

BBF Professional Preparation and Development Committee

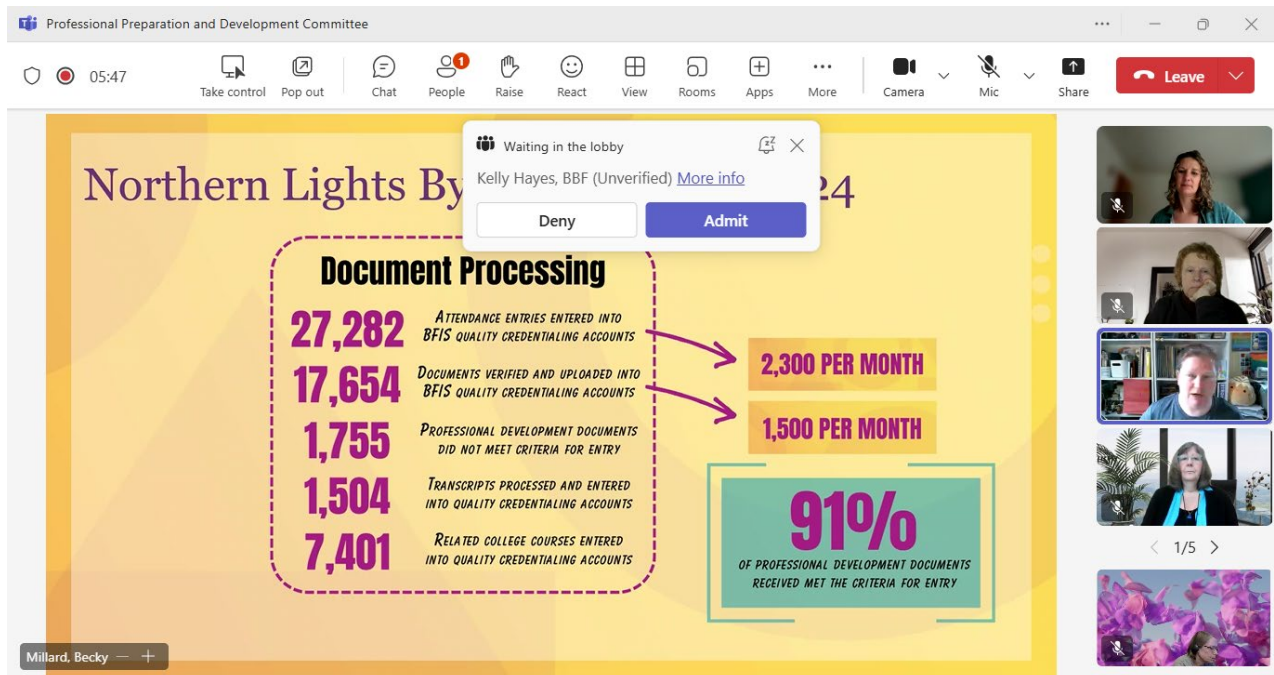
Meeting Notes 5/20/2025

Meeting Attendees: Norris, Debra W. Mattheis, Helen Millard, Becky Struthers, Amelia J. Doner, Elise M., John Cipora Robbins, Lynne Isham, Courtney A Davis, Leslie Barch-Pearsall, Margaret Taylo-behrman, Adri, Maynes, Lisa, Cynthia Greene, Fotion, Tia, Deb Whitney Grennon, Staci Otis, Collins, Ammie L., Rouleau, Joanne, Bracey, Sonja L., Kelly Hayes, Bill Bonsignore, Didi Harris, Michelle M&M, and Joanna Houston

Meeting Summary:

I. Direct Send Preview (Becky)

Went thru NL by the Numbers to introduce Direct Send... 20% more attendance and 35% increase in documents.



Professional Preparation and Development Committee

07:38

Take controlPop outChatPeople22RaiseReactViewRoomsAppsMoreCameraMicShare

Leave

What is Direct Send?





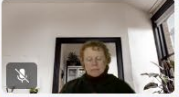
Direct Send allows you to log into your Northern Lights User Portal and submit professional development documents directly to Northern Lights for processing.

