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**VCPD Governance Workgroup**

**March 3, 2020**

**MEETING SUMMARY**

**Present:** Jaye Harvey, Cori Hill, Mickie McGinnis, Susanne Rakes, Sandy Wilberger

**Absent:** Laurel Aparicio, Deana Buck, Bethany Geldmaker

**Celebrations and Announcements**

* On 3/2, the early education reform bills passed the House and Senate! The same versions of the House and Senate bills HB1012 (Bulova) and SB578 (Howell) passed and are headed to the Governor’s desk to be signed. House and Senate leaders are still negotiating the budget for a couple more days. The GA session ends on March 7.
* Thank you and so long to Laura Kassner who has accepted a position at SRI.
* Taundwa Jeffries is the new Head Start Collaboration Office Director. She will join future Governance Workgroup meetings.
* Mickie McGinnis and her staff will move to the VDOE by July 1. Taundwa’s program development consultant position likely will not be filled until after the transition to VDOE.
* Child Care Aware is seeking a new Western Regional Manager. Janet Owen has moved further out of state. We appreciate Janet’s work on behalf of VCPD in SWVA.
* Julie Greene is now the Child Care Aware Eastern Regional Manager.
* The VCPD brochure has been updated with photographs matching the website and noting that we have coordinated Practice-Based Coaching training. The revised brochure is available on the website under About: Our Mission.
* Jaye’s surgery is scheduled for March 11. She will work from home as soon as she is able.

**Review of February 4, 2020 Meeting Notes**

The February meetings notes were reviewed with all tasks completed.

**Agenda for March 10, 2020 VCPD Meeting**

The agenda for the March 10, 2020 VCPD meeting was approved.

**Early Childhood Personnel Center Opportunity**

The recent invitation from Mary Beth Bruder to participate in technical assistance from the Early Childhood Personnel Center (ECPC) was discussed. The invitation was for a three-day kick-off meeting in Connecticut on April 19-22. At the time of the meeting, no guidance regarding participation was available from the Part C office nor from VDOE 619 personnel who are required participants. Following discussion, it was determined that we are interested in continuing participation in ECPC technical assistance; however, we are unable to form and send a team given the very short turnaround time.

**Task:** Jaye to respond to Mary Beth indicating that we are unable to participate in an April event but would be interested if a second TA event was offered in the future.

Update: Jaye emailed Mary Beth who indicated that they may repeat the event in the fall if there is sufficient interest from states. Mary Beth asked that we complete the online survey even if not participating in April. Cori and Deana provided input on the topics for the TA event and Jaye submitted the survey on March 9. Deana had communicated with Catherine Hancock and Kyla Patterson who supported participation.

**Strategic Planning Retreat**

 Our initial Doodle Poll did not result in a date for a strategic planning retreat. Six additional dates in April and May were discussed. Monday May 4 is an option for Governance members present. April 14 may be an option if there is no conflict with the ECMH conference planning committee meeting.

Task: Sandy to verify that April 14 is a meeting date for the ECMH conference planning committee.

Update: April 14is a meeting date for ECMH; thus, it appears that we should move forward with May 4as our retreat date.

Task: Sandy to seek a retreat facilitator.

Task: Sandy to ask TTAC Event Planner to seek meeting space.

Task: Jaye to reach out to Laurel, Deana, Bethany, Taundwa, Angela (in addition to Susanne) and VDOE with date.

Goals in Current Plan:

1. Promote collaboration in EC PD.
2. Enhance KSAs of EC PD providers.
3. Improve the KSAs of EC direct service providers.
4. Support college and university faculty in preparing EC direct service providers.
5. Promote the use of inclusive practices in EC.
6. Promote high quality PD.
7. Embed VCPD into Virginia’s EC initiatives.
8. Increase awareness of VCPD and VCPD resources.
9. Build capacity by sustaining/expanding financial, administrative and operational support.

**Practice-Based Coaching**

 Kris Meyers at VECF is awaiting approval to reallocate funds to support trainers for 1-2 PBC trainings. A recent email from Arlene at VDSS indicates that the request is going through Procurement. Funds need to be spent by July 31st. Participants will be charged an amount to cover registration and notebooks which will be handled through the VDOE’s TTAC at VCU . . . possibly $75. $8021 remains at Child Care Aware from the fall 2019 trainings. Could/should we allocate some of these funds for space and food for the July training?

