

PD Essentials Governance Workgroup

November 9, 2023

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

<https://drive.google.com/drive/u/0/folders/1A2PFgsLvuSM1yUwWIsSOJ53e8Pnaetdl>

MEETING SUMMARY

Present: Cori, Jaye, Lisa, Lucy, Mary Absent: Andelicia, Sandy, Susanne

Celebrations and Announcements

* + Welcome Mary Sheldon! Mary is the Professional Development Coordinator for the ITSN at CDR and is replacing Amy Stutt as their representative on Governance.
  + The VCU TTAC has moved. The new address for PD Essentials is:

One Holland Building

2235 Staples Mill Road 4th Floor

Richmond, VA 23230

* Lucy shared that the VDOE has completed deep data dives, three Quality for All regional meetings, and an ITSN event.
* Lisa reported that Early Impact Virginia is focused on advocacy for home visiting now that the General Assembly election is over. They have not yet determined whether to hold a conference in 2024.

Review of the August 8, 2023 Governance Meeting Summary

The August meeting summary was reviewed.

Updates

* The August, September, and October VDOE Programmatic Reports are in the Google folder.
* The October *Pointers for PD Providers* was disseminated on October 19, 2023, to 663 PD providers. The topic was “We Need to Talk about No-shows.”
* The website continues to serve as a source for upcoming PD opportunities and reaches early childhood educators both in Virginia and nationally. Jaye shared that some WordPress contacts from out-of-state are a bit random. Lucy noted that this is true of the VQB5 website as well.

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Fall Essentials for Early Childhood Professional Development Providers Training

* Essentials #1, *Understanding Adult Learners*, was offered virtually on September 19, 2023 from 9:00 until 11:00 with 20 registrants and 16 participants. 25% of the participants were new to PD Essentials training and meetings. Essentials #1 was repeated on September 20, 2023 from 1:00 until 3:00 with 17 registrants and 11 participants. Six of the participants were new to PD Essentials activities. No-show messages were emailed to all who failed to participate and did not cancel their registration in advance. Welcome emails were sent to the ten PD providers who were new to PD Essentials.

100% of the respondents to the SurveyMonkey training evaluation stated that the training “Provided me with practical information and strategies for demonstrating an understanding of adults as learners.” Comments included, “Not only did she share ideas to engage participants, but she also modeled what that looks like during this training.”

* Essentials #2, Techniques for Effective and Engaging Early Childhood Training, and #3a Designing Effective and Engaging Early Childhood Training: Part One were offered on October 12, 2023, from 9:00 until 3:30 at the Hampton Inn in Manassas. There were 22 registrants and 15 participants. Five registrants canceled their participation in advance of the training day in response to welcome and reminder email messages. Two were no-shows—one due to a tire blowout on the way to the training.

Eleven participants completed the SurveyMoney evaluation. 100% responded that the training “modeled high-quality in-person training” and “will help me improve the training that I provide.” Comments included “I wish that we continue this periodically for all the years that we do PD. It is very useful and doesn’t get old and irrelevant.”

* Essentials #3b, Designing Effective and Engaging Early Childhood Training: Part Two sessions were offered on October 20, 23, 27, and 30 with a total participation of 12 PD providers. This is a virtual follow-up session for participants in #2 and 3a.
* On October 13, 20230, registration opened for Essentials #4, Designing Effective and Engaging Early Childhood Training. This training will be offered on November 16, 2023 at the Hampton Inn in Manassas. Presently, there are 13 registrants.
* Essentials #5, Effective and Engaging Techniques for Virtual Training is planned for December 12 and 13, 2023. There are 23 registrants at this time with 3 PD providers on the waiting list.

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For each training, participants receive a welcome message before the training date and a certificate of participation and an evaluation survey link following the training. No-shows are contacted. No-shows for previous trainings in the semester are asked to confirm their participation in later sessions for which they registered.

Registration Woes and Trial Solutions

This fall, attempts were made to address the number of training registrants who fail to show up for training. Registration opened on August 14th for Essentials #2 and 3a scheduled for September and October. Dates and information for the remaining fall trainings were included so that potential participants could mark their calendars. Actual Cvent registration for #4 and 5 opened on October 13th.

Participants in #3a registered onsite during the training for #3b. This considerably reduced the number of improper registrations for #3b compared to our past use of Cvent registration for this session.

This language was added to the Cvent registration site: “Before registering please make sure to check your calendar to ensure you have no conflicts. Also, if you are unable to attend for any reason please cancel your registration as far in advance as possible.  These are VERY popular trainings and we would like to get as many people in as possible. Please do not register unless you are absolutely sure you will be able to attend.”

Proposed Winter/Spring Essentials for Early Childhood Professional Development Providers

Governance members reviewed proposed training dates for conflicts with their agencies. None were identified. Jaye will check with Sandy, Andelicia, and Susanne as well. See the proposed dates and notes in bluel on the attached table. Richmond or a central Virginia location is planned.

Task: Jaye to check with Sandy, Andelicia, and Susanne for training date conflicts prior to announcing dates at the December meeting and on the website.

Meeting Survey Results

In September, a survey of PD providers who attended PD Essentials meetings in September 2022, December 2022, March 2023, June 2023, and/or September 2023 was completed using SurveyMonkey. The purpose of the survey was to determine how best to

address participant’s needs for training within the context of our meetings, *Pointers for PD Providers*, Essentials for Early Childhood PD Providers training, etc. Key finding from the 41 respondents:

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* 80% stated that they lead both virtual and in-person training.
* 71% indicated that they provide coaching with an additional 20% noting that they have in the past and/or anticipate providing coaching in the future.
* 74% have attended PD Essentials or VCPD training. An additional 12% plan to participate in the future.
* 64% have accessed the PD Essentials website, while 55% have read one or more issues of *Pointers for PD Providers.*
* Tips and Tricks for Trainers was the content most chosen for our meeting agendas with 88% of participants selecting this topic. Participants also valued updates on state initiatives with implications for early childhood PD, Virginia PD resources, national training resources, and discussion of issues based upon an article, short video, or infographic reviewed in advance of the meeting.

December 5, 2023 Meeting Agenda

The meeting agenda (attached) for our upcoming PD Essentials meeting was approved. There are 44 registrants at this time. A second Constant Contact meeting announcement will be distributed after Thanksgiving.

Proposed Meeting Dates for 2024

The following meeting dates were approved. All meetings are on Tuesdays from 3:00 until 4:30 pm.

* Governance: February 6 and May 7
* PD Essentials: March 12 and June 4

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

Jaye shared that this workgroup--led by Sandy and Dawn Hendricks--has not met in 2023 and does not appear to have any tasks upcoming. Could we officially disband this workgroup? Since Sandy had a last last-minute conflict, we will move this item to a future meeting.

Task: Add Inclusive Practices Task Force to the February 6 agenda.

Hourly Pay for Trainers

Lisa and Jaye had communicated earlier in response to decision-making regarding compensation for Early Impact Virginia trainers. There is no set fee schedule available for early

childhood trainers in Virginia. Mary noted that the ITSN staff provide PD as a part of their job responsibilities so no additional pay is needed. Cori’s Talks on Tuesday presenters share their expertise as a part of their ongoing duties with their employers.

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In general, factors that influence rates of compensation include whether the trainer is training content provided by the employing agency or has to create it herself and whether the training is a new training or one that they have led multiple times.

Continuous Quality Improvement

There were no comments.

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

**WINTER and SPRING 2024**

|  |  |  |  |
| --- | --- | --- | --- |
| PowerPoint Essentials | Fri. Jan 26 (change from 31)  9:00-11:00  Both dates OK. | PowerPoint Essentials | * Virtual * One 2-hour session * 23 participants max * No prerequisite * Open registration on Jan 2. |
| Essentials #1 | Thurs Feb 15  1:00-3:00  Repeated  Fri. Feb 23  9:00-11:00 | Understanding Adult Learners | * Virtual * One 2-hour session * 23 participants max * Prerequisite for #2, 3a, 3b |
| Essentials #2 | Fri Mar 8 or  Tues Mar 26  9:00-3:30  No conflicts but Mar 26 is preferable.  Location TBD but Richmond area | Techniques for Effective and Engaging Early Childhood Training | * In-person * 30 participants max * ½ day AM, #3a in PM * Essentials #1 prerequisite |
| Essentials #3a | Fri Mar 8 or  Tues Mar 26  Same 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 | Thurs Apr 4  9:00-10:30 or  1:00-2:30  Repeated  Fri Apr 5  9:00-10:30  Repeated  Mon Apr 8  9:00-10:30 or  11:00-12:30 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 Apr 25  9:00-3:30  Location TBD Richmond area | Delivering Effective and Engaging Early Childhood Training | * In-person * 30 participants max * Full day * No prerequisite |
| Essentials #5 | Tues & Weds  May 15-16  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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PD Essentials Meeting

December 5, 2023

Registration Link:

[https://us02web.zoom.us/meeting/register/tZ0qcOGgqjwjG9TuzYAZ9UKJbGMKSR0KjBQg#/registration](https://us02web.zoom.us/meeting/register/tZ0qcOGgqjwjG9TuzYAZ9UKJbGMKSR0KjBQg%23/registration)

AGENDA

*Soft Opener: If you could give a gift to a new PD provider, what would it be?*

1. Welcome

2. Agenda Review

3. Upcoming Essentials for Early Childhood PD Providers Training Opportunities

4. PD Essentials Meeting Survey Results

5. Virginia PD Resource: Early Impact Virginia

6. Tips and Tricks for Trainers: Content Connector Techniques

7. Breakout Room Discussions

8. Announcements

9. Upcoming Meetings

10. Continuous Improvement