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VCPD Governance Workgroup

September 3, 2019

3:00-4:30 pm

**MEETING SUMMARY**

**Present:** Cori, Sandy, Deana, Laurel, Jaye, Peggy,

**Absent:**  Laura (meeting re: Executive Directive), Bethany (standing meeting conflict), HS Collaboration (no one in the position), Saretha

**Celebrations and Announcements**

* Welcome to Laura Kassner, our new VDOE representative on Governance. We appreciate the past contributions of Dawn Hendricks and Mark Allan.
* Aleta Lawson has retired from her role as Director of the Head Start Collaboration Office. Thanks to Wenda Singer for her support as Acting Director.
* Peggy Watkins is leaving Child Care Aware to return to an early childhood classroom part-time and work on her travel business. *Susanne Rakes (Eastern CCA person) has taken Peggy’s position as CCA PD Coordinator. Until Susanne hires someone for her position, Peggy will work part-time for CCA.*
* Selina Flores has retired from the VDOE’s TTAC at VT to move to Phoenix to care for her new grandson. Selina and Peggy were the conveners of the Regional Consortia Workgroup. Susanne will assume the budget pieces, but we will need to consider an additional convener for this group.

Task: Workgroup will meet next Tuesday and will discuss.

* Misty Jewell is the new Piedmont Child Care Aware Administrative Support person. She reports to Ashley Cromer (replacing Erica Rollins) at Sentara.
* Jaye’s daughter has a job in NYC at Ambassador Theatre Company and will move there on Saturday.
* Peggy’s daughter is engaged and getting married on April 18th
* Cori’s 2nd daughter is engaged—two weddings being planned.
* Laurel has filled a position with Allison Markow.

Task: Laurel will send Allison’s contact information to Jaye

* CCA Business Summit registration is open. <https://vachildcare.com/business-summit/>
* October 20-22 – VASS Annual Fall Conference and October 22 – Governor’s Summit on Early Childhood Education at UVA: Fee is $275. Location is the Omni Charlottesville Hotel. <https://www.vassonline.org/vass-annual-fall-conference-2019-2020>

**Review of June 4, 2019 Meeting Summary**

Notes reviewed and tasks completed.

**Practice-Based Coaching Training Institutes**

* Original budget from Mary Louise Hemmeter reduced from $43,000 to $24,500. ☺
* Will result in 9Virginia trainers representing Child Care Aware (1), Child Development Resources ITSN (2), Partnership (2 [one of which is TTAC]), Roanoke MDPP/PDG B-5 (4 [one of which is Jaye])
* Charging $150 for the two-day trainings
* Dates and Locations
* Harrisonburg (JMU): September 18-19, 26 Registered to date
* Williamsburg (TBD): November 6-7, 17 registered to date
* Roanoke/Salem (First United Methodist Church): November 19-20, 35 registered to date. May need a second training due to large numbers; however, must occur prior to December 31st due to PDG B-5 grant funding.
* The PBC Training Institutes are a prime example of how VCPD works to coordinate early childhood PD across agencies.

**VCPD Funding**

* How can we sustain funding for VCPD?

Discussion: Will be good to have Laura onboard VCPD Governance. We can begin to talk with her about PDG funds, get her thoughts on including VCPD in future applications since currently there is no PD system in Va. In a past meeting some Governance members had with Jenna, she asked: \*What would be different if we did not have this (VCPD)?” Group discussed that we must highlight the benefits of collaboration through VCPD.

Suggestions included:

* + - Continue with the evaluation plan for VCPD 101 and 102 to have data.
    - Consider getting feedback from those who have been touched by VCPD (full team meetings, website, Regional Consortia meetings, and summits. Might use a strategy such as the Most Significant Change (MSC) to elicit this information.
* **VDSS Contract Changes**
  + Indirect cost rate increased from 8% to 26% at VCU
  + Goal: Preserve Jaye’s work hours— 27 hours per week, slight reduction in hours due to across-the-board wage increase for state employees
  + All office and event personnel support, materials, copies, postage cut ($2000)
  + Implementation of VCPD 101/102 evaluation plan developed in 2018-19 cut ($2000)
  + Most travel cut ($5392): $2080 remaining
  + Website support ($1000), server cost ($400), Constant Contact for 2020-21 ($200) all cut
  + One session of VCPD 101 ($335) cut, two remaining
  + One session of VCPD 102 ($787) cut, one remaining
  + One F2F VCPD meeting cut (June), December and March remain
* Head Start Collaboration Office: Requests for Support

