

**VCPD Meeting**

**December 8, 2015**

**10:00 to 3:00**

**Twin Hickory Library in Glen Allen**

**MEETING SUMMARY**

**Present:** Toni Cacace-Beshears, Cindy Kern, Sue Geller, Ipek Taffe, Bonnie Grifa, Stephanie Daniel, Kathy Gillikin, Kristen Ingram, Kym Pool, Dawn Hendricks, Mary Tobin, Leslie Moore, Sandy Wilberger, Lynn Wiley, Debi Stepien, Angela Rouse, Jodi Roberts, Pat Popp, Karen Lange, Sue Mahmood, Emily Keenum, Sharon Lindsay, Deana Buck, Aleta Lawson, Sharon Veatch, Bethany Geldmaker, Jaye Harvey, Kris Ganley, Pat Kennedy, Laurel Aparicio, Peggy Watkins

**Welcome, Agenda Overview, and Introductions**

As our meeting opener, in addition to sharing name, organization and number of years that each VCPD member has been providing PD, everyone was asked to share what gift they would give to a new PD provider. Members wrote or drew their gift on an index card and placed it in a gift bag. See the list of gifts at the end of this meeting summary.

Task: At our January meeting have members guess the number of total years those on VCPD have been providing PD.

**Our New VCPD Partnership Agreement**

Jaye reviewed the newly updated VCPD Partnership Agreement (scroll to the end of this meeting summary for a copy) and reviewed the essential principles included in the document. The Agreement was available for those in attendance to sign if they were the representative from their agency. Those not in attendance will receive the agreement for signatures in the mail.

**The PATH to a Plan**

Our last strategic planning initiative was completed in December 2013. VCPD Governance Workgroup members completed a PATH in September of this year, and VCPD members added to it at our October face-to-face meeting. We are now taking steps toward a new strategic plan with specified goals and activities. We began by reviewing some recommendations from December 2013 and noting accomplishments:

Quality Assurance

Develop competencies for PD providers: Completed with *What Makes an Effective Early Childhood Professional Development Provider?”*

Develop guidance for those seeking quality PD and a quality PD provider: This has not yet been accomplished. The QA Workgroup will determine if this is still a goal.

Sustainability/Integration

Form a workgroup to focus on sustainability/integration: The S/I Workgroup was formed but had difficulty maintaining membership and it appeared more logical for the assigned tasks to be completed through Governance. In addition, there are many groups/activities where VCPD members are represented. These include the Commonwealth Council for Success, VECF Upskilling the Workforce, and the Commission on Youth.

Regional Consortia

Reinstate the regional ad hoc coordinating workgroup as an on-going Regional Consortia workgroup in order to provide leadership clarity of direction and infrastructure support: Completed

As a large group, we then identified accomplishments, new opportunities and influential factors from January 2014 through December 2015.

Accomplishments

* *What Makes an Effective Early Childhood Professional Development Provider?*
* CCSS 2015
* IHE Faculty Institute (stronger link with community colleges and 4 year universities)
* Partnership Agreement updated
* Regional Summits
* Jaye’s position being funded
* CCA staffing to support each VCPD region
* Recognition of VCPD throughout the state
* VCPD 101 modules development and delivery
* Products developed collaboratively between VCPD member agencies
* Membership expansion
* Website, banner display, and brochure
* Memorandum of Agreement with VDSS
* Established regional presence
* PDW initiative

New Opportunities

* VPI+
* Child Care Development Block Grant
* Virginia Quality 2.0
* Commonwealth Council on Childhood Success
* New administration
* Upskilling the Workforce
* Early Head Start Expansion Grants
* New legislation
* ECPC Team
* Office of HS and Office of Childcare offer resources and access to childcare workers, trainers
* Head Start proposed new standards
* Project SEED
* Collecting training happening in VA that meets the competencies; templates that can lead to database of online training
* Home Visiting Consortium has restructured and now looking for a home (courting several places via speed dating)
* Childhood healthy nutrition projects (NAP SACC, Nemours)
* Revision of competencies

Influential Factors

* Six new national TA centers
* General Assembly
* Governor
* Joint Subcommittee on VPI
* Secretary of Education
* Federal legislation
* Recommendations from CCCS
* Children’s Cabinet created
* First Lady’s initiative
* HHS and Education federal collaboration
* Move toward more community based – push for public/private partnership
* Federal emphasis on development birth to five
* Federal position paper on suspension and expulsion
* Federal position paper on inclusion
* Preschool access to homeless education
* Every Child Succeeds Act- new No Child Left Behind
* CACFP Childcare food program new opportunities
* Higher Education
* NAEYC Technical Assistance Workgroup

Finally, VCPD members self-selected into three discussion groups to discuss goals and objectives for a new strategic plan.

* Enhance the skills of PD providers
* Increase awareness of VCPD and VCPD resources
* Promote a coordinated, cross- sector system of PD

Each group reviewed the PATH developed in September 2015 and the information discussed at the October face-to-face VCPD meeting related to what we want to accomplish in each of the above areas. Groups were tasked to develop goals/objectives/ timelines.

Task: Each group brainstormed goals that will be typed, disseminated, and discussed at an upcoming full VCPD meeting.

**Updates and Announcements**

In response to an item on the PATH and discussion at our October VCPD meeting, VCPD Governance reviewed the current VCPD meeting schedule and concluded that the current schedule is working as is. Governance will continue to monitor agenda items and cancel meetings if there is insufficient content to cover.

**Proposed General Assembly Initiatives Impacting Early Childhood**

**Emily Griffey from VOICES for Virginia’s Children**

Emily Griffey from VOICES for Virginia’s Children shared information about the early childhood policy network unified agenda proposals. (See the attached draft flyer.) Emily stated that the legislative session begins on January 13 and will last for 60 days. The Governor will reveal his two-year budget on December 17th after which the legislature reviews it. This is the only budget that Governor McAuliffe actually proposes and implements during his term in office. Items will most likely include Medicaid expansion, and $400,000 for the coverage gap for Obamacare. Emily shared that there will then be a “dance” between the House and Senate on the budget and issues as they arise. To receive on-going weekly updates from VOICES on the GA activity go to <http://vakids.org/> and sign up. Email Emily at [emily@vakids.org](mailto:emily@vakids.org) if you would like to join the early childhood network calls.

Emily shared that scaling up the Home Visiting Consortium (HVC) is included in the VOICES draft unified agenda. Scaling up was proposed following a recommendation from the Commonwealth Council on Childhood Success. The initial aim is to focus on identified communities with the ultimate goal to build more capacity statewide. Hopefully there will be money in the Governor’s budget for this. In addition, we hope for an increase in funding for Part C early intervention. Continued emphasis will be placed on safety in childcare, and a bill is being introduced to look at penalties for noncompliance with child care licensing if death or serious harm comes to children.

Eight communities are participating in VPI+ through the federal Preschool Expansion Grant. This grant promotes public/private partnerships. New eligibility criteria for VPI and VPI+ were developed during the 2015 GA, but not enacted because of short window of time and applications for the 2015-16 school year were already in process. (New criteria: “(i) family income at or below 200 percent of poverty, (ii) homelessness, (iii) student's parents or guardians are school dropouts, or (iv) family income is less than 350 percent of federal poverty guidelines in the case of students with special needs or disabilities.”) It was decided that the new criteria would be implemented during the 2016-2017 school year; however; data collection this fall already indicates that 85% of children attending VPI programs are below 200% of poverty. There were outliers in some communities where families were over 200% of poverty. The intent is that VPI services will be targeted to the most at-risk, and there is language from the Governor to initiate new eligibility requirements. We will need to wait and see what happens in terms of eligibility this GA session. Other suggested criteria include dual language learner, military deployment, etc. The per pupil rate of $6000 has not been increased since 2008, so the legislature is encouraged to address the rate.

Copies of House Bill 46 and 47 were disseminated and discussed. [HB 46](https://lis.virginia.gov/cgi-bin/legp604.exe?161+sum+HB46) recommends that an Early Education Workforce Committee be established to ensure an effective PD development and credentialing system for the early childhood education work force in the Commonwealth. Some VCPD members questioned why this would not be integrated into the existing Commonwealth Council on Childhood Success work. Work that needs to be done around four topics of workforce:

“*i) development of a competency-based professional development pathway for practitioners who teach children birth to age five in both public and private early childhood education programs;”* VDSS has a pathway, but this bill seems to address VDOE licensure from birth to kindergarten. “*(ii) consideration of articulation agreements between associate and baccalaureate degree programs;” Developing articulation agreements work is a huge task. Additionally, more direct service providers as well as other people necessary to getting the work done are not included in the group. “(iii) refinement of teacher licensure and education programs to address competencies specific to early childhood development; (iv) alignment of existing professional development funding streams; and (v) development of innovative approaches to increasing accessibility, availability, affordability, and accountability of the Commonwealth's workforce development system for early childhood education teachers and providers. The Committee shall periodically review its key goal and make recommendations to the Board of Education, the State Council of Higher Education for Virginia, and the General Assembly.”* VCPD members shared that much of this work has already been done, but there is no money to provide the professional development that is needed.

