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**VCPD Governance Workgroup**

**February 4, 2020**

**MEETING SUMMARY**

*The Governance Workgroup oversees the management of VCPD,*

 *secures continued funding, coordinates the partnership agreement,*

*and maintains communication with state level agencies and organizations.*

**Present:** Laurel, Deana, Jaye, Laura, Mickie, Susanne

**Absent:** Bethany, Cori, Sandy

**Celebrations and Announcements**

* Welcome Mickie McInnis, new Governance rep from VDSS!
* Portia Pope has joined VDSS as the Director of the Head Start Collaboration Office. She will not join Governance at this time.
* Katie Webb, our parent representative from The Arc/New Path has left that position as of January 24th. The Arc is seeking a replacement.
* Cheryl Strobel has retired from the VDOE.
* Our new website went live on December 20,2019. Well-received. Still a work in progress. VCPD meeting summaries, list of meeting dates, and regional resources are posted. See *Member Login* in the upper right corner. Password is *vcpdmember*. We have 71 users within the last 7 days. They averaged 3.02 minutes on the site and looked at an average of 3.45 pages per session. Kristen says these are good stats.
* Jeanne has developed a wonderful masthead/logo for Pointers for PD Providers. Jaye is working on the initial mailing in terms of email addresses, etc. and learning how to distribute.
* Jaye has finished chemo. Surgery is scheduled for March 11.
* Susanne shared that Julie Greene is joining CCA on February 18th.  She will take over the role of VCPD Eastern Regional Consortium CCA Administrative Support.
* Laura noted that the Early Childhood Success Act passed through the Senate and should make it through crossover.
* Laurel reported that home visitors and others using the Institute may now earn 3 college credits through the School of Social Work at the University of Kansas. They are hoping to add CEUs for nursing—other disciplines already award CEUs.

**Review of December 4, 2019 Meeting Notes**

 The December Meeting Summary was reviewed. All tasks were completed. There was no VCPD Governance meeting in January 2020.

**Agenda for February 11, 2020 VCPD Meeting**

The agenda for the February 11 VCPD meeting was reviewed and approved.

**Review of Discussion with Jenna Conway and Erin Carroll**

* Laura, Sandy, Cori and Jaye met with Jenna and Erin on January 15, 2020 by phone (one year and a day after 2019 meeting with Jenna).
* Jaye shared notes from the meeting. At this time, there does not seem to be a plan for a comprehensive PD system. The focus is on building a culture around data use based on CLASS, and PD that is individualized. With regard to VCPD, Jenna seemed to be particularly interested in our Higher Education and Practice-Based Coaching efforts.

**Practice-Based Coaching**

* We trained 100 coaches and have a Virginia-specific curriculum and 9 trainers.
* Three follow-up webinars for new coaches were held on December 11, January 8, and January 22.
* Agency leaders who sponsored trainers @ $2028 per trainer (CCA, TTAC, PPD, ITSN, Roanoke UWELS) met on December 16 and January 8. No course of action determined until after discussion with Jenna and Erin.
* Funds remaining in account at Child Care Aware after all bills paid: $8021.54
* Kris Meyers at VECF has received tentative approval to reallocate funds to support trainers for 1-2 PBC trainings. Funds need to be spent by July 31st. Participants will be charged an amount to cover registration and notebooks. . . possibly $75. UPDATE 2/16/2020: Kris is awaiting final approval from Arlene at VDSS. Hopes to hear soon.
* There will be a PBC password-protected section on the VCPD website for our new coaches.
* Jaye has not had time to update Ppts and trainers notes to incorporate revisions, additions, etc. from Virginia trainers to create a common set of improved materials but will get to it eventually somehow.

**VCPD 101 and 102**

* VDSS funding is for only two VCPD 101 and one VCPD 102 trainings this year due to budget changes.
* A VCPD 101 session is scheduled for February 13-24, 2020 at ChildSavers. ChildSavers is providing space and handling registration. VCPD is covering Jaye’s travel and handouts. UPDATE 2/16/2020: 20 participants, 1 cancellation, 3 no-shows
* The United Way of Southwest Virginia is sponsoring a VCPD 101 session on March 4-5 in Abingdon. Jaye is leading this on a contractual basis outside of her VCPD duties.
* The second VDSS-sponsored VCPD 101 session is tentatively planned for June 25-26 hosted by Children’s Harbor. Beth Anderson is looking for space on the Tidewater Community College campuses in Chesapeake or Portsmouth. They will handle registration. VCPD will cover Jaye’s travel and handouts. NOTE 2/16/2020: Portsmouth Campus will be the site.
* A VCPD 102 session is planned for May 7 at the VT TTAC in Blacksburg. This is sponsored by the Western Consortia in lieu of their summit. They also sponsored VCPD 101 in October 2019.
* The VDSS-sponsored VCPD 102 session is tentatively planned for May 20 in Richmond. NOTE 2/16/2020: Date changed to May 14th. ChildSavers will host. Susanne shared that she had recently participated in a training at a Goodwill training space that was nice

Task: Jaye to contact Kim Brickhouse regarding contact information for Goodwill space.

Task: Jaye to send Mickie a copy of the evaluation plan developed in 2018-19.

**VCPD Higher Education Faculty Institute**

* In 2019, funding was 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
* 29 participants representing 12 IHEs: GMU, Longwood, Lynchburg, JMU, VCU, Danville, NRCC, NVCC, PHCC, Reynolds, SWVCC, and VWCC. EC, ECSE, and OT faculty included.
* Jenna was positive about keeping higher education in the loop.
* Part C Office may be able to contribute financially to a Faculty Institute in 2020.

Task: Jaye to develop potential budget.

Task: Determine if Yaoying Xu at VCU will have grant funds to contribute.

 **Development of Contracts for 2020-21**

* Potential Deliverables for 2020-21

 VCPD 101 and 102 (training, ongoing support, training of trainers)

 Pointers for PD Providers

 VCPD Website

 Distance Coaching on VCPD 101 and 102

* VCPD PD Activities Inside or Outside of VDSS/VDOE Contracts

 PBC (training and ongoing support)

 Higher Education (Faculty Institute and ongoing support)

* Funding Needs

 Coordinator Wages $TBD

 Coordinator Fringe Benefits @ 8.1% $TBD

 Server Cost $400

 Ongoing Tech Support for Website $500

 Constant Contact $204

 VCPD 101 Evaluation Plan Implementation $2500

 Coordinator Travel $TBD

 Clerical & Event Planning Expertise, $2000

 Material, Supplies, Copies, Postage

 Indirect Costs: 8% (VDOE) & 26% (VDSS)

**Future Topic for Decision-Making**

* Early Childhood Personnel Center (ECPC) Opportunities
* Development of new VCPD Strategic Plan (expired December 31, 2019)
* Partnership Agreement extends through December 31, 2021

**Continuous Improvement**

* Welcome, Mickie!
* Good representation today.
* Having content information in advance of the meeting was helpful.

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| Governance Meeting Dates* March 3
* May 5
* June 2
* September 1
* October 6
* November 3
* December 1
 | VCPD Meeting Dates* February 11
* March 10
* June 9 (F2F)
* September 8
* November 10 (F2F)
* December 8
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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: May 7 (VCPD 102)
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