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**VCPD Governance Workgroup**

**November 16, 2020**

**MEETING SUMMARY**

**Present:** Andelicia, Cori, Jaye, Kris, Sandy, Susanne, Taundwa

**Celebrations and Announcements**

* VCPD 103 for ITSN/ITMH was completed last week.
* PBC training with VQ sponsorship is underway.
* Sandy indicated that PBC training for TTAC Regions 1, 5, and 8 is going well.
* Virginia is receiving 100 School Reach funding from the Office of Head Start. Taundwa shared that they will align with PDG communities and are planning a transition summit in January.
* Andelicia noted that they are working on the RFA for MIECHV funding to go out to communities in February.

**Review of October Meeting Summary**

All tasks were completed.

**Updates on Professional Development**

* VCPD 103
* November 13-20 (VCPD)
* December 10-11 (Child Care Aware)
* January 7-8 (VCPD)
* January 14-15 (Piedmont VCPD)
* Practice-Based Coaching Virtual Training
* November 4-December 16 (Roanoke Co Schools SPED Coordinators #2)
* November 5-December 17 (VCU and JMU TTACs, Szymanski and Gregory)
* November 10-December 15 (VQ)
* January 12-February 16 (VQ)
* February 23-March 30 (MAYBE VCPD—open registration in December)
* Northern Regional Consortia Virtual “Summit” Event: November 18

**Results of Initial VCPD Coordination/Collaboration Survey**

16 members completed the draft survey during the November VCPD meeting. Jaye sent the link to the full VCPD membership via email to give others the opportunity to respond. The survey will close on Thursday November 19th. Comments recorded during the small group breakout room discussions will guide us in making revisions.

Task: Jaye to send a Doodle poll to Data Workgroup members (Kris, Susanne, and Taundwa) to determine a meeting date.

**VDOE Requests for Data for Contract Deliberation**

Jaye reported that Dawn Hendricks had asked for data about the number of VCPD members, agencies represented, and numbers of trainees. Sandy received a message from Saretha as well. Taundwa and Kris shared that the VDOE early childhood team was working to get a picture of all the early childhood quality-related training and TA that is being offered.

**Agenda for the December 8, 2020 VCPD Meeting**

The draft agenda was approved as presented. Emily Griffey from Voices for Virginia’s Children will be our main presenter to share information about the upcoming General Assembly session.

**Governance Roles and Responsibilities**

We approved our Roles and Responsibilities document as edited in our October meeting. In particular, our discussion focused on items 6 and 7:

 (6) Assist in identifying and/or securing funding for VCPD initiatives including the VCPD coordinator position

 (7) Support and promote VCPD initiatives through member agency resources (e.g., share professional development opportunities on websites and/or in newsletters, provide in-kind support for VCPD tasks.)

 Some Governance members control budgets while others do not, but can offer in-kind support. It was noted that sometimes grant funds are available at the end of funding cycles for activities that meet the specifications of the original grant.

 Members indicated their commitment for 2021.

**Governance Membership**

Workgroup members discussed our current Governance Workgroup membership and who/what agency PD providers would strengthen our current work. Who is missing at the table?

Task: Taundwa will reach out to Jackie Hale at Early Impact Virginia regarding Governance membership. Laurel Aparecio has withdrawn from participation. Alison Markow is the official VCPD member but has not participated recently.

Task: Susanne will contact Amy Stutt regarding a member representing the Infant Toddler Specialist Network.

Task: Jaye will get in touch with Kathy Glazer initially regarding a new VCPD member since Kris is now at the VDOE rather than VECF. Catherine Worrell or Alyson Williams may be possibilities. We also would like a VECF representative to serve on Governance but will initiate the request focusing on representation on the full VCPD.

Task: All to use the revised Roles and Responsibilities document while recruiting.

**2021 VCPD Meeting Dates**

 We decided to continue with our established VCPD meeting time of 2:30-4:00 on selected second Tuesdays. We determined that we would schedule only for the first six months of 2021 at this time. For the first half of 2021, we plan to meet on:

* February 9
* April 13
* June 8

**2021 Governance Meeting Dates**

We determined that we would schedule only for the first six months of 2021 at this time. We will meet from 3:00 to approximately 4:30 on the following 4th Mondays:

* January 25 (Sandy not available)
* March 22
* May 24
* June 28

**Continuous Improvement**

 All members were present and engaged!

**Future Topics for Discussion**

* Regional Consortia Status
* Data Workgroup
* Workgroups to address Strategic Plan goals

**Future Meeting Dates**

* Inclusive Practices Task Force: November 23, 2020
* Northern Regional Summit: November 18, 2020

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