 Mary Szymanski and Pam Booker co-trained LEA early childhood personnel receiving long term TA from the VCU TTAC and additional interested coaches his week.

 Roanoke County Public Schools has requested that Jaye provide PBC training for their K-12 Central Office and school-based special education staff. The early childhood training will have to be revised for K-12.

Task: Add discussion of PBC training to a future agenda. A process for building capacity across Virginia is needed. Consider how to use the expertise of the nine Virginia trainers.

**VCPD 101 and 102**

 A VCPD 101 session was held on February 13-14, 2020 at ChildSavers in Richmond with 19 participants (1 cancellation, 3 no-shows). ChildSavers provided space and registration. 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 planned for June 25-26 hosted by Children’s Harbor. Training will be held at the Portsmouth Campus of Tidewater Community College. Children’s Harbor will handle registration. VCPD will cover Jaye’s travel and handouts.

 Registration is open for a VCPD 102 session 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 scheduled for May 14 at ChildSavers in Richmond. (Note: The previously announced date was May 20; however, no free space could be identified for that date.) ChildSavers has graciously agreed to handle registration.

 Funding for implementation of the evaluation plan developed in 2018-19 is needed. We need to be able to identify the impact of the training on trainers in their work. How did they change their practice as a result of VCPD 101/102 training?

 A train-the-trainers opportunity is needed to prepare a small number of trainers who are able to replicate the training (including adherence to the curriculum) as a part of their ongoing employment.

Task: Jaye and Sandy to include a VCPD 101 training of trainers and implementation of the evaluation plan in the 2020-21 budget request to VDSS/VDOE.

Task: Listings of TTA providers who have completed VCPD 101, 102 and PBC should be compiled. Jaye to assemble individual session participant lists/sign-in sheets as time allows. TTAC can provide some clerical support for word processing lists.

**VCPD Higher Education Faculty Institute**

 A planning meeting for a fall 2020 Faculty Institute is needed. The Part C Office and Project KSR (Dr. Yaoying Xu at VCU) are potential funders. VDSS will be a partner in planning as well.

Task: Sandy will send a Doodle poll out for dates after April 8 for a Zoom meeting.

**Development of Contracts for 2020-21**

Current Deliverables in November 2019 VDSS Contract:

1. Coordinate/facilitate statewide VCPD Meetings
2. Coordinate/facilitate Governance
3. Website
4. Support regional consortia
5. Support workgroup leaders
6. Facilitate enhancement of KSAs of EC PD providers, direct service providers, faculty
7. Represent VCPD on statewide initiatives impacting EC workforce
8. Support VDSS PD activities
9. Lead 2 sessions of VCPD 101
10. Observe trainee implementation of VCPD 101
11. Lead 1 session of VCPD 102
12. Promote IMPACT Registry
13. Provide distance coaching to VCPD 101 and 102 participants
14. Pointers for PD Providers

Potential Deliverables Not Funded by VDSS/VDOE

* PBC (coordination, training, ongoing support)
* Higher Education (Faculty Institute, ongoing support)

Funding Needs

Coordinator Wages @ 24.5 hrs/week $ TBD

Coordinator Fringe Benefits @ 8.1% $ TBD

Server Cost $ 400 (VCU TTAC)

Ongoing Tech Support for Website $ unfunded

Constant Contact $ 204 (VDSS)

VCPD 101 Evaluation Plan Implementation $ unfunded

Coordinator Travel $ 2089 (current amount: VDSS)

Clerical & Event Planning Expertise $ unfunded

Material, Supplies, Copies, Postage $ unfunded

Zoom Pro $ VCU

Laptop, IT Support $ VCU TTAC

Office space, furnishings, printer, internet $ VCPD Coordinator

VCPD phone line $ VCPD Coordinator

Indirect Costs: 8% (VDOE) & 26% (VDSS) $ 10,318 (VDSS)

 **Future Topic for Decision-Making**

* Partnership Agreement extends through December 31, 2021

 **Continuous Improvement**

* Meeting was organized, and task focused.
* Add future Zoom meetings to online calendars for ease of access on the meeting date.

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| **Governance Meeting Dates*** 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*** March 23
* May 18
* July 27
* September 28
* November 23
 | **Regional Summit Dates*** Central: May 1 in Richmond
* Eastern: June 2
* Northern: April 30 in Manassas
* Piedmont: May 21 in Harrisonburg
* Western: May 7 (VCPD 102 in Blacksburg)
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