

PD Essentials Governance Workgroup

February 7, 2023

Documents in support of agenda items are in the Governance Google Drive folder.

<https://drive.google.com/drive/folders/1abpBnnMoTCrv0CGyvqmneZ9QHJzCc60b>

MEETING SUMMARY

Present: Lisa Denny, Jaye Harvey, Cori Hill, Kris Meyers, Susanne Rakes, Sandy Wilberger

Celebrations and Announcements

* Cori’s new home renovations are coming along.
* Jaye has a new kitten, Sarah.
* Kris and Lisa are happy to see one another. They are former neighbors.
* Suzanne has a new grandchild, Nicole.

Review of November 3, 2022 Meeting Summary

The summary was reviewed. Several agenda topics are continued today.

Updates

* The VDOE November, December, and January Programmatic Reports are in the Governance Google drive folder.
* Pointers for PD Providers was distributed to over 600 contacts on January 19, 2023. The topic was "Learn About Your Learners: Complete a Needs Assessment.” The open rate for this issue was 41% which is 7% above the industry average according to Constant Contact. This issue was #23 in the series which began on March 30, 2020.

Fall Essentials for Early Childhood Professional Development Providers Training

* *Essentials #4: Delivering Effective and Engaging Early Childhood Training* was offered on November 10th from 9:00-3:30 in Charlottesville. Eight of the original 14 registrants actively participated.

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* Essentials #5, Engaging and Effective Techniques for Virtual Training, was offered on December 8 and 9, 2022. There were 20 registrants with 8 PD providers completing the training. Four cancellations were due to completing CLASS observations and two to CLASS training participation. One registrant changed jobs and another was hospitalized. All no-shows/non-cancellations were contacted via email. Only the person who was hospitalized responded.

Governance members discussed proactive and reactive strategies regarding non-attendance at professional development.

* Over-enroll participants in anticipation of no-shows.
* Check with registrants prior to training to request cancellation if they know they will not attend.
* Require registration confirmation if people have failed to attend previous training.
* Send the Zoom link only after pre-work has been completed.
* State that space is limited.

Winter/Spring Essentials for Early Childhood Professional Development Schedule

Please see page 4.

PD Essentials December 6, 2022 Meeting

PD Essentials held our second “open to all Virginia early childhood PD providers” meeting on December 6, 2022. There were 127 registrants and 76 attendees present. The agenda focused on strategies to address virtual training engagement and included tips for trainers as well as breakout room discussion of potential solutions. Cori Hill shared PD resources available from the Virginia Early Intervention Professional Development Center website. The Meeting Summary is in the Google Drive folder. Link to the meeting Padlet: <https://padlet.com/jhwellons/4c2ok0ew5q3kw6ou>

PD Essentials March 14, 2023 Meeting

The Constant Contact meeting invitation will be distributed on February 13th; however, there are 17 PD providers already registered in Zoom based on information included with the January issue of *Pointers for PD Providers* and the website.

The agenda will include strategies to address issues related to registration and attendance for professional development. These were challenges identified in the September

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2022 meeting discussion. Jaye has reached out to Tammy Petrowicz at ICF to see if she or a colleague is available to share ECLKC (Early Childhood Learning and Knowledge Center) PD resources available for use by all PD providers.

Inclusive Practices Task Force

The Inclusive Practices Task Force (IPTF) last met on September 19, 2022. Members will meet again when there are actionable agenda items.

New VDOE/PD Essentials Cooperative Agreement

Kris shared that all contracts that transferred to the VDOE from VDSS will continue with a one-year renewal and no change in funding. She stated that the VDOE would be open to a revision in the scope of work to align with the $50,000 allocation. At this time, no training on providing feedback on CLASS observations or on Practice-Based Coaching is planned through the VDOE. Kris mentioned that there is some confusion across the Commonwealth regarding terms including coaching, mentoring, consulting, and technical assistance.

Task: Kris to follow up to ensure that Sandy has information regarding the upcoming meeting for VDOE contractors regarding Omega.

Meeting Dates July through December 2023

Governance members identified the following dates for the second half of 2023.

* July 20: Pointers for PD Providers
* August 8: Governance
* September 12: PD Essentials
* October 19: Pointers for PD Providers
* November 9: Governance
* December 5: PD Essentials

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| --- | --- |
| Governance | PD Essentials |
|  | March 14, 2023 |
| May 9, 2023 | June 6, 2023 |

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

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| PowerPoint Essentials | Weds. Jan 25  9:00-11:15  Repeated  Fri. Jan 27 | PowerPoint Essentials | * Virtual * One 2.25-hour session * 20 participants max * No prerequisite * Combined Registration: 39 * Combined Attendance: 21 * Advance Cancellations: 1 |
| Essentials #1 | Tues Feb 7  9:00-11:00  Repeated  Fri Feb 15 | Understanding Adult Learners | * Virtual * One 2-hour session * 20 participants max * Prerequisite for #2, 3a, 3b * Combined Registration: 45 |
| Essentials #2 | Wed Mar 22  9:00-3:30  Location TBD  Hampton Roads | Techniques for Effective and Engaging Early Childhood Training | * In-person * 25 participants max * ½ day AM, #3a in PM * Essentials #1 prerequisite * Registered: 25 (full) * Wait List: 3 |
| Essentials #3a | Wed Mar 22  Same place and participants as Essentials #2 | Designing Effective and Engaging Early Childhood Training: Part One | * In-person * Same 25 participants * ½ day PM, #2 in AM * Essentials #1 and 2 prerequisites * Registered: 25 (full) * Wait List: 3 |
| Essentials #3b | Fri Mar 31  9:00-10:30 or  11:00-12:30 or 1:00-2:30  Repeated  Weds Apr 5  9:00-10:30 or  11:00-12:30 | 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 * Registered: 37 (12 without prerequisites/unable to follow directions) |
| Essentials #4 | Weds Apr 26  9:00-3:30  Location TBD  Hampton Roads | Delivering Effective and Engaging Early Childhood Training | * In-person * 25 participants max * Full day * No prerequisite * Registered: 25 (full) |
| Essentials #5 | Weds & Thurs May 17 and 18  9:00-11:00 | Effective and Engaging Techniques for Virtual Training | * Virtual * Two 2-hour sessions * 20 participants max * No prerequisite * Registered: 25 (full) * Wait List: 12 |