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**VCPD Governance Workgroup**

**Virginia Department of Education, 24th Floor, Harrison Room**

**June 4, 2019**

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

**MEETING SUMMARY**

**Present:** Mark, Laurel, Deana, Erin, Jaye, Dawn, Wenda, Peggy, Sandy

**Celebrations and Announcements**

* Welcome Erin Carroll, Director of the Office of Early Childhood.
* Welcome Wenda Singer, Acting Director of the Head Start Collaboration Office.
* Congratulations to Sandy Wilberger for receiving the Friends of VCASE Award.
* Deana’s daughter had a lovely wedding.
* Jaye’s daughter Bekah graduated from Duke.
* CCSS Conference registration is at 90% of capacity.
* The Communities of Learning for Inclusive Programs has completed four webinars and will hold a Summer Institute on the CCSS preconference day. The afternoon session will be paired with the IPOP preconference session.
* Jaye provided modified excerpts from VCPD 101, Module 1 at the Virginia Head Start Conference in Abingdon on April 3rd in Abingdon.
* The fourth round of Mixed Delivery Preschool Pilots has been awarded.
* The VDOE, using remaining VPI+ and Section 619 (ECSE) funding, has awarded 14 grants (23 LEAs) for capacity building for CLASS observations.

**What’s UP with VCPD: An Update on Accomplishments and What’s Upcoming**

Jaye utilized a PowerPoint presentation to provide an overview of VCPD including our history, mission, organizational structure, workgroup initiatives, etc. for Erin. See attachment.

**Review of April 2, 2019 Meeting Notes**

Notes from our April meeting were reviewed. All tasks were addressed.

**Five VCPD Regional Summits**

Jaye shared information regarding the key topics and speakers at our five successful regional summits all held in May.

* + Western: May 2 at the Meeting Center in Wytheville (29)
* Building Trauma Informed Communities: Importance of Early Childhood Educators and Providers
* The Most Effective Strategies for Supporting Children with Special Needs
  + Central: May 3 at the Community Idea Station in Richmond (36)
* Spotlight on CLASS
* Developing Interactive Webinars: Tons of Tips for Keeping Learners Engaged
* Early Childhood Updates in the General Assembly
  + Piedmont: May 7 at the Plecker Center/BRCC in Weyers Cave (17)
    - Six Principles of Effective Feedback: Supporting Teacher Practice Growth
    - Trauma and Teaching: Facilitating Change through Addressing Teachers’ Experiences. Mindset and Process of Self-Reflection
  + Northern: May 15 at the GMU Campus in Manassas (84)
* Changing Minds: Family-Centered Care and the Substance Exposed Child
  + Eastern: May 23 at Hampton Healthy Families (18)
* Effective Facilitation Tips and Techniques to Enhance Training Sessions

**Updates on VCPD Initiatives**

* + Quality Assurance Workgroup

Presently, VCPD members have been collaborating with the Virginia Quality Leadership Team. New members have been invited for the QA Workgroup to address tasks resulting from our recent survey of early childhood PD in Virginia.

* Inclusive Practices Task Force

The IP Task Force met yesterday in person and virtually. They reviewed a draft of an infographic targeted to policy makers, and also completed edits on a summary of state and national resources in support of inclusive practices. This document will be posted on the VCPD website. Additionally, IPTF members

reviewed the new State Indicators of High Quality Inclusion from ECTA.

* Cross-Disciplinary Faculty Symposium Follow-up

Jaye reported that she had emailed Symposium participants in May seeking an update on their action plans. She received limited responses and will follow-up again in the fall semester. ECSE professors Glenn Buck at Lynchburg and Sharon Raver-Lampman at ODU have retired.

* Website Redesign

Kristen Ingram at the ODU TTAC continues to work on redesigning our website on her personal time. Kristen and Jaye worked together on May 23 while Jaye was in Hampton for the Eastern Regional Consortium Summit. Kristen hopes to have the full template in place by the CCSS Conference in Roanoke in July.

* Funding for 2019-20

Saretha, Sandy, and Jaye are collaborating to renew the $50,000 in VDSS funding to support VCPD initiatives for 2019-20. Section 619 funding in the amount of $25,000 will continue as well.

**VCPD 101 and 102**

Jaye shared the following data regarding VCPD 101 and 102 efforts this Spring. VCPD 102 pilots have been evaluated very positively by participants.

