

**VCPD Governance Meeting**

**February 6, 2018**

3:00 to 4:30 pm

**MEETING SUMMARY**

**Present:** Jaye, Deana, Dawn, Sandy, Mark, Kathy

**Celebrations and Announcements**

* Karen Lange’s position as military child care liaison ended January 30th.
* Website training was provided for Kristi Carter, Central CCA Administrative Support person, on January 29, 2018.
* Mark reported that the VDOE received over $1 million in additional federal Preschool Development Grant funds. This money is being distributed to open new VPI+ classes in Virginia Beach (2) and Chesterfield (3). The 13 participating school divisions are now permitted to use funds to build infrastructure for their current VPI programs. Additionally, UVA will offer courses with no tuition cost to teachers --first to VPI+ teachers and then to non-VPI+. Course content will focus on teacher-child interactions. Recent data shows that filled VPI+ slots have increased, and QRIS (CLASS) scores for Year 3 are much improved from Year 1. Coaching and other efforts are working.
* Dawn shared that the ECE and ECSE webpages on the VDOE will be combined. Also, ultimately the CASTL website resources will be integrated with the VDOE site.
* Mark and Laura are planning a VPI+ teachers institute for July 2018 in the Richmond area. It will be open to VPI+ teachers first, and then open to VPI and ECSE teachers. Laura is working on content with a focus on social emotional development and mathematics. They are hiring additional part-time short term staff to assist with the institute.

* Four full-day VPI coordinator institutes are in the planning stages. These will be held regionally.
* The VDOE is working with CASTL to in develop video suites on varying topics (e.g., social emotional development, math) to support professional development.
* Dawn shared that teams from 24 school divisions are participating in Communities of Learning led by Dr. Barbara Smith, author of *The Preschool Inclusion Toolbox.* Teams will meet monthly. In addition, a two-day summer institute is being planned in July with Barbara Smith presenting. Registration will be open to the 24 participating teams.
* Dawn also noted that the VDOE is hosting Will Jensen, Nevada Special Education Director, to lead a half-day session on braiding funding to support early childhood inclusion.
* An event for LEADs personnel is planned for April.

**Review of December Meeting Notes**

 Notes were reviewed and tasks discussed.

 Update: Cori and Margo Vaughan (VT T/TAC) are co-chairing CCSS 2019. The VCU TTAC will handle registration. Cori has been to Hotel Roanoke to investigate available meeting space for July 2019. An initial planning meeting is scheduled for February 21.

**VCPD Sustainability**

 The VDSS contract has been signed by VCU and is ready to go back to VDSS, however, there was a change from the most recent contract. Kathy and Sandy will discuss the change later today. They hope to have the contract signed by VDSS within a few days.

**Updates**

 The VCPD Organizational Chart has been revised to remove the CCSS Workgroup and Military Child Care. Update: Also changed IP Workgroup to IP Task Force following the IP meeting on February 7. The org chart is on the website under the *About* tab.

 Mary Beth Bruder is our new ECPC Team liaison. She asked that we reach out to her when we need her input. Thanks to Kim Sopko for her leadership and support.

In response to an inquiry from Jaye, Mary Beth emailed that the next cross-sector Leadership Institute will be June 10-13, 2018.Dawn has not received anything about the registration etc.

Task: Deana will see Mary Beth at an upcoming meeting coming up and will ask her for details regarding the event.

Task: Governance will need to determine if we will participate in the Leadership Institute.

 A combined Inclusive Practices Workgroup (now Task Force) and ECSE Network meeting planned for January 17 was snowed out. IP members were given the opportunity to provide input on the VDOE’s draft IP guidance document via survey. The group will meeting tomorrow, February 7, in Richmond with call-in option. They will review and finalize the action plan, and determine a mission/vision. Membership has been expanded. A small group has reviewed the VQ Inclusion module and will meet tomorrow after the IP workgroup meeting to share any edits/suggestions with Kris Meyers.

 Stephanie Daniel has resigned as convener of the Quality Assurance Workgroup. Kris Meyers has agreed to serve as convener. Virginia was selected to participate in an Effective Technical Assistance Systems in QRIS Peer Learning Group (TA PLG). Kathy, Sandy, and Jaye are on the team along with Kris and Katie Squibb. The project runs through August 2018. Virginia will focus on “approaches to implementation and scale” and “data collection, accountability, monitoring and evaluation.”

