

**PD Essentials Governance Workgroup**

**November 15, 2021**

**MEETING SUMMARY**

**Present:** Cori, Jaye, Kris, Sandy

**Celebrations and Announcements**

* Jaye did a good job setting up the Governance Google Drive.

**Review of October 18, 2021 Meeting Summary**

All tasks were completed.

* Sent Google calendar invites for upcoming meetings November 2021 through June 2022.
* Contacted her daughter for assistance with a new masthead for *Pointers for PD Providers.*
* Worked on updating the website and brochure.

**Updates**

* Work on the website continues. In addition to eliminating the link to the TIPS calendar and the regional consortia pages, information on our train-the-trainer offerings, our history, etc. is being updated. Recent updates include a post regarding the November VQB5 Improvement Partners meeting and the November Early Childhood Resources Hub
* The November *Pointers for PD Providers* will be distributed on November 18th via Constant Contact. It will focus on soft openers.
* The *Inclusive Practices Task Force* will meet on December 7th at 3:30.
* The October Programmatic Report for the VDOE was completed.
* The VCPD Partnership Agreement will expire at the close of 2021. Sandy and Jaye agreed that there is no need to develop a new agreement at this time.

 **Essentials for Early Childhood Professional Development Providers Training**

Three sessions of a new virtual training, *PowerPoint Essentials,* were offered on October 22, October 29, and November 3, 2021. Registration for all three sessions filled with 20 participants each: 40 people completed the training. This training is offered in place of VCPD 102 since no in-person training is permitted at this time. Governance members reviewed the SurveyMonkey evaluation which was very positive.

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The Virginia Quality Eastern Region is sponsoring a session for their staff on December 2, 2021. Any available slots for this training will be offered to trainers on the *PowerPoint Essentials* waiting list in Cvent and to those who properly cancelled their registration for the PD Essentials-sponsored trainings. Jaye noted that the no-show rate was higher than usual this fall, possibly

due to pandemic issues such as covering classrooms due to staff shortages. Kris suggested that future sessions be overbooked by a few participants in anticipation of no-shows.

Task: Jaye to slightly overbook upcoming trainings in an attempt to address the increased rate of no-shows.

A second series of *Techniques for Effective and Engaging Virtual Training* is scheduled for December 8 and 9, 2021. Registration is filled with 20 participants and 14 people on the waiting list. This training replaces VCPD 103. An additional session will be planned for 2022.

Plans for Essentials training for Winter (January-March) and Spring (April-June) 2022 have been drafted. These plans offer the redesigned train-the-trainer curriculum as designed and include virtual and face-to-face sessions. Sandy stated that we could proceed with in-person training with the appropriate safety measures in place. At this time, we will open registration only for the Winter sessions on January 3, 2022.

Task: Jaye will reach out to Krystle and complete the paperwork for the Winter trainings.

**Agenda for November 30, 2021 PD Essentials Meeting**

Governance members reviewed the agenda for the full PD Essentials meeting on Tuesday November 30th. Tamilah Richardson will be our guest speaker. Emily Griffey has a schedule conflict and will no longer be able to present on November 30th. Following discussion, the C3 data collection survey and agenda item were deleted as they no longer closely align with our new goals. We discussed including an opportunity to explore member organization plans for training in 2022.

Task: Jaye to delete C3 from the agenda and add an agenda item regarding plans for virtual and in-person training in 2022.

**Revised Brochure**

 Members reviewed a draft of a revised brochure. Following review, members decided that the brochure format itself should be replaced with a one-page flyer as this is more printer friendly. In addition, pictures of teachers and children will be replaced by photographs of trainers and training.

Task: Jaye to draft a one-page general information flyer for PD Essentials.

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**Continuous Improvement**

 We hope to have more members present at our January 25th meeting.

 **Future Meetings**

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| --- | --- |
| Governance | PD Essentials |
|  | November 30 |
| No meetings planned for December 2021 at this time |
| 2022 |
| January 25 |  |
|  | February 8 |
| March 1 | March 29 |
| April 26 |  |
| May 24 | May 10 |
| No meetings planned for June 2022 at this time |