[HB 47](https://lis.virginia.gov/cgi-bin/legp604.exe?161+sum+HB47) introduces legislation that supports innovation models that enable communities to ensure access to preschool. This “mixed delivery” system would include public, nonsectarian private, and faith-based early education programs. The bill recommends that a fund be established and grants be administered through VECF to applicants who are willing to field test innovative strategies and evidence based practices that support a robust system of mixed preschool delivery.

**Workgroup Meetings**

Quality Assurance Workgroup

There were three QA recommendations on the original strategic plan. Competencies for PD providers were developed. What’s next? Ideas discussed included tracking the use of the competencies, and how to use and integrate the competencies into the program. Could Survey Monkey be used to track? Evaluative tools and observation checklists for trainers were discussed as possible future tasks. Could the competencies be cross-walked with VCPD 101? Could adult learning training indicate that this course addresses the VCPD competencies? Should we develop a resource to coach and mentor trainers? Or a regional system for informal partners to observe and see others in order to provide peer-to-peer feedback? Stephanie Daniel will convene the QA workgroup in January.

Regional Consortia Workgroup

Regional Consortia Workgroup members in attendance met. They plan to discuss if this workgroup is still needed at their next meeting. Updates might be provided at only one of the meetings not this one and the full meeting. All regional consortia are operating successfully.

**Tips for Trainers: Openers**

We began our meeting today with an opener about gifts for a new PD provider. Jaye shared that openers differ from icebreakers in that openers are related to the training or meeting content. In our VCPD 101 curriculum, we note that openers:

* + - Create focus on the training (or meeting).
    - Pique interest in the content.
    - Invite participation.
    - Encourage interaction.
    - Acknowledge and value prior knowledge and experience.
    - Should be fun!

**Continuous Improvement**

What worked well today?

* Information presented from Emily Griffey was very informative
* Good salad today, but we needed more.
* Good pace and content today. We kept moving.
* Good parking at libraries

What should we do differently in the future?

* We needed more chairs/space. Several members have Henrico library cards and are willing to book a meeting space at a library. Tuckahoe’s meeting room is larger than this room at Twin Hickory.
* VDSS has meeting rooms that can be reserved and may be good future meeting spaces when the Tuckahoe Library is not available.

**Upcoming VCPD Meetings**

* January 12
* February 9
* March 8 (Face-to-Face)
* April 12
* May 10
* June 14 (Face-to-Face)

**Updates and Announcements**

* Bethany reminded us to stay healthy! Get a flu shot and wash your hands often.
* Deana announced that the *Learn the Signs. Act Early.* warehouse has been restocked. Order free materials now[. http://www.cdc.gov/ncbddd/actearly/freematerials.html](file:///C:\Users\Program%20Specialist\Downloads\.%20%20http:\www.cdc.gov\ncbddd\actearly\freematerials.html)
* Bonnie announced that the next Early Childhood Mental Health Institute will be on May 12, 2016.
* Project SEED continues to offer ASQ-SE and CSEFEL training as well as the Infant Mental Health Endorsement[. http://www.ecmhva.org/](file:///C:\Users\Program%20Specialist\Downloads\.%20%20http:\www.ecmhva.org\) Contact Bonnie or Jackie Robinson Brock for information.
* Virginia is one of five states piloting the online NAP SACC (Nutrition and Physical Activity Self-Assessment for Child Care). The grant uses e-learning to promote healthy activity and nutrition. Funds are available for providers to order materials through Kaplan and onsite coaching is available following training. [https://gonapsacc.org/resources/news-updates/new-go-nap-sacc-self-assessment-now-available](https://gonapsacc.org/resources/news-updates/new-go-nap-sacc-self-assessment-now-available%20) Contact Jodi or Peggy for additional information.
* The Governor’s budget will be released this Thursday.
* The Commonwealth Council on Childhood Success meets Monday December 14, 2015. <http://www.ltgov.virginia.gov/ini_childhoodsuccess.htm>

**Carryover and Items for Upcoming VCPD Meetings**

* In January, we will try guessing the total number of years the members present at today’s meeting have been providing professional development (numbers put on index cards.)
* Laurel will share information about the Home Visiting Consortium proposed expansion at our January meeting via GoToWebinar.
* Deana will discuss the *Learn the Signs. Act Early* project at a future meeting. February?

