****

**VCPD Governance Workgroup Meeting**

**May 7, 2018**

**MEETING NOTES**

**Present: Bethany, Cori, Kathy, Jaye, Peggy, Sandy**

**Written input submitted by Dawn.**

Today’s meeting was a called meeting in response to the anticipated $44.5 million federal dollars allocated for early childhood and family initiatives in Virginia. According to Voices comments on the CCDF plan, *“These funds are included in the FY18 budget and must be obligated in two years, and spent by the third year. October 2020. This is federal investment built into the baseline of the federal program; this is not ‘one time’ funding.”*

We kept these three questions in mind as we reviewed the “Go BIG” list of ideas.

* What are the current and anticipated professional development needs of the early childhood field in Virginia that VCPD is well-suited to address?
* What opportunities exist to further the work of VCPD based upon increased federal funding?
* What is our plan of action to move forward?

**Original Go BIG ideas sent out prior to the meeting are in blue. Meeting discussion is in black.**

**VCPD Coordinator to Full-time**

 Increase Coordinator effort from part-time (varied from 16-26 hours in 2017). Will need increased funding from multiple sources. Salary $84,000 + $32,088 = $116,088 (before indirect costs)

* VDOE 619 is committing the $25,000 this year but no additional funds.
* Kathy believes VDSS will renew the contract @ $25,000.
* VDOE and VDSS allocations maintain current level which is the same as the original funding for the position in 2013.
* Need an additional $66,000 to cover full-time salary and benefits. Concern expressed that this salary is higher than many state agency personnel.

Discussion: Cori suggested thinking about Going HUGE rather than Going BIG. Can VCPD become a line item in an agency budget? Can we identify an agency home for VCPD, and if so, which might be the most applicable agency? Which agency do we think we can “justify” asking if VCPD can be housed based on who VCPD has impacted most re: PD providers for their sector? Need to maintain cross-sector identity however.

EI -- no

VDOE/ ECSE -- no

VCH – no

VECF/VQ – no

Early Impact Virginia – no. But Bethany suggests talking with Lisa Spector Dunnaway who leads Family Forward (CHIP, Early Impact, PCAV)

VDSS – best direction to pursue at this time. Kathy agrees.

Task: Sandy to send $25,000 budget to Kathy as she did last year to continue coordinator position support for July 2018 through June 2019. Kathy wrote original contract with option of one year renewals.

Discussion: School Readiness Committee Governance group has diagrams for potential Department of Early Learning. This was for their discussion at their April meeting. <https://www.dropbox.com/sh/1wzcw07r16bby5x/AAAqyKTnw9yo26jzcnhpVM6Xa/April%2012%2C%202018?dl=0>

Task: Ask VDSS for the additional funding to secure a full time positon ($66,000 additional)

 OR

Task: If not entire funding, then ask for part. Could VCPD become a partner with VDSS as they now partner with Child Care Aware? VCPD would have a line item budget with expenses and deliverables specified.

**Operating Budget**

 Create an operational budget to include administrative, tech, and clerical support; copying; meeting and training resources; marketing materials; networking lunches, etc.

Task: Determine what an operating budget would be/has been to include in discussion of position. Roll all into one contract (as with CCA). Cori shared the same occurs with EI and VDBHDS: salaries, administrative support, event planning, IT support, etc. Jaye asked that we include any particular implications for telecommuting.

VDSS budget cycle begins July 1st. Federal allocation has not yet arrived at VDSS. Develop a budget perhaps to begin October 1.

**Website**

 Fund website upgrade and as-needed tech support. Need a format that is accessible, easier to use, and more professional in appearance.

 Update and expand the VCPD website to include resources on each type of PD using NAEYC categories as adopted by VCPD, webinars, blogs, etc. This correlates with current work of QA Workgroup.

Task: Determine budget for website updates/using a different platform, having it made accessible. T/TAC and EI have used outside consultants for ADA accessibility.

Task: Sandy has information on VCPD website accessibility to share. Add to May 22 agenda.

**VCPD Coordinator Travel**

 Increase travel support to allow for participation in state level meetings (e.g., School Readiness Committee, ECSE Network) and selected VCPD Workgroup and Regional Consortia meetings. Also member organization PD events (e.g., Head Start, Early Childhood Mental Health, VAAEYC, CCSS, Early Impact Virginia, VPI+ conferences) in order to promote VCPD and IMPACT/VDSS PD initiatives. Increased funding will also allow VCPD Coordinator to access job-related PD for herself. The coordinator travel allocation would only be accessed when no other funding is available.

Discussion: Aleta provided $3,000 first year, and $2,000 two subsequent years. Funding now ending.

Task: Talk to Aleta about funding for upcoming year, and consider whether to include in future budget proposal to VDSS. Important to maintain cross-sector funding, however.

**Higher Education Faculty Institute**

 Change the Faculty Institute to a $25,000 line item in the 619 budget so that planning can be timelier. No increase in funding at this time.

Dawn has indicated that she will not financially support the Faculty Institute going forward. What other strategies should we use to continue this effort?Webinars?An EC PD system must include both preservice and inservice components. Additionally, there is a great deal of movement in the field with implications for higher ed: revised competencies, articulation agreements between 2- and 4-year colleges, Power to the Profession, move to award education degrees/licensure at bachelors level, etc.

Suggestion was made to coordinate with school-age child care.

Task: include this as a line item in the budget we are sending to Barb.

**Regional Consortia Workgroup Leaders Meeting**

As included in the VCPD strategic plan, fund a one-time face-to-face Regional Consortia Workgroup meeting to include regional facilitators, Child Care Aware administrative support staff, and the workgroup conveners. Provide travel funds for participants unable to support travel through their agency. Consider scheduling the meeting in conjunction with the CCA annual regional staff training meeting.

Task: Continue to plan this activity as discussed in the March VCPD Governance Retreat. Peggy to share date for CCA staff training when available. Event usually in late August or early September.

**VCPD 101: Becoming an Effective Early Childhood Professional Development Provider**

 Fund three sessions per year of Modules 1-4 to include space (only if free space not available), materials and copies, registration support, trainer and co-trainer travel, co-trainer fee if applicable. Continue to seek sponsorship of VCPD 101 events, but this is of questionable sustainability long term.

 Offer a train-the-trainer event to increase availability of VCPD 101 trainers. Funding would support materials and copies, trainer travel, trainee travel and payment.

 Offer the new *Module 5: Planning Professional Development* to participants who have completed Modules 1-4 as a strategy to support use of skills trained in the initial VCPD 101 training. These would be regional events. Use a hybrid approach with pre- and post-training expectations.

 Provide distance coaching via email, phone, and/or webinar on training design to participants who have completed VCPD 101 (Modules 1-4 or 1-5) training.

 Develop an observation tool to measure PD providers demonstration of VCPD PD Provider competencies and VCPD 101 content. This could be a task of the Quality Assurance Task Force.

 Offer trainer observations using the new tool to projects and trainers upon request.

 Create a library of PD resources available for checkout to VCPD 101 trainers and participants. Possibly house at a TTAC. Funding for purchase and postage needed.

 Eliminate this idea. Increase website resources to address need.

 Develop and distribute weekly “Tips for Trainers” to VCPD members, VCPD 101 past participants, IHE faculty, etc. via email, Constant Contact, Facebook, or other tech strategy.

 Determine a strategy for and implement collection of data on transfer of VCPD 101 training into practice . . . perhaps self-reported data via SurveyMonkey.

Task: Provide a timeline in proposed budget for deliverables that shows an extended timeline for addressing these ideas. More than can be accomplished in one year by one person.

**VCPD 102: Becoming an Effective Early Childhood Coach**

Convene a group of stakeholders (or expand existing Governance, ECPC or QRIS team) to:

* identify resources for coaching early childhood practitioners. Add to VCPD website.
* determine an approach or model to adopt
* identify a strategy to deliver VCPD 102

 Employ a consultant to develop (or preferably adapt) a VCPD 102 coaching training plan and resources for Virginia. Consider two levels— entry Level 1 training for professionals who coach as a regular part of their daily administrative position (e.g., Center directors, Head Start Coordinators, LEADS, VPI+ coaches), and a more intensive advanced Level 2 for those whose primary work is coaching (e.g., ITSN, VQ, SB, TTAC staff). Initial funding needed to convene stakeholder group and support work of consultant. Future year funding needed for implementation of VCPD 102.

 Pilot each level of training. Once completed, offer face-to-face level 1 training (with pre- and post- activities) three times annually around the Commonwealth.

 Train VCPD 102 trainers.

 Offer Level 2 training to include coaching of coaches using a distance strategy.

Concept of Level 1 and Level 2 training was supported.

Dawn commented, “We determined as a part of our VCPD Strategic Plan we would not do this given the ongoing and comprehensive nature of coaching. Identifying and posting resources is on our strategic plan.”

Sandy noted that VQ has a training in June at Great Wolf Lodge with ML Hemmeter on Practice-based Coaching. This is being offered through ITSN. What type of follow-up for VQ is planned for that event?

Early Intervention is using the Collaborative Consultation model. Child Care Aware using models specified in topical curricula—e.g., Promoting Responsive Relationships, NAPSACC, CSEFEL (in the past). T/TAC staff have been trained in multiple models.

Task: Talk with Kris Meyers about this on QRIS/QA call on Thursday.

Task: Develop a line item for this, being specific about how this will impact child care providers.

**Annual Regional Topical Trainings**

 Offer regional topical trainings using a national or well-recognized speakers to address current needs (inclusion, resilience, challenging behavior/CSEFEL, neonatal abstinence syndrome, dual language learners, cultural competence/humility, etc.) Consider linking with revised competency areas.

 Funding needed for speaker fee and travel, space, materials, networking lunch, registration system.

Discussion: Competencies might be best topic initially (see below). Barb is very interested in trauma informed care training and CCA has trained trainers and offered trainings on this topic.

Task: Consider including topical trainings in the VCPD budget but delineate from/ coordinate with current and future CCA efforts.

**Training on VDSS PD Provider Initiatives**

 Develop and offer training via webinars and conference participation to raise awareness and utilization of VDSS professional development resources to include IMPACT Registry, Career Pathways, revised Competencies, and eventually the trainer and training approval process.

Kathy reports that she anticipates that there will be funding to print the competencies and also Milestones. Dawn suggests that VCPD consider how to include competencies in our strategic plan.

Task: Include a training line item in proposed budget submitted to VDSS.

**Regional Coordinators (Dawn’s Suggestion)** Provide funding for regional coordinator (in each region) responsible for coordinating meetings, increasing membership, identifying/ providing needed resources, etc. Include funds for small budget for materials.

Discussion: Through VDSS funding, CCA provides money for 6 hours of work per month per region, with additional hours available if needed for regional summit preparation. Originally, funding was for 20 hours per month, then reduced to 12 and now 6; however this reduction of effort is based on what the CCA Administrative Support staff were/are actually doing.

There has been a great deal of turnover in Regional Consortia leadership. Note from Jaye: The Eastern Consortia CCA person has remained constant, however there have been at least three CCA administrative support staff in each of the other four VCPD regions in the last five years. The regional facilitators have changed as well in some instances, but not as rapidly. This turnover and variance in skill level in regional leadership contributes to outcomes more modest than we might anticipate.

See previous item regarding Regional Consortia Workgroup Leaders Meeting.

Task: If expectations increase, put line item in the budget that allows for more time. This could be an increase through CCA.

**Inclusive Practices Task Force (Dawn’s Suggestion)**

 The group is completing resource mapping. Provide funding to put resources on website.

Task: Add inclusive practices resources to the VCPD website when available.

 VA Quality – Are there funds needed to improve VQ and Inclusive Practices

Task: Pursue this question with Kris Meyers.

**Thoughts . . .**

* How may VCPD become the “go to” organization for cross-sector practitioners seeking PD?
* How might we build upon and not compete with existing efforts? Our work is “coordination across early childhood systems.”
* In addition to the full-time VCPD Coordinator, what level of staffing is needed to implement these initiatives?
* How do we collect data on the impact of our work?
* Are there additional activities needed to support QRIS participation?

Task: Develop a VCPD budget with the items we mentioned above and have ready by the May 22nd Governance Meeting. Review at May meeting and then plan a meeting for June to meet with Barb. Aim for an October start if this is approved and federal funds have arrived.

Task: Jaye to send a Doodle Poll for Sandy, Kathy and Jaye to meet to work on proposal.

Next Governance is May 22nd at 3 pm. Next full VCPD meeting is a F2F on June 5th at the Tuckahoe Library.