* 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: 28 registered (two cancellations 5/29)
* 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, 23 attended, 2 cancellations, 5 no-shows
* June 20 at GMU in Manassas: 30 registered (full)
* VCPD 101 and 102 in 2019-20
  + Proposal from Western Regional Consortium to collaborate with Igniting Connections Conference on October 4-5 using their regional allocation. Governance approved this request.

Task: Jaye to communicate with Western Consortium leaders and Selina Flores to implement their proposal.

* + Training request from Eastern for VCPD 101
  + Request to offer VCPD 101 or content at VAAEYC Conference, March 5-7 in Richmond. Jaye is meeting with Jennifer Hamlin, Conference Coordinator tomorrow.
  + One or two additional 101 trainings
  + Three VCPD 102 trainings
* VCPD 101 Evaluation Plan

Sandy and Jaye are working with Seb Prohn, Senior Research and Evaluation Specialist at the Partnership, to finalize an evaluation plan for VCPD 101. The plan will include the use of existing data (session evaluation forms and pre/post knowledge checks). In addition, a follow-up Survey Monkey will probe the impact of VCPD 101 training on participant’s own training. To the extent that funding allows, observations of a small sample of VCPD 101 participants leading their own training will be completed.

* Additional Resources: What’s Next?
* PD Pointers via Constant Contact

Jaye shared two very rough drafts of Constant Contact messages providing tips for PD providers. In the fall, these will begin going out to VCPD 101 and 102 participants and VCPD members who opt-in. Deana agreed that we could ask Jeanne (graphic artist for the ITC) to provide a template for the messages. We will wait until the new VCPD website design is completed so that the visuals are consistent.

* Closed access to a webpage with VCPD 101 and 102 resources will be available on the redesigned website.
* Jaye is offering technical assistance on training design to VCPD 101 and 102 completers. VCU’s Zoom is available as a resource for this.

**Practice-based Coaching Training of Trainers**

Following up on previous discussions, Jaye reported that CCA, CDR, VCU TTAC, and Roanoke PDG have funds available to support simultaneous PBC training of coaches and training of trainers. The plan is to coordinate three sessions—the first led by Mary Louise Hemmeter and staff and the second two sessions led by Virginia trainers with support from Mary Louise’s staff. Sites would include Williamsburg, Roanoke, and a third site potentially in the Fredericksburg area. PBC events will be held in the fall. Regular PBC coach trainees will pay a registration fee to cover the cost of the training (registration if Cvent is used [CDR may be able to provide for free], food if provided/allowable, notebook of materials, etc.). Amy Bornhoft at CDR is purchasing 100 notebooks and sets of dividers now with budget close-out funds, and has offered to host a training at her site.

Governance members discussed the proposal particularly with regard to the proposed costs for development of materials. Members expressed concerns regarding the level of funding for material development given that PBC training has been conducted for years, including last summer at CDR in Williamsburg. Training of trainers has also been conducted for ICF staff who provide TA to Head Start and Early Head Start. Since these materials are available and were developed with federal dollars, to what extent do they need to be revised for Virginia? There are 96 hours of staff time at $125 and $250 per hour in the proposal.

Task: Jaye to reach out to Tammy Petrowicz for her insight about material development.

Task: Sandy and Jaye to discuss need for this level of material development with Mary Louise.

Task: Jaye to contact agencies regarding training dates to eliminate conflicts for VA trainers.

**Agenda for June 11, 2019 VCPD Meeting**

No formal agenda was available for review; however, Jaye shared plans for the meeting next week to include a focus on the three forms of PD and current efforts in these areas by member agencies and organizations. She also will demonstrate several PD strategies. Kris Meyers will lead a portion of the meeting on QA. Sandy will share the draft inclusion infographic and update VCPD members on the recent efforts of the IPTF. Mark is able to clear his schedule to report on VP!+ and other current VDOE early childhood initiatives.

**Continuous Improvement**

Not completed.

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| **Future Governance Meeting Dates**   * September 3 * October 1 * December 3 | **Future VCPD Meeting Dates**   * June 11 (F2F) * September 10 * November 12 * December 10 (F2F) |
| **Inclusive Practices Task Force Dates**   * July 22 * September 23 * November 25 | **VCPD 101**   * June 6-7 in Charlottesville   **VCPD 102**   * June 20 in Manassas |