Direct Send:

- Provides a safe and streamlined way to submit documents to NL
- Removes the need for Verification Cover Sheets
- Makes the document verification process visible to users

Millard, Becky

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07:58

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Select a Document to Send to NL

NORTHERN LIGHTS
AT
COMMUNITY COLLEGE OF VERMONT

RolesCareer DevelopmentTrainingResourcesAbout Us

Select Documents to Submit

* Select the material(s) below that you would like to send directly to Northern Lights. You may only submit documents. Please do not submit items for other people.

☒ College and University Transcripts☐ High School Transcripts☐ High School Diploma or Equivalency☐ First Aid and/or CPR☐ Educator License☐ Certifications/Credentials☐ Training Certificates☐ IPDP (Individual Professional Development Plan)☐ Resume☐ Other

Attach your Documents

* College and University Transcripts:

Choose FileTEST College Transcript.docx

Submit






RECEIVED Documents

Your documents RECEIVED by the Northern Lights at CCV Team which are awaiting initial review:

1. Check the box for the type of document you are sending

2. Click "choose file" to attach the document

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08:23

Take control Pop out Chat People Raise React View Rooms Apps More Camera Mic Share Leave

View the Documents in "Received"

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Ammie Collins Logout

Select Documents to Submit

* Select the material(s) below that you would like to send directly to Northern Lights. You may only submit documents. Please do not submit items for other people.

- ☐ College and University Transcripts
- ☐ High School Transcripts
- ☐ High School Diploma or Equivalency
- ☐ First Aid and/or CPR
- ☐ Educator License
- ☐ Certifications/Credentials
- ☐ Training Certificates
- ☐ IPDP (Individual Professional Development Plan)
- ☐ Resume
- ☐ Other

Submit

When you see documents here, they have been received by Northern Lights

Documents are processed in the order they are received

RECEIVED Documents

Your documents RECEIVED by the Northern Lights at CCV Team which are awaiting initial review:

- Download First Aid and/or CPR Certification -- 05/06/2025
- Download Individual Professional Development Plan (IPDP) -- 05/06/2025
- Download Training Certificate -- 05/06/2025
- Download Transcript (College/University): Pending Verification (UNOFFICIAL) -- 05/06/2025

IN PROCESS Documents

Your documents which are IN PROCESS by the Northern Lights at CCV Team:

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09:48

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RECEIVED Documents

Your documents RECEIVED by the Northern Lights at CCV Team which are awaiting initial review:

- Download Transcript (College/University): Pending Verification (UNOFFICIAL) -- 05/06/2025

IN PROCESS Documents

Your documents which are IN PROCESS by the Northern Lights at CCV Team:

- Download First Aid and/or CPR Certification (VERIFIED) -- 05/06/2025
- Download Individual Professional Development Plan (IPDP) (VERIFIED) -- 05/06/2025

ENTERED Documents

Your documents that have been ENTERED into BFIS by the Northern Lights at CCV Team within the last 90 days:

- Download Training Certificate (VERIFIED) -- 05/06/2025

DECLINED Documents

Your documents that the Northern Lights at CCV team is unable to accept from the last 90 days:

- Download DECLINED Document - 05/06/2025 Not Approved Organization...

Millard, Becky

Streamlines Identity.... Won't need Verification Cover Sheet. People are logging in themselves
Makes the process visible to you you.

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11:58

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Makes the Process Visible to You

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graph TD
    A[You Submit Documents by Mail or Email] --> B[But this is how much of the process you can see.]
    C[You Submit Documents Using Direct Send] --> D[Documents are Received by Northern Lights]
    D --> E[Document Verification Is In Process]
    E --> F[Declined Documents that don't meet criteria]
    E --> G[Northern Lights Entered Documents in BFIS]
    
