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**VCPD Governance Workgroup**

**December 3, 2019**

**MEETING SUMMARY**

**Present:** Laurel, Deana, Jaye, Cori, Laura, Susanne, Sandy

**Absent:** Bethany, Saretha

Task: Jaye to reach out to VDSS regarding regular participation in Governance meetings.

**Celebrations and Announcements**

* Deana will have an OT doc student assisting her with Learn the Signs. Act Early. during the Spring semester.
* PDG grant renewal was submitted. 23 states to be funded. Hope to hear outcome this month.
* Cori’s daughter had a wonderful wedding on November 2nd. The rehearsal dinner was a costumed Halloween event!
* Peggy went to NAEYC and is enjoying her work with toddlers.
* The Early Learning Standards work, coordinated by Dr. Irene Carney, is going well with a second stakeholders meeting planned for next week.

**Review of October 1, 2019 Un-Meeting Notes:** No follow up tasks.

**Practice-Based Coaching Training Institutes**

* 9 Virginia trainers prepared with Virginia-specific materials
* Drs. Jessica Hardy and Ragan McLeod have provided outstanding leadership and training of trainers
* 100 coaches trained (unduplicated count: Harrisonburg: 37, Williamsburg: 22, Salem: 41)
* Final accounting of income and expenses underway
* Three follow-up webinars led by Drs. Hardy and McLeod planned for 3:00 on December 11, January 8, and January 22
* Jaye creating email groups to send docs and messages electronically
* Jaye will update Ppts and trainers notes to incorporate revisions, additions, etc. from Virginia trainers to create a common set of improved materials

**Discussion**: Need a long range plan for ongoing support of coaches and potential replication of PBC training. Could/should Governance and funding partners not on Governance (Amy Bornhoft (ITSN/CDR), Angela Wirt (CCA), Vivien McMahan (Roanoke UWELS) along with Virginia trainers hold a Zoom meeting? Some ideas were generated during the Williamsburg and Salem debriefing sessions.

**Decision:** Schedule a meeting with the agencies/organizations that paid for persons to complete the ToT to determine their thoughts on how and if the person trained can participate in statewide type training. Once this is determined, then take back to Governance to discuss a plan.

Task: Jaye to coordinate a meeting to occur before the holiday break if possible.

**VCPD 101 and 102**

* VCPD 101 supported through the Western Regional Consortium; offered in conjunction with the Igniting Connections Conference in Blacksburg; October 4 at the VT TTAC and October 5 at the Inn at VT. 15 registered. 7 completed.
* VDSS funding for only two VCPD 101 and one VCPD 102 this year due to budget changes.
* VCPD 101 session scheduled for January 23-24, 2020 or February 2020—working on space in Richmond. ChildSavers hosting. VDSS funding.
* VCPD 102 session planned for Western (Blacksburg?) in May using remaining Western summit funding.
* Anticipate offering one session of VCPD 101 and one session of VCPD 102 in June 2020 with VDSS funding.

**Pointers for PD Providers**

 Jeanne is working on a masthead/logo for us. First issue now targeted for January or February distribution. Jaye will have a learning curve on Constant Contact.

**Task: Share information about this at the December 10th VCPD meeting.**

**VCPD Higher Education Faculty Institute**

* Funding from Part C Office, VCU personnel prep grant (Dr. Yaoying Xu), Head Start Collaboration Office carryover
* October 11 at Hilton Garden Inn in Charlottesville—one day only, no topical PD
* Erin Carroll was the keynoter. Additional presenters: Emily Griffey, Cori Hill, Laura Kassner, Kris Meyers, Sandy Wilberger, Alyson Williams
* 29 participants representing 12 IHEs: GMU, Longwood, Lynchburg, JMU, VCU, Danville, NRCC, NVCC, PHCC, Reynolds, SWVCC, and VWCC. EC, ECSE, and OT faculty included.
* Need to consider future funding

**Discussion:** Cori and Deana shared that participants sought information related to EI and they also provided ideas of what might be helpful to them in their coursework. As a result, EI is developing case studies. VEIPD also benefited from faculty input on how they search for information on their website. Faculty members gained information from the VDOE, VECF, Voices, etc. for which there are no regular channels of communication. Evaluations were good, and it behooves us to continue to seek funding to hold this type event.

**Inclusive Practices Task Force**

 Sandy noted that the most recent meeting was held on 11/25. The group received feedback on the first infographic that was developed to inform lawmakers and the need for changing some of the wording based on input from VDOE staffers. A second subgroup is working on an infographic targeted for IHEs. The resource document on inclusive practices is posted on the VCPD website.

**Website Redesign**

* Final design in process and it is WONDERFUL! We are grateful to Kristen Ingram for taking on this task as a volunteer.
* Learning curve for Jaye and the regional leadership as this is a new design on the new WordPress platform.

**Agenda for December 10th VCPD Meeting**

 The agenda for the upcoming meeting was reviewed and approved. Emily Griffey will share information on the upcoming GA session at 11:00. We will also review our accomplishments for the year, and divide into small groups to explore the PD sections of the PDG B-5 Renewal Application. Sandy, Deana and Cori will lead a small group discussion focusing on one component of the PD section. Laura noted that it might be helpful to update members on the work of the ten pilot communities involved in the PDG work this year. VDOE early childhood staff are all participating in another meeting on the 11th, but she will check with Erin or Jenna to determine if it is appropriate to reach out to someone at VECF to provide that background information.

Tasks: Jaye to identify another member to lead the 4th component.

Jaye to send the PD section of the renewal application and discussion questions to Cori, Sandy and Deana (and 4th leader) to review prior to the meeting.

Laura to check with VDOE leaders regarding VECF staff participation in the discussion.

Update from Laura: *Jenna and Erin both agreed they'd rather have you all wait until we (VDOE rep) can present on PDG Renewal as we are lead agency. So I won't ask VECF and would ask you to let me know the next date that makes sense. By that point, we will know the outcome of the competition also.* VDOE staff will share at our February 11th meeting.

**Governance Meeting Schedule for 2020**

History: 2017 and 2018: met every month except January and August

 2019: met February, March, April, June, September, *October (un- meeting)*, December

The following meeting dates were approved for 2020:

 February 4

 March 3

 May 5

 June 2

 September 1

 October 6

 November 3

 December 1

**VCPD Meeting Schedule for 2020**

History: 2017: February, ~~March,~~ April, June, September, November, December

 2018: February, March, April, June, September, November, December

 2019: February, March, June, September, November, December

The following dates were approved for 2020:

 February 11

 March 10

 June 9 F2F

 September 8

 November 10 Note change: F2F meeting in November not December

 December 8

**Future Topics for Decision-Making**

* Development of new VCPD Strategic Plan (on hold)
* Funding or lack thereof (continued)

**Discussion:** Sandy, Deana, Kathy Gillikin (former VDSS), and Jaye met with Jenna Conway in January 2019 to share information about VCPD and to discuss how VCPD might play a role in statewide PD efforts. Additionally, Governance held our March meeting at the VDOE in order that Erin might attend and learn about our work. Is it appropriate to touch base with VDOE leadership again?

Task: Laura to ask Jenna about the timing of a meeting since much will be going on in GA, PDG grant etc. and let us know.

Update from Laura: *I also pinged her about when was best to meet and discuss how to leverage VCPD's strengths in upcoming efforts, and I'll let you know what I hear back.*

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| **Inclusive Practices Task Force Dates*** January 27
* March 23
* May 18
* July 27
* September 28
* November 23
 | **Regional Summit Dates*** Central: May 1
* Eastern: TBD
* Northern: April 30
* Piedmont: TBD
* Western: VCPD 102 date TBD May?
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