to fill the position but it is not yet advertised. She was glad to learn about VCPD, and is willing to try to cover any essential tasks to the best of her ability.

**Early Childhood Personnel Center Leadership Institute**

We have sufficient members to send a team to the Institute on June 10-13. Dawn reported that the funded positions remain the same as last year. Dawn will attend for 619, Deana for Part C, and Jaye for UCEDD. Cori and Deana will discuss using Part C funds to support Cori’s participation if they determine that she will attend. Funding is available for Kathy as the EC representative and for a parent.

Task: Sakina to alert Kathy that a decision is needed.

Task: Jaye will ask Tracey if she is willing and able to continue as our parent representative.

Task: Dawn will determine if others are able to attend.

**Strategic Planning**

Governance members reviewed the draft strategic plan input given at the March F2F meeting. This input was in response to a draft reflecting the revisions following the March Governance Workgroup retreat. Governance members also had received a list of accomplishments via email.

Task: Review the current VCPD membership (those who attend the full meetings) to determine if all are connected to a workgroup or a regional consortia. If members are not, develop a strategy to have them join.

Task: At the June F2F VCPD, review suggestions from the charts in order to have a more in-depth discussion. Suggested topics include:

Goal 1: Data collection from Regional Consortia Summits including impact data

Goals 2 and 6: Suggestions for VCPD to develop and provide professional development on coaching/mentoring

Goal 5: More information on ECPC (purpose, goals, players, Leadership Institute), orientation to VCPD

Goal 9: Make VCPD Coordinator position full time, consider/make VCPD as a stand-alone organization/agency, contract with VCPD to handle IMPACT Registry.

**Follow-Up to VECF Presentation at the March VCPD Meeting**

Task: Carry over to May Governance meeting

**Agenda for April 10, 2018 VCPD Meeting**

Governance reviewed the agenda. Jaye will be in touch with some members to speak to topics on the agenda.

**Potential Opportunities Resulting from Additional Federal Funding**

Additional federal funding has been appropriated for a number of early childhood and family programs including Head Start, CCDBG, and IDEA. When is the money coming? Are there funds targeted for professional development, and if so, how can those funds be used to further VCPD initiatives?

Aleta shared that Head Start has no answer yet, but that she will learn more following the Head Start conference next week. Likewise, Sakina stated that VDSS is awaiting additional guidance about increased CCDBG funding. Laurel shared that the Family First Act that was passed is changing the focus for Foster Care funding from crisis to prevention and evidence-based practices. Laurel will learn more about this through an April 10th webinar.

Task: Keep VCPD in mind as you learn about future funding and how it might support our work.

**Continuous Improvement**

What could we improve?

* Assign times to agenda items to help cover all items on the agenda.
* Prioritize agenda items at the beginning of each meeting.

**Future Governance Meeting Dates**

* May 22 (Note: Change from No Meeting)
* June: No meeting (Note: Change from June 5th which is now a full VCPD meeting)
* July: No meeting
* August: No Meeting
* September 4
* October 2
* November 6
* December 4

**Future VCPD Meeting Dates**

* April 10
* May: No Meeting
* June 5: Face-to-Face at the Tuckahoe Library (Note: Second Tuesday)
* July: No Meeting
* August: No Meeting
* September 11
* October: No Meeting
* November 13
* December 11: Face-to-Face

**Regional Summit Dates**

* Western: April 18 in Wytheville
* Northern: May 2 in Manassas
* Eastern: May 9 in Hampton
* Piedmont: May 18 in Harrisonburg
* Central: June 14 in Richmond