VCPD 101/102 Evaluator ($1000)

VCPD 102 Training ($720)

VCPD Higher Education Faculty Symposium ($800)

Travel funds for Jaye ($2000)

* Child Care Aware Support for Regional Consortia

Funding for 2020-21 Regional Consortia is questionable ($2000 per region)

* VDOE Section 619 funding of $25,000 to support Jaye’s wages has been budgeted consistently without increase since 2013. There is no longer an additional $25,000 allocation to support a Faculty Institute.

* In-Kind support continues through agencies and individuals.

**VCPD 101 and 102**

* Kris Meyers has requested support for an additional VCPD 101 through VQ but is unclear on whether or not there actually is a VQ budget at VDSS
* VCPD 101 supported through the Western Regional Consortium will be offered in conjunction with the Igniting Connections Conference in Blacksburg; October 4 at the VT TTAC and October 5 at the Inn at VT. Registration open to trainers outside the Western region on September 9 if space is available. Will do a VCPD 102 session in Western in Spring of 2020 if Western funds remain.
* Members of the Eastern Consortium have requested a VCPD 101 session in their region.
* Some VCPD content will be presented at the Child Care Aware Business Summit on November 15 in Richmond: *Interactive Strategies: The Foundation for Fun and Effective Staff Training*
* VAAYEC Conference: March 5-6 in Richmond TBD

**Pointers for PD Providers**

* Distribution targeted for the first and third Wednesdays of each month
* Begin in October
* Will ask Jeanne about developing a Constant Contact template layout
* Topics drafted to date: Use the Microphone, Fidgets, Energy Rechargers, Closers, Challenging Participants: Side Conversationalists, Challenging Participants: Monopolizers, Creating a Bar Timer in PowerPoint

**VCPD Higher Education Faculty Institute**

* Grassroots requests
* Funding from Part C Office, VCU personnel prep grant (Yaoying Xu), Head Start Collaboration Office, perhaps VCU OT (Carole Ivey), some additional in-kind
* Funding solicitation also to JMU, GMU, RU, Longwood, Davenport
* October 11 in Charlottesville—one day only, no faculty topical PD
* Jenna Conway confirmed as keynote
* Other possible topics—licensure changes, VEIPD resources, CLASS/VQ resources, cross-disciplinary activities, 2+2 programs, apprenticeships, Power to the Profession

**Website Redesign**

Working through website re-design and looking to launch in October

**Inclusive Practices Task Force**

Sandy noted that September 23rd is the next IPTF meeting. Final drafts of the infographic and the Inclusive Practices Resource Chart are being edited.

**Agenda for September 10, 2019 VCPD Meeting**

Erin or Laura will provide information on the latest early childhood activities at the VDOE. Taundwa Jeffries from VDSS will share information on the IMPACT Registry and seek volunteers to participate in piloting recent improvements to the system. Jaye will provide updates on VCPD initiatives and offer a Tips and Tricks for Trainers.

**Future Topics for Decision-Making**

* Development of new VCPD Strategic Plan

Strategic Plan ends in 2019. This could be the focus of our October meeting or a future called meeting. Review the current plan, decide what we want to continue, delete, or revise.

Task Jaye to send a doodle poll out to find dates

Task: Deana, ask for a facilitator from PPD

* VCPD and Governance Meeting Schedule for 2020

**Continuous Improvement:** Did not complete.

**Upcoming Dates**

Governance Meetings

* October 1
* December 3

VCPD Meetings

* September 10
* November 12
* December 10 (F2F)

Inclusive Practices Task Force

* September 23
* November 25

VCPD 101/VCPD Western Regional Consortium Summit

October 4-5, 2019

Practice-Based CoachingTraining Institutes

* Harrisonburg (JMU): September 18-19
* Williamsburg (TBD): November 6-7
* Roanoke/Salem (First United Methodist Church): November 19-20