```

Northern Lights Sends Email Why We Can't Enter Document

Document or Data is Visible in BFIS QC Account

Northern Lights Sends Email Why We Can't Enter Document

Document or Data is Visible in BFIS QC Account

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Will receive an email something was submitted that the person can forward to their director. Or shared with licensing.

Protects Your Data...

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14:18

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Protects Your Data

- Email is often an insecure way of sending personal data
- Many people use unsecured internet like public WiFi
- Many older transcripts have full SS# printed on them
- Secure file transfer options like ZendTo can be time consuming and cumbersome

Direct Send allows you to log into your Northern Lights Account and safely attach and submit your documents – no email needed!

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15:09

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Q: Can you attach and send multiple documents at once?
A: Yes! We will have guidance materials explaining how.

Q: Can I use Direct Send from my smartphone?
A: Yes! We will have guidance materials explaining how.

Q: Will I receive an email notification when I submit a document?
A: Yes!

Q: Can I use Direct Send to send documents for someone else?
A: No. Direct Send requires you to sign into your own account (which verifies your identity) to send your own documents.

Millard, Becky — +

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Preparing for Direct Send:

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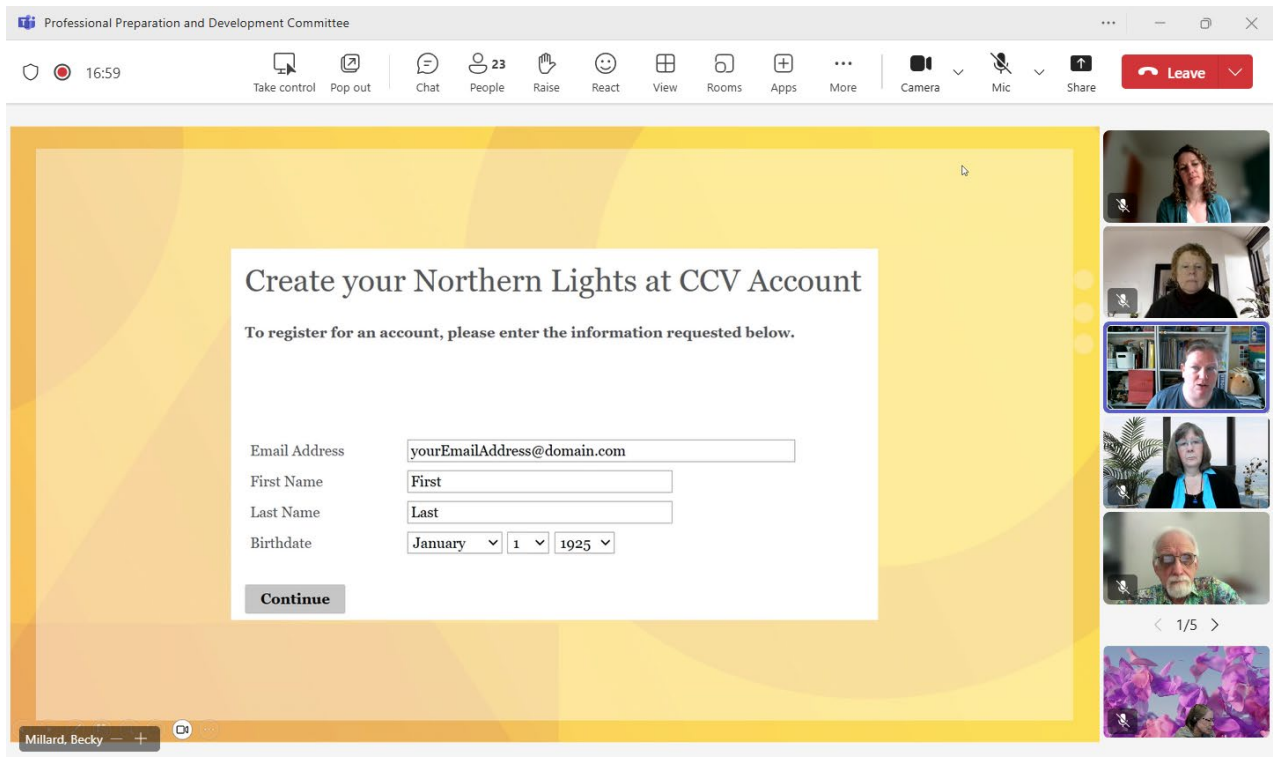
Take control Pop out Chat People 23 Raise React View Rooms Apps More Camera Mic Share Leave

Preparing for Direct Send

- Create your Northern Lights Account
- Encourage your staff to create their Northern Lights Account
- Consider how you might support your staff with submitting their own PD documents
 - Schedule time during a staff meeting for them to send documents
 - Ask your NL Resource Advisor to coach staff on submitting documents
 - Encourage them to forward the emails they receive after using Direct Send so you know they've submitted their documents

Millard, Becky — +

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Questions?

Direct Send will help with reporting timelines of documents to CDD.

Training two new RS3s right in Direct Send.

Can people still use the old way? Yes, for now...but may be sunset.

Sponsors – keep sending attendance. No change to sponsor process yet.

Soft launch now... start using within the next two weeks. Not spreading the word super widely.

This is interim step until such time as CDDIS allows for this process down the road.

II. Draft PD Recommendations and Next Steps (Becky)

Take National Guidance... pulls in national recommendations and what we are seeing in VT and what people are asking for. PowerPoint of changes:

The image displays two screenshots of a Zoom meeting interface. The top screenshot shows the title slide of a presentation titled "Professional Development Draft Recommendations" by the Professional Preparation and Development Committee, dated 5/20/25. The bottom screenshot shows a slide titled "Key Professional Development Needs 2024" with survey highlights.

Slide 1: Professional Development Draft Recommendations

NORTHERN LIGHTS AT COMMUNITY COLLEGE OF VERMONT

Professional Development and Development Committee

5/20/25

Slide 2: Key Professional Development Needs 2024

Each year, Northern Lights at CCV surveys members of the early childhood and afterschool workforce to better understand their professional development needs and preferences. See below for key highlights from the 2024 data set:

Top Three Training Topics Requested:

1. RESPONDING TO CHALLENGING BEHAVIORS
2. SOCIAL AND EMOTIONAL LEARNING AND DEVELOPMENT
3. ADVANCING EQUITY: ANTI-BIAS AND CULTURAL COMPETENCY

The Field is Seeking Multiple Ways to Access Training:

Training Method	Percentage
Online Anytime	81%
Online Real-Time	71%
Online Asynchronous	59%
In Person	50%

New Item

Include PD Survey highlights from 2024

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29:27

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Folks are more likely to attend trainings on weekday evenings...

Category	Likely	Unlikely
Weekdays In the Evening	61%	18%
Weekdays During the Day	32%	53%
Saturdays	32%	44%

...but a strong minority are interested in weekdays during the day and Saturdays.

How folks find training opportunities:

- 74% I search the Northern Lights Training Calendar
- 46% I hear about trainings from my Vermont Early Childhood Network

Frequently Mentioned in Open Response: Direct Messages from Trainers and Organizations

Visit the Northern Lights website for additional data! <https://northernlightscv.org/>

New Item

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Content Recommendations for 2025-2028

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The BBF PPD Committee recommends professional development opportunities are available at multiple levels (introductory, intermediate, and advanced) and in multiple content areas:

- 1 Child Development and Learning**
 - Five Domains of Child Development
 - Social and Emotional Learning and Development
 - Pyramid Model and Early Multi-Tiered Systems of Support
 - Trauma Informed Practices
- 2 Family and Community Partnerships**
 - Strengthening Families Framework and STRONG
 - Trainings that meet Advanced Specialized Care Criteria
 - Supporting Families Impacted by Substance Use Disorders
- 3 Developmentally Appropriate and Inclusive Practices**
 - Developmentally Appropriate Practices
 - Strategies for Support and Inclusion of Every Child
 - Differentiated Instruction
 - Responding to Challenging Behaviors

Significant Edits

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Organized by CKA with caveat they could fit under more than one CKA.

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4 Curriculum and Learning Environments

- Using and Embedding the Vermont Early Learning Standards (VELS)
- Curriculum and Environments for Infants/Toddlers
- Curriculum and Environments for Multi-Age Groups
- Universal Design for Learning

5 Observation and Assessment

- Conducting Child Observations
- Developmental Screening Tools (e.g. ASQ-3, ASQ-SE)
- Teaching Strategies GOLD
- Program and Classroom Assessments (e.g. CLASS, YPQA)

6 Professionalism and Ethical Practice

- Professionalism and Ethics
- Reflective Practice
- Leadership
- Advocacy
- Effective Communication with Families and Colleagues

Significant Edits

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7 Youth Engagement, Voice, and Choice

- Creating and Implementing Student-Led Programming
- Practical Strategies to Gather Child/Student Feedback

8 Safety and Wellness

- First Aid and CPR
- Nutrition and Physical Activity
- Water Safety

9 Program Planning and Development

- Continuous Quality Improvement
- Child Care Business Startup, Sustainability, and Transition Planning
- Staff Supervision and Support

Significant Edits

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Standards Frequently Used in Vermont

PROGRAM STANDARDS

- [Vermont Child Care Licensing Regulations](#).
- [Head Start Program Performance Standards](#).
- [Vermont Education Quality Standards](#).
- [Individuals with Disabilities Act, Part B and Part C](#).
- [Vermont Prekindergarten Education Rules](#).
- [STep Ahead Recognition System \(STARS\) Standards](#).

PROFESSIONAL STANDARDS

- [Professional Standards and Competencies for Early Childhood Educators](#).
- [Core Knowledge, Skills, and Competencies for Afterschool and Youth Development Professionals](#).
- [Early Interventionist / Early Childhood Special Educator Standards](#).
- Under Development: Agency of Education Early Childhood Education Competencies

PROFESSIONAL STANDARDS

- [Head Start Early Learning Outcomes Framework](#).
- [Vermont Early Learning Standards](#).

Edits Needed

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Some links need updating and some edits – Becky to work on.
 Early Learning Standards for older afterschool – Helen to look into.
 DAP standards... NAEYC website?
 Becky's ask – if there are other standards to be considered.
 Individuals with Disabilities Education Act... correction to name

39:13

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About This Document

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This document provides recommendations from the Building Bright Futures Professional Preparation and Development (BBF PPD) Committee about professional development opportunities in 2025-2028. The BBF PPD Committee encourages all organizations and groups who provide professional development to early childhood and afterschool professionals in Vermont to use these recommendations to inform their decisions.

Draft recommendations were created in 2025 based on national recommendations and Vermont-specific data and reports and were reviewed and vetted by stakeholders in INSERT. Stakeholder feedback was reviewed by members of the BBF PPD Committee and incorporated into the final recommendations.

All BBF PPD Committee meetings are open to the public. For more information about upcoming meetings and past documents and meeting notes, visit: <https://northernlightscv.org/resources/vermonts-ecpd-system/ppd/>

Edits Needed

Millard, Becky

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Becky will send draft out for people to share feedback. Brief survey to provide the feedback... share with network to get more feedback more voices.

III. Strengthening Families Program Redesign (Helen M and Courtney I)

Courtney Isham, Child Care Quality Program Administrator for STARS, CDD

Helen Mattheis, Early Childhood and Afterschool Systems Specialist, CDD

Background

- Since 2011 CDD invested in Strengthening Families at the programmatic level
 - 27 programs serving 3,200 children and their families annually*
- In July 2023, re-design of STARS launched.
 - Strengthening Families Approach now integrated in the statewide QRIS model (STARS)
 - Impacts 20,581 children attending 716 3-,4-, 5-STAR level programs across the state (as of 5/6/25)

* (served 1,612 between July – Dec 2024)

SF Grantees do additional training, action plan and measuring the impact of SF approach with their families.

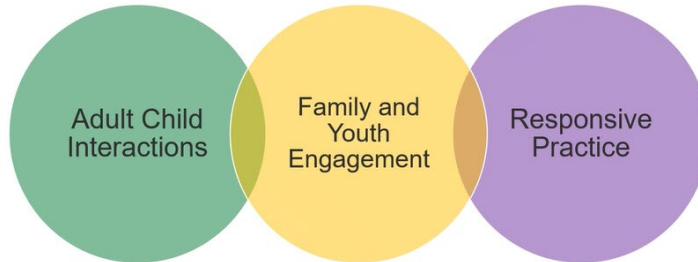
Identified Gap

- With the Strengthening Families Approach now integrated within the STARS model, **how is CDD supporting ALL programs to fully integrate the Strengthening Families Approach into their programs in alignment with their STARS level?**
 - We identified a gap in the support being provided across all programs.

Due to this gap – led to redesign.

STARS Elements of Quality

A framework to identify and work towards goals that support positive child outcomes for children and youth in the program



CLASS tool

VELS Individualization and guide curr planning.

Strengthening Families Approach - Five Protective Factors



Doing a single one off instead of integrating

Misunderstanding of the protective factors...

Child focused instead of family focused on SEL

Strengthening Families at Each STARS Level - Family and Youth Engagement Element of Quality

Level 5

Full Implementation of STARS:
At least 3 protective Factors **and** family as leaