

PD Essentials Governance Workgroup

August 8, 2023

MEETING SUMMARY

Present: Lisa Denny, Cori Hill, Lucy Mitzner, Andelicia Neville, Susanne Rakes

Absent: Amy Stutt, Sandy Wilberger

Celebrations and Announcements

* Welcome to Lucy Mitzner as our new VDOE contract manager!
* The VCU TTAC and the Partnership for People with Disabilities are moving to a new office space near Staples Mill Road which will be more accessible and offer free parking.
* Cori shared that the VCU School of Education has received a five million dollar, five-year grant, *Workforce Ready: Supporting Community College Faculty to Prepare Scholars Serving Diverse Young Children with Disabilities.* The grant will support early childhood faculty at four low-resourced community colleges to enrich coursework and field placements with disability-related content. GMU and ODU are partners in the grant.
* Susanne shared that Phillip Norman is Child Care Aware’s new Western Regional Manager. Sharon Howell will serve in the Eastern region.
* Andelicia is relieved that multiple revisions to her federal grant application have been completed.

Review of May Update Memo

 Governance members reviewed the May memo. Jaye pointed out registration and attendance issues from the Spring Essentials #4 and 5 trainings as a precursor to a discussion of changes in registration for training this fall.

Updates

* The 2023-24 VDOE/PD Essentials Cooperative Agreement is in effect. This is the final renewal year.
* The May, June, and July Programmatic Reports are in the Google folder.
* July *Pointers for PD Providers* was disseminated on July 20th to 632 contacts.The topic was “Engagement in Training: Participant or Passenger” and the open rate was 55% or 319 PD providers.

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* Jaye is working on cleaning up “unsubscribed” contacts in the Constant Contact list. We have 636 total contacts. Contacts are in lists reflecting past training participation or a “General Interest” category.
* Kristen Ingram has updated the website primarily to reflect the changes instituted in 2022-23.

Review of Changes Instituted in 2022-23

* Jaye reviewed the results from an April 2022 survey regarding proposed changes to PD Essentials. (See SurveyMonkey results.) Members indicated that meetings should be open to all early childhood PD providers, that we should meet 4-5 times per year virtually with an occasional face-to-face, and that updates on state initiatives and tips and tricks for trainers are the most beneficial to them in their daily work <https://www.surveymonkey.com/analyze/vxEO_2Bbv3nS8YOHiOiVzxFBQgh9DjBWnZkhXifQ2qhTc_3D?show_dashboard_tour=true&source=dashboard_list>
	+ In response to input from members and in light of very limited funding, PD Essentials and Governance meetings were each reduced to four times per year. *Pointers for PD Providers* was distributed four times, and the website resources were scaled back. We made the change from representational member participation to opening our meetings to all interested EC PD providers at meetings.
	+ With regard to 2022-23 meeting attendance:
* There were 175 unique meeting participants (58, 49, 41, 27) which represented 27.5% of the 636 people on the Constant Contact mailing list.
* 61% were past participants in PDE, VCPD, or PBC training.
* Participants included PD providers from RR, ITSN, TTACs, VEIPD, Early Impact, Child Care Aware, VDOE, VDBHDS, VECF, LEAs, Child Care, Higher Ed, AEII, STREAMin3, CLASS observers, Fairfax OFC, Kaplan, others
* 26 unique participants led breakout room discussions.
* In comparison, the March 2022 meeting had 18 meeting participants.

|  |  |  |  |
| --- | --- | --- | --- |
| Meeting | Registered | Attended | % Attended |
| September 2022 | 92 | 58 | 63 |
| December 2022 | 127 | 76 | 60 |
| March 2023 | 130 | 69 | 53 |
| June 2023 | 102 | 59 | 58 |
| Total | 451 | 262 | 58 |
| Average | 113 | 66 | 58 |

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* At the September 2022 meeting, member discussed EC PD challenges that they were currently experiencing. (See Padlet). These challenges were addressed in breakout rooms at the December 2022, and March and June 2023 meetings.

<https://padlet.com/jhwellons/pd-essentials-meeting-september-20-2022-qvbrqz9fjm5hae1z>

* 2022-23 Meeting Structure
* Soft Opener
* Welcome and Agenda Review
* Upcoming PD Essentials Training
* Training Content Resources (guest speaker: Cori/VEIPD, Brie/ECKLC)

Future Training Content Resources to Share (Early Impact Virginia [December], TTAC Online, ZTT, The Basics, PBC/Pyramid Model, Harvard Center on the Developing Child, CDC, others?)

* Tips and Tricks for Trainers
* Challenges and Solutions Discussion in Breakout Rooms
* On the Website (sometimes)
* Announcements
* Continuous Improvement (sometimes)

2023-24 Meeting Structure

Jaye anticipates a similar meeting structure for 2023-24 with an emphasis on Tips and Tricks for Trainers and breakout room discussion. She noted that we have so many new participants whose needs should be addressed. Speakers, activities, etc. included in past meetings will be new to our current participants.

