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VCPD Governance Workgroup

May 5, 2020

MEETING SUMMARY

1. Celebrations and Announcements

* Welcome to Erin Carroll who is joining us today from the VDOE.
* Congratulations to Deana Buck on her upcoming retirement on June 1.
* Our newly revised website received 1291 page views from 370 users between March 13 and May 4. 81% of the users were from Virginia. Online learning was the most frequented topic.

1. VCPD 101, 102, and 103 (??) Training

VPD 101 and 102 trainings planned for May (102: Western and Richmond, 101: Portsmouth) were rescheduled for June but ultimately cancelled. We will reschedule once in-person trainings are safe to offer. VCPD 101 and 102 are unsuitable for virtual training and will not be converted. Jaye was able to offer VCPD 101 in Abingdon for Virginia Quality and Head Start trainers on March 4-5. This session was funded by Virginia Quality/United Way Southwest Virginia.

Virginia Quality-Piedmont contracted with Jaye for a 2-hour virtual training on virtual training. This session, held on April 30th, will likely be the pilot for VCPD 103: Virtual Training the VCPD Way. The training would be open to PD providers who have completed VCPD 101 training.

1. Practice-Based Coaching

Kris Meyers has been approved to reallocate some Virginia Quality funds originally budgeted for Milestones modules for Practice-Based Coaching. Jaye is converting PBC to virtual. Jaye and Pam Booker will offer six 2-hour sessions in June and July. Kris has opened the training to 16 VQ staff statewide. No funds are being routed through VCU/VCPD.

1. Regional Consortia

All five summits planned for April 30-June 2 have been cancelled. The Regional Consortia Workgroup met on March 30th to consider options which included cancelling until Spring 2021, rescheduling for the fall if funds are available, converting content to virtual, and/or offering a series of webinars open statewide. Regional Workgroup members decided to make individual regional decisions, and then regroup on May 5th. Child Care Aware will continue to support VCPD Regional Consortia activities upon receipt of each region's planned activities, even if the professional development activities will occur after June 30, 2020 due to COVID-19.

Central is offering a virtual summit on Friday May 22nd led by Keith L. Pentz, former National Early Childhood Specialist for Kaplan Early Learning Company. His topic is “Putting the ‘I” in Team. The first 30 participants will receive a chime for use in training.

Western sponsored a VCPD 101 session last fall and intended to support a VCPD 102 session on May 7th. They also had planned to offer scholarships for child care providers to attend the *For the Love of Children* Conference. Instead at their meeting on April 22nd they decided to offer PD providers in their region the option to purchase books to support them in their efforts such as “Nailing Jelly to the Wall.” They hope to receive support from other regional leaders in developing a one-pager on strategies to support implementation of ideas gained in PD . . . avoiding the “Shelf of Shame” (kudos to Dana Childress for that reference.)

Northern met on April 15th and determined that they would not move forward with an offering at this time. They feel like their PD providers are overwhelmed right now for a multitude of reasons. They will meet again on July 13th to regroup.

Piedmont met on April 9th and concluded that their members needed training on converting face-to-face training to virtual, especially aligning with VCPD 101 content. They did not conclude with a definite plan for implementation.

Eastern: Eastern Governance met last week and also determined that their members need support in converting face-to-face training to virtual. They are pursuing a training on online facilitation through the Nonprofit Learning Lab and are hoping to secure a group rate for participation.

1. VCPD Higher Education Faculty Institute

Cori, Deana, Jaye, Mickie, Sandy, and Yaoying Xu (ECSE at VCU) are planning a VCPD Higher Education Faculty Institute for fall. This will be a virtual event in light of the unknown safety of in-person events in the fall, likely loss of travel funds for faculty, etc. Funding for the Faculty Institute is available through Yaoying’s personnel preparation grant (Project KSR), the Part C Office, and possibly Dr. Keith Sutherland’s BEST in CLASS grant (VCU.) Jaye has contacted key faculty members for input regarding a virtual training in October and they were in agreement. Yaoying has identified keynote presenters from the University of Kansas—Drs. Charles Greenwood and Judith Carta. The group will meet again on May 21 to narrow down potential topics for the keynote presentations, additional content for the agenda, and a date and time.

1. Pointers for PD Providers

Three issues of our Constant Contact tips for PD providers have been distributed to date. The May 1st issue went to 338 PD providers. Topics:

* Use the Microphone. Please. (March 30)
* Adults Need Interactions, Too! Openers for Virtual Meetings (April 16)
* Looking for Pictures? Free Image Resources (April 30)

The average open rate for these first three is 48%. Data from Constant Contact indicates that the average open rate is 13.94%. 30% is considered a top tier score.

* Higher Education: 16.37%
* Government Service/Agency: 20.42%
* Health/Social Services: 16.88%
* Consultant/Training: 11.23%

Distribution of future issues is scheduled for the third Thursday of each month.

1. Funding for 2020-21

Sandy Wilberger shared that the contract with VDSS . . .

1. Strategic Planning

Our planned Strategic Planning Retreat planned for May 4th was cancelled due to the Governor’s stay-safe-at-home directive.

1. Agenda for June 9, 2020 VCPD Meeting

The June 9th VCPD meeting will now be a virtual meeting. Katie Squib will be our featured speaker discussing how to offer Communities of Learning. Katie has been leading virtual CoLs for Virginia Quality.

1. Future Topic for Decision-Making

* Partnership Agreement extends through December 31, 2021

1. Continuous Improvement

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| Governance Meeting Dates   * June 2 * September 1 * October 6 * November 3 * December 1 | VCPD Meeting Dates   * June 9 (F2F changed to virtual) * September 8 * November 10 (F2F) * December 8 |
| Inclusive Practices Task Force Dates   * May 18 * July 27 * September 28 * November 23 | Regional Summit Dates   * Central: May 22 virtual |

NOTES LEFT FROM MARCH ARE BELOW

1. Strategic Planning

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.

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)