

PD Essentials Governance Workgroup

April 26, 2022

Meeting Summary

Present: Amy, Andelicia, Cori, Jaye, Kris, Susanne

Celebrations and Announcements

* Susanne and her husband are celebrating their 30th wedding anniversary.
* Amy’s son is getting married in October.
* Cori is celebrating her grandbaby’s first birthday.

Review of March 1, 2022 Meeting Summary

All tasks were completed.

Updates

* The VDOE February and March Programmatic Reports are in the Governance Google drive folder.
* PD Essentials members met on March 29, 2022. The agenda included a presentation of PD resources available from Advancing Effective Interactions and Instruction (AEII) including their draft *Toolkit for Strengthening Quality: A Resource Roundup for Birth-to-Five Leaders.* The agenda also included tips for co-training and a survey and breakout room discussion regarding restructuring PD Essentials membership and meetings.

Completed Spring Essentials for Early Childhood Professional Development Providers Trainings

#1: Understanding Adult Learners

* + April 1: 15 registered, 3 early cancellations, 2 no-shows, 10 participants
  + April 7: 5 registered, 2 late cancellations, 1 no-show, 2 participants

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Upcoming Spring Essentials for Early Childhood Professional Development Providers Trainings

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| Essentials #2 | Wed May 4  9:00-3:30  JMU | Techniques for Effective and Engaging Early Childhood Training | * In-person * 12 registered * ½ day AM, #3a in PM |
| Essentials #3a | Wed May 4 | Designing Effective and Engaging Early Childhood Training: Part One | * In-person * 12 registered (same 12) * ½ day PM, #2 in AM |
| Essentials #3b | Fri May 13  Mon May 16  9:00-10:30  1:00-2:30 | Designing Effective and Engaging Early Childhood Training: Part Two | * Virtual * 19 total registered * Four identical 90-minute sessions |
| Essentials #4 | Fri Jun 3  9:30-3:30  JMU | Delivering Effective and Engaging Early Childhood Training | * In-person * 13 registered * Full day |

2022-23 Cooperative Agreement from the VDOE

We anticipate receiving a 2022-23 cooperative agreement for $50,000. The deliverables will be two sessions each of PD Essentials #1-5. PD Essentials #1-5 is equivalent but expanded content to VCPD 101, 102, and 103; thus, will be essentially the same deliverables as 2021-22. The actual funds available after VCU indirect costs are $37,000. This is a high rate of indirect costs and these funds do not return to the VCU TTAC or to the Partnership for People with Disabilities.

Throughout our history, VCPD and PD Essentials have been underfunded. Other agencies/organizations have stepped in to support specific expenditures (e.g., office supplies, speakers for the Higher Education Faculty Institute, staff support and funding for Regional Consortia, equipment such as a laptop and LCD projector, tech support for virtual trainings, CVent registration, training space and coordinator travel support for trainings, etc.). Attempts to identify sufficient and stable funding-- including moving to a 501c3 status and submission of a comprehensive proposal in early 2022 to the VDOE-- have not proved successful. How do we align current and past initiatives valued by our members, the State Coordinator’s efforts, and the anticipated budget for 2022-23? The following reductions were shared with Governance members for consideration:

* Eliminate www.vcpd.net effective June 30, 2022
* Reduce *Pointers for PD Providers* to 4 issues per year
* Reduce PD Essentials meetings from 6 per year to 4 per year
* Reduce Governance meetings from 6-7 to approximately 4-5 per year
* Continue the Inclusive Practice Task Force as determined by IPTF members

Governance members understandably are hesitant to eliminate the website. If we make the other reductions in meetings and Pointers, would that allow time to maintain the website? Reducing the number of meetings is a good compromise and may create a sense of urgency regarding attendance.

Task: Continue this discussion at our May 24th meeting.

PD Essentials Membership and Meeting Structure

Governance members reviewed summary data from the recent Membership Survey and the Jamboard discussion from the March PD Essentials meeting. In general, PD Essentials members:

* Believe that PD Essentials meetings should be open to any early childhood PD provider who expresses interest. They wonder how we may align with and support PD providers in the new Ready Regions.

Governance discussion: How many people might this be? Should we have an enrollment period? Our membership has turned over significantly in recent years due to retirements, the move of VDSS early childhood to the VDOE, and the loss of our Regional Consortia.

* Believe that PD Essentials should meet 4-5 times annually (60%). 20% supported our current practice o 6-7 times per year, while 20% supported 2-3 annual meetings.
* Indicated that PD Essentials meetings should be offered virtually with an occasional face-to-face meeting in the Richmond area (80%).
* Reported greatest interest in meeting content that included updates on state-level initiatives, Virginia and national PD resources, and tips for trainers.

Governance discussion: Our members value what is currently offered. Networking is also highly valued. If we increase our membership, will our gatherings continue to be meetings or morph into trainings or COPAs? With regard to aligning Jaye’s efforts to the anticipated budget and what our members shared in the survey and Jamboard discussion, they need to remain meetings.

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8. Meeting Dates

Dates beyond May 10 and May 24 were not discussed due to time limitations. Meeting dates for PD Essentials and meetings were proposed on the agenda as follows:

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| Governance | PD Essentials |
| May 24, 2022 | May 10, 2022 |
| August 23, 2022 | September 20, 2022 |
| November 3, 2023 (Thursday) | December 6, 2022 |
| February 7, 2023 | March 14, 2023 |
| May 9, 2023 | June 6, 2023 |

Task: Add future meeting dates to the May 24th Governance Meeting agenda.

Agenda for the May 10, 2022 PD Essentials Meeting

The agenda for the upcoming PD Essentials meeting was not formally reviewed due to time limitations; however, Jaye noted that infant and early childhood mental health PD resources would be the focus of our May 10th meeting. The agenda will include announcements and Tips and Tricks for Trainers as usual. We will express gratitude for member input on the survey and Jamboard and share that Governance is reviewing the feedback in order to make decisions regarding future membership and meeting structure.

Continuous Improvement

We did not reach this portion of the agenda; however, our discussion was focused, honest and

heartfelt.