

PD Essentials Governance Workgroup

May 24, 2022

Meeting Summary

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

Celebrations and Announcements

Amy shared that CDR received the grant to lead the Infant & Toddler Specialist Network for the next three years.

Review of April 26, 2022 Meeting Summary

All tasks were completed. In preparation for continuing our discussion regarding restructuring our membership and meetings, members reviewed the input from members detailed in the April Meeting Summary.

Updates

* The VDOE April Programmatic Report is in the Governance Google drive folder.
* PD Essentials members met on May 10, 2022. The agenda included a presentation on infant and early childhood mental health from Tracy Walters and Jackie Robinson Brock. The agenda also included tips for welcoming participants to virtual training and ideas for using chat in training. The results of the survey and breakout room Jamboard discussions from the March meeting were shared. The Meeting Summary is in the Google drive folder.
* Pointers for PD Providers was distributed to 465 contacts on May 19, 2022. The topic was “Bullet Points Don’t Have to be Deadly.” The combined open rate for Pointers for PD Providers and the May 9th campaign regarding Essentials #4 was 34%. This is 1% above the industry average according to Constant Contact. Jaye is working to unsubscribe the bounces.

Essentials for Early Childhood Professional Development Providers Training

* Essentials #2 and 3a training planned for May 4th was canceled due to Jaye testing positive for Covid two days before the training.
* Essentials #4 is scheduled for Friday, June 3rd at JMU. There are 21 registrants.

Governance Meeting Summary Page 2

May 24, 2022

2022-23 Cooperative Agreement from the VDOE

Sandy and Kris reported that the 2022-23 Cooperative Agreement for $50,000 is in process. 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.

Since the May Governance Workgroup meeting, including the PD Essentials Cooperative Agreement funding under the VCU TTAC budget was explored by Jaye, Sandy, Dawn and Kris. This was an attempt to reduce the indirect cost rate from 26% to the TTAC rate of 8%. The VDOE is unable to implement this change at this time as the funding comes from separate federal funding streams.

To more closely align effort with the budget, Governance agreed to the following:

* Reduce *Pointers for PD Providers* to 4 issues per year
* Reduce PD Essentials meetings from 5-6 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

An earlier proposal to discontinue the PD Essentials website, [www.vcpd.net](http://www.vcpd.net), was reviewed. Governance members determined that we should continue the website for 2022-23. Jaye will identify ways to streamline the content and process in order to reduce the time commitment.

PD Essentials Membership and Meeting Structure

Continuing our discussion of membership, Jaye shared data regarding attendance in 2021-22. 40 individuals participated in a PD Essentials meeting in 2021-22. 23 members attended three, four, or five (of a total of five) meetings. Nine people attended only one meeting. Our average meeting attendance was 20 people. This is less than in recent years due to the loss of regional representatives and retirements.

We decided to eliminate formal agency/organization/regional representational membership and open our meetings to all interested early childhood PD providers. We do, however, want participants to have some level of commitment to attending and participating in meetings. We considered but discarded the idea of a membership fee. While some agencies have training budgets and would be open to paying a membership fee, it seems more prudent for agencies to pay for training rather than membership when a training need arises beyond the two series funded by the VDOE. Jaye will explore strategies for announcing our new membership/participation opportunities as well as the use of Zoom registration for meetings.

Governance Meeting Summary Page 3

May 24, 2022

With regard to meeting content, our members value tips for trainers, updates on state initiatives, and state and national resources for professional development. Jaye proposed continuing these agenda items as well as returning to agency spotlights. Kris noted that we should think broadly and avoid agencies specifically addressing VQB5.

Meeting Dates

The following meeting dates were approved for 2022-23.

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| --- | --- |
| Governance | PD Essentials |
| 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 |

Continuous Improvement

* Sandy noted that we had a good discussion today.
* Susanne thanked Jaye for keeping us together.
* Kris shared that she prefers that our quarterly meetings be scheduled for one hour rather than 90 minutes.