**VCPD 101**

* A Central regional training was held January 4-5 at ChildSavers with 9 participants. Eight participants were unable to participate due to snow. Rhoena Haithcock was the co-trainer. Marta Szuba sat in as future trainer.
* A Piedmont regional training is planned for JMU in Harrisonburg on March 1-2, 2018. Cathy Cook and Pam Houck are taking the lead regarding organization. Marta will co-train. As of yesterday, there were 18 participants registered.
* A training is planned for Northern Virginia tentatively on June 21-22. Debi Stepien working with Carol Clark (Smart Beginnings Rappahannock) who has year end funds for travel and materials. Update: Training is confirmed for June 21-22 at the United Way Rappahannock in Fredericksburg.
* The VAAEYC Conference on March 8in Fredericksburg will include Module 3 (Designing PD) and a new session under development for applying the format trained in Module 3. Peggy and Jaye presenting.
* Jaye submitted a proposal for a three-hour session at NAEYC in Washington DC on November 14, 2018.

**VCPD Brochure Revisions**

 Governance approved suggested revisions to the brochure to include deletion of CCSS Workgroup, new quote, etc. Update: IP Workgroup also changed to IP Task Force. Revised brochure is posted at [www.vcpd.net](http://www.vcpd.net) under *About.*

Task: Use current existing brochures at upcoming events. Sandy to print copies of the new version to begin using.

**Agenda for February 13th GoToWebinar Meeting**

 The agenda was reviewed and approved. Names added to speak on certain topics. Update: Emily Griffey is scheduled to be our major speaker; however, she had some calendar confusion. She has a meeting on February 13 with the Secretary of Education from 2:30-3:30 so may or may not be able to join our meeting.

Task: Jaye to send information/agenda to full VCPD members within the next few days.

Task: Jaye to remind Mark to send the announcements regarding VPI+.

**Agenda for March 13th Face-to-Face VCPD Meeting**

 Mark, Cheryl and Dawn will miss this meeting due to a VPI+ event. Aleta will be out as well. Kathy Glazer will share VECF initiatives, etc. at 1:00. The agenda should include participation by members regarding the proposed updates/revisions to our Strategic Plan based upon the work of Governance at our retreat on March 6.

**Governance Retreat**

* Tuesday March 6, 12:00 noon to 4:00
* No lunch provided
* VDSS Central Office (1604 Santa Rosa), Hanover Room
* Agenda will focus on the Strategic Plan and approval of meeting schedules for VCPD and Governance.

Task: Prior to the retreat, Jaye to resend the VCPD Strategic Plan along with the IP Action Plan and the ECPC draft plan from November. Governance members to review in preparation for the retreat.

***NOTE:*** *At this point in the meeting, the fire alarm sounded at the Partnership causing Deana and Sandy to leave the building. This left Kathy, Mark, Dawn and Jaye on the call. We determined that decision-making regarding meeting dates would best be addressed by a larger group.*

**VCPD Meeting Dates for 2018**

 Already Approved:

February 13

March 13: F2F

April 10

May: No meeting

\**June 12: F2F Conflicts with ECPC. Change to June 19th?\**

Task: Jaye to contact Governance members via email regarding a change to June 19th or June 5th (regularly scheduled Governance meeting date.)

To be Discussed at Retreat:

 July: No meeting

 August: No meeting

 September 11:

 October: No meeting

 November 13

 December: F2F meeting

**Governance Meetings for 2018**

 Already Approved:

March 6

April 3

May: No meeting

June 5

To be Discussed at Retreat:

July: No meeting

August: No meeting

September 4

October 2

November 6

December 4

**Other Important Dates**

* April 18: Western Summit at the Wytheville Meeting Center
* May 2: Northern Summit at the GMU Campus in Manassas
* May 9: Eastern Summit at Hampton Healthy Families or the ODU Campus in Suffolk
* June 14: Central Summit at the Children’s Museum of Richmond
* Piedmont: Summit Date and Location TBD

**Continuous Improvement**

* What worked?

Receiving documents in advance of the meeting

Jaye’s preparation

That people don’t assume anything, but rather seek input and achieve consensus

* What needs improvement?

 Fire alarm system

 Missing members without substitutes