With regard to content resources, Lisa Denny will share Early Impact Virginia content resources at the December meeting. Cori suggested adding the Early Childhood Intervention Personnel Development Equity Center (ECPC) to the list. Lucy mentioned WIDA and the Early Childhood Resource Hub. She also stated that PD providers might find these resources helpful to recommend to programs that will not receive intensive coaching due to low CLASS scores but who are still seeking to improve quality.

Another potential ongoing agenda item may be PD strategy resources.

Jaye drafted a survey for PD providers who register for the September meeting as well as those who attended a meeting in 2022-23. We discussed sending it out to September meeting registrants, sharing the link at the meeting, and reaching out to participants in past meetings via Constant Contact. Lucy stated that she believes in over-sharing.

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September 12, 2023 Meeting Agenda

 See page 5. Jaye shared the agenda for the September meeting. Cori will serve as the producer for this meeting as our TTAC tech support is needed elsewhere at the time of the meeting.

**Inclusive Practices Task Force: To be or not to be?**

 This was not discussed as Sandy Wilberger (Task Force Co-chair) was not present.

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

* Dates and Descriptions: See page 6. *Note that the in-person training dates have shifted to October 12 and November 16 and from the Hilton Garden Inn to the Hampton Inn in Manassas.*
* Changes from 2023-2023
* Registration Woes and Trial Solutions
	+ Registration will open on August 14th for #1, 2 and 3a only.
	+ #3b will register at the #3a in-person training on October 12th. There will be no online registration in Cvent.
	+ Registration for #4 and 5 will open on October 13th. The dates will be announced on August 14th but participants will not be able to register until October 13th.
	+ Please check your calendar, please cancel, I agree checkboxes, etc. language have been added in multiple places in Cvent.
* The Cvent registration site has been updated and upgraded in appearance.

Essential Dates for Fall 2023

* September 12: PD Essentials Meeting
* October 19: Pointers for PD Providers is distributed
* November 9: Governance Meeting
* December 5: PD Essentials Meeting

Continuous Improvement

* Jaye will attempt to issue calendar invites for future meetings accurately.
* Governance members appreciated the day-of email reminder.

November Agenda Items:

* Inclusive Practices Task Force
* Review of revisions to training registration
* Future PD Essentials contract and funding

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PD Essentials Meeting

September 12, 2023

Registration Link: <https://us02web.zoom.us/meeting/register/tZElcuCrpz8jH9Uxxh1CweV_865sZ9wrzNYt>

AGENDA

*Soft Opener: What is something new that you learned this summer? Why is it memorable?*

1. Welcome

2. Agenda Review

3. PD Essentials 2022-23: Year in Review

4. Upcoming Essentials for Early Childhood PD Providers Training Opportunities

5. Solutions to PD Challenges (generated at the June meeting)

6. Tips and Tricks for Trainers: Making Training Stick

7. Breakout Room Discussions of Strategies for Making Training Stick

8. Announcements

9. Upcoming Meetings

10. Continuous Improvement

Essential**s** for Early Childhood Professional Development Providers

**FALL 2023**

|  |  |  |  |
| --- | --- | --- | --- |
| Essentials #1 | Tues Sept 199:00-11:00RepeatedSept 201:00-3:00 | Understanding Adult Learners | * Virtual
* One 2-hour session
* 23 participants max
* Prerequisite for #2, 3a, 3b
 |
| Essentials #2 | Thurs Oct 129:00-3:30Hampton Inn Manassas | Techniques for Effective and Engaging Early Childhood Training | * In-person
* 30 participants max
* ½ day AM, #3a in PM
* Essentials #1 prerequisite
 |
| Essentials #3a | Thurs Oct 12Same place and participants as Essentials #2 | Designing Effective and Engaging Early Childhood Training: Part One | * In-person
* Same 30 participants
* ½ day PM, #2 in AM
* Essentials #1 and 2 prerequisites
 |
| Essentials #3b | Fri Oct 209:00-10:30 or1:00-2:30 RepeatedMon Oct 23 9:00-10:30RepeatedFri Oct 279:00-10:30 or11:00-12:30 or 1:00-2:30 | Designing Effective and Engaging Early Childhood Training: Part Two | * Virtual
* Five identical 90-minute sessions
* Same participants as Essentials #2 and #3a
* Participants select one session
* Maximum of 6 participants per session
 |
| Essentials #4 | Thurs Nov 169:00-3:30Hampton InnManassas | Delivering Effective and Engaging Early Childhood Training  | * In-person
* 30 participants max
* Full day
* No prerequisite
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| Essentials #5 | Tues & Weds Dec 12 & 13 9:00-11:00 | Effective and Engaging Techniques for Virtual Training  | * Virtual
* Two 2-hour sessions
* 23 participants max
* No prerequisite
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August 10, 2023