

PD Essentials Governance Workgroup

February 6, 2024

MEETING SUMMARY

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

<https://drive.google.com/drive/folders/1OW8MVKVjd5wFFGuHp2pWSSQZVvhQ1B_d?usp=drive_link>

Present: Jaye Harvey, Cori Hill, Susanne Rakes, Mary Sheldon, Sandy Wilberger

Absent: Lisa Denny, Lucy Mitzner, Andelicia Neville

Celebrations and Announcements

* Jaye’s daughter Hannah Ruth is getting married in October.
* Cori is awaiting two more grandbabies.

Review of the November 9, 2023 Governance Meeting Summary

The November meeting summary was reviewed. All tasks were completed.

Updates

* The November, December, and January VDOE Programmatic Reports are in the Google folder.
* The January *Pointers for PD Providers* was disseminated on January 18,2024 to 655 PD providers. The topic was “Flying Solo: Leading Virtual Training Without a Producer.” The open rate was 44% which is above the industry average of 41%.
* In December, the Constant Contact email links were updated to remove duplicates. There are 665 individuals currently subscribed. 33% (217 people) are viewed as “most engaged” meaning that they regularly open and click on emails. 38% (245 people) are rated as “somewhat engaged.”
* The website continues to serve as a source for recent PD-related updates and upcoming PD opportunities.

Fall Essentials for Early Childhood Professional Development Providers Training

Essentials #4, Designing Effective and Engaging Early Childhood Training was offered on November 16, 2023 at the Hampton Inn in Manassas. There were 13 registrants and 11 participants. On the SurveyMonkey evaluation, 100% of the participants stated that the training modeled high-quality in-person training. One participant commented that the best part of this

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training was, “the practical information and the opportunity to apply it in the training. I have already used the targeted openers and redesigned a training to be more specific, succinct, and focused.”

Essentials #5, Effective and Engaging Techniques for Virtual Training was offered on December 12 and 13, 2023 from 9:00-11:00 each day. There were 23 original registrants (full) and 6 PD providers on the waiting list. At the time of the training, all but one of the waiting list individuals

were able to be included in the training. Ultimately, 19 PD providers completed the training. There were three no-shows and three last-minute cancellations.

Participants received a welcome message before the training date, a reminder message, a message with a video link between sessions 1 and 2, a certificate of participation, and an evaluation survey link following the training. No-shows were contacted.

On the SurveyMonkey evaluation, several PD providers shared that they want to learn more about interactive tools in Zoom. A follow-up message shared links to two past *Pointers for PD Providers*: one addressed the chat feature and the other breakout rooms. Other comments from the evaluation included: “The best part of this training was learning ways to adapt something that would have been a hands-on activity to a virtual setting and keeping it just as engaging.” And, “I will definitely use my handout when presenting my next presentation and practice Zoom more with a colleague before giving the presentation.”

Winter/Spring Essentials for Early Childhood Professional Development Providers

PowerPoint Essentials (not included in the Cooperative Agreement requirements) was offered on January 25, 2024 from 9:00 until 11:15 via Zoom. There were 23 original registrants (full), two advance cancellations and one PD provider included from the waiting list. At the time of the training, all but one of the waiting list individuals were able to be included in the training. Ultimately, 20 PD providers completed the training.

Prior to the training date, participants received a welcome message and a reminder message. Both included a short video link. Following training, participants received a certificate of participation, an evaluation survey link, and several topical resources to extend their learning. No-shows were contacted.

See page 4 for information on Essentials #1-5 training.

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participants and upcoming training opportunities. Lisa Denny, Workforce Development Manager at Early Impact Virginia, shared the free PD resources available through the Institute for the Advancement of Family Support Professionals which includes 82 modules. The *Tips for Trainers* portion of the meeting addressed content connector strategies (keywords, matching, sorting, ranking and rating, and either/or).

March 12, 2024 PD Essentials Meeting

Registration for the March 12, 2024, 3:00-4:30, opened on February 5th. Registration was announced via Constant Contact and the website. 30 PD providers registered in the first 24 hours.

The agenda will include information on upcoming training and a presentation by Susanne Rakes from Child Care Aware about Trainers-Connect and other PD resources available through Child Care Aware. Tips and Tricks for Trainers will focus on closers.

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

Jaye shared that this workgroup--led by Sandy and Dawn Hendricks--did not meet in 2023 and does not appear to have any tasks upcoming. The ECSE Network is handling comparable tasks at this time. Governance members decided to officially disband this workgroup.

VDOE and PD Essentials Cooperative Agreement

PD Essentials is in year six of a five-year Cooperative Agreement with the VDOE. Our VDOE funding has remained constant at $50,000 since the initial support for VCPD in 2013. Jaye noted that there continues to be a need to train new T/TA providers/improvement partners as well as center directors, school division personnel, and others who train their own staff. At this time, no VDOE funding is allocated to PD Essentials for Practice-Based Coaching training, although that continues to be a need as teachers need support in improving interactions following CLASS observations.

Task: Jaye and Sandy to reach out to Lucy to identify a date to discuss plans for PD Essentials after June 30, 2024.

Meeting Dates for 2024

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

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

Continuous Quality Improvement

There were no comments.

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

**WINTER and SPRING 2024**

|  |  |  |  |
| --- | --- | --- | --- |
| Essentials #1 | Thurs Feb 15  1:00-3:00  Repeated  Fri. Feb 23  9:00-11:00 | Understanding Adult Learners  Feb 15 registrants: 20  Feb 23 registrants: 23 | * Virtual * One 2-hour session * 23 participants max * Prerequisite for #2, 3a, 3b |
| Essentials #2 | Tues Mar 26  9:00-3:30  ChildSavers  Richmond | Techniques for Effective and Engaging Early Childhood Training  Registrants to date: 22 | * In-person * 30 participants max * ½ day AM, #3a in PM * Essentials #1 prerequisite |
| Essentials #3a | Tues Mar 26  Same place and participants as Essentials #2 | Designing Effective and Engaging Early Childhood Training: Part One  Registrants to date: 22 | * 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 and  1:00-2:30  Repeated  Fri Apr 5  9:00-10:30  Repeated  Mon Apr 8  9:00-10:30 and  11:00-12:30 and 1:00-2:30 | Designing Effective and Engaging Early Childhood Training: Part Two  #3b is open to participants in Essentials #2 and 3a training. | * Virtual * Five identical 90-minute sessions * Same participants as Essentials #2 and #3a * Participants select one session * Maximum of 5 participants per session |
| Essentials #4 | Thurs Apr 25  9:00-3:30  Richmond area | Delivering Effective and Engaging Early Childhood Training  Registration will open on 3/1. | * 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  Registration will open on 3/1. | * Virtual * Two 2-hour sessions * 23 participants max * No prerequisite |

January 30, 2024

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PD Essentials Meeting

March 12, 2024

Registration Link:

AGENDA

*Soft Opener: Word Search Using Annotation*

1. Welcome

2. Agenda Review

3. Upcoming Essentials for Early Childhood PD Providers Training Opportunities

4. Virginia PD Resource: Child Care Aware of Virginia

5. Tips and Tricks for Trainers: Closers

6. Breakout Room Discussions

7. Announcements

8. Upcoming Meetings

10. Continuous Improvement