** Gifts for a New Professional Development Provider**

**from VCPD Members**

**Great Items . . .**

* Chimes
* Co-presenter/partner
* Laser pointer
* Pointer with a hand on a stick
* *Training Teachers: A Harvest of Theory and Practice* by Carter, Curtis and Jones
* Fidget toys, a box of trinkets, a bag of manipulatives, pipe cleaners
* *Presentation Zen: Simple Ideas on Presentation Design and Delivery* by Reynolds
* Calendar or agenda book
* Chart paper
* Personal technology assistant
* Video flip camera
* Resources for videos
* Book of BP activities
* Swivel camera
* Timer (to make sure you don’t talk too long)
* *The Big Book of Humorous Training Games* by Tamblyn and Weiss
* Energy Surge (a drink)
* Flash drive for your PowerPoint (also save it to your laptop and email it to yourself)
* Candy
* Pens, highlighters, tape
* A debriefing hotline number
* Bottle of wine
* Deck of cards
* Picture frame (for “What’s Wrong with this Picture?”)
* Beach ball or balloon (for Thumb Ball)
* Dollar Store microphone or toy phone (to get participants to talk)
* Large plastic glasses from the Dollar Store

**Intangibles . . .**

* Passion and enthusiasm about the training mission, and content to engage and empower their trainees
* Confidence: You know your subject well and you have the skills, so you go girl!
* Humor
* Flexibility
* Ways to improvise

**Words of Wisdom . . .**

* Trust your participants. They have strengths that will enhance your training.
* Don’t stand in front of the PowerPoint.
* Be yourself.
* Attend as much PD as possible.
* Tolerate silence.
* Don’t believe the outlier evaluations, either good or bad

December 8, 2015

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**Partnership Agreement Between Early Childhood Initiatives in Virginia**

**that Provide Professional Development**

**2016-2021**

**Purpose of Agreement**

The purpose of this partnership agreement is to articulate the commitment of members of the Virginia Cross-Sector Professional Development Team (VCPD) to work together to support the mission as stated below. This partnership agreement is effective as of January 1, 2016 and through December 31, 2021.

VCPD members recognize that each participating organization operates within prescribed federal and state laws, regulations, and policies that serve as its framework for determining priorities and accountability; therefore, the work of the VCPD Team will not impact existing mandates for participating organizations.

**Mission**

The Virginia Cross-Sector Professional Development Team promotes planning, development, implementation and evaluation of professional development to ensure coordination of all early childhood professional development in Virginia. VCPD team members are committed to working together to build a unified system to support all families and their children (prenatal to age 5) in Virginia. This includes but is not limited to infants, toddlers and preschoolers who may experience risk factors for school readiness, economic disadvantages, and cultural and linguistic differences; dual language learners; and young children with disabilities and special health needs. Our members provide professional development to early childhood practitioners who serve children and families in home, school, and community settings.

**VCPD Governance**

VCPD Governance is comprised of early childhood leaders representative of state agencies and organizations. Governance oversees the management of the VCPD and maintenance of the partnership agreement. VCPD Governance is committed to:

* **Providing coordination** to encourage consistency of training and terminology;
* **Building Virginia’s early childhood professional development capacity** bysupporting cross-sector access to professional development opportunities across the state;
* **Maintaining communication** with state level agencies and organizations, VCPD regional consortia, and VCPD subcommittees; and
* **Seeking continued funding** to address state and regional cross-sector professional development needs.

**VCPD Regional Consortia**

VCPD solicited input from key stakeholders on the status of early childhood professional development activities in Virginia to identify gaps in opportunities for collaboration and coordination. As a result of this comprehensive analysis, VCPD has developed a strong state network that strategically coordinates professional development among five regional consortia in the Northern, Central, Piedmont, Western, and Eastern regions. In the same manner as VCPD Governance, the five regional consortia are committed to:

* **Providing coordination** to encourage consistency of training and terminology;
* **Supporting cross-sector access** to professional development opportunities throughout their region;
* **Maintaining communication** within their region, across regions, and with VCPD Governance;
* **Remaining accountable** to the Governance of VCPD; and
* **Seeking continued funding** to address regional cross-sector professional development needs.

Logistical support for convening these regional VCPD Consortia is provided through Child Care Aware of Virginia. (See Appendix A: VCPD Regional Consortia Roles and Responsibilities of the Facilitators and Child Care Aware Agencies.) Statewide tracking of regional activities is provided through Virginia Commonwealth University’s Partnership for People with Disabilities, based on the current contracts in place.

**Essential Principles**

VCPD members are committed to supporting a coordinated professional development system that incorporates the following essential principles:

* **Seamless Professional Development Across Sectors**: Collaborative planning and service integration is in place across traditional boundaries of child care, prek-12 education, higher education, health, mental health, and social services;
* **Reduction of Gaps and Duplication**: Involvement of early childhood professional development providers, practitioners, parents, and public/private-sector community leaders eliminates duplicative efforts in training, and meets current professional development needs statewide through sharing resources across sectors;
* **Core Knowledge**: A range of foundational knowledge based on current, evidence-based practices ensures that adults working with young children and their families are able to facilitate productive child learning and development;
* **Quality Assurance:** Mechanisms and processes are in place to ensure accountability of trainer and training content quality;
* **Qualifications and Credentials**: Standard qualifications and credentials for professional development and direct services providers improve the quality of early childhood services;
* **Stabilization of Workforce**: Meaningful opportunities for professional development promote improved skills and career advancement, and ensure a well-qualified and stable workforce;
* **Access and Outreach**: Current and prospective early childhood practitioners understand how the system works, the educational opportunities that are available, where to go for professional development assistance, and how to obtain financial aid; and
* **Adequate Funding**: Funding supports delivery of needed professional development, access for participants, and administration of the system.

**Partnership Expectations**

The undersigned organizations agree to support the Virginia Cross-Sector Professional Development Team’s mission through the following actions:

* Sharing common professional development terminology and definitions;
* Partnering to share existing professional development activities with other organizations, as able, to reduce duplicative efforts and share resources;
* Aligning their organization’s policies and practices with state- and nationally-recognized evidence-based practices pertaining to early childhood professional development policy;
* Using consistent communication portals and technology tools (e.g., [www.vcpd.net](http://www.vcpd.net), Training Information for Provider Success [TIPS] Calendar) as appropriate; and
* Providing representation at monthly team meetings and on sub-committees, as needed.

**Authorized Signatures**

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Child Care Aware of Virginia Virginia Military Child Care Liaison Child Care Aware of America

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Early Childhood Health and Childcare Integrated Training Collaborative (Part C)

Virginia Department of Health Department of Behavioral Health and Developmental Services

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Child Care and Early Childhood Development Head Start State Collaboration Office

Virginia Department of Social Services Virginia Department of Social Services

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Early Childhood Special Education (619) Virginia Preschool Initiative

Virginia Department of Education Virginia Department of Education

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Partnership for People with Disabilities Early Childhood Mental Health of Virginia

Virginia Commonwealth University

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Virginia Early Childhood Foundation Virginia Cooperative Extension

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Home Visiting Consortium Virginia Infant & Toddler Specialist Network

Child Development Resources

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The ARC of Virginia Virginia Association for Early Childhood Education

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Early Childhood Development Peer Group Project HOPE Virginia

Virginia Community College System



**APPENDIX A: VCPD Regional Consortia**

**Roles and Responsibilities of the Facilitators and Child Care Aware Agencies**

**SECTION I: Regional Facilitators**

Each VCPD consortium will identify two persons to serve as facilitators for the regional governance. With assistance of the Child Care Aware of Virginia agency in each region, as defined below in Section II, the responsibilities of the individuals acting as regional facilitators are to:

1. Facilitate the convening of regional consortium meetings (face-to-face or virtual)

2. Facilitate the development of a plan for communication and coordination among PD providers within the consortium

3. Guide the process for identifying regional priorities

4. Guide the development of a work plan to address identified regional needs

5. Coordinate and promote regional cross-sector professional development activities

6. Serve as a member of the VCPD Regional Consortia Workgroup

7. Attend full VCPD meetings (at least one facilitator per region)

8. Act as a liaison between consortia, the full VCPD, and the VCPD State Coordinator

**SECTION II: CCA Administrative Support Staff**

Within each consortium, there is a Child Care Aware (CCA) agency that is funded to provide administrative support for the region. The responsibilities of the CCA support staff person are as follows:

1. Assist in convening and attend the regional Governance committee meetings (face-to-face or virtual)

2. Provide the necessary administrative support for the development of a plan for communication and coordination among PD providers within the consortium

3. Maintain the regional page on the VCPD website

4. Assist with coordination and promotion of cross-sector regional trainings

5. Support use of the Department of Social Services’ TIPS (Training Information for Provider Success) calendar by ensuring that PD opportunities are current for that region

6. Assist in maintaining communication with other regional consortia to maximize use of resources and expertise

7. Participate in activities coordinated by the VCPD Coordinator and the VCPD Governance Workgroup

8. Attend the Regional Consortia workgroup meetings

9. Attend full VCPD meetings when possible

10. Maintain fiscal records for the regional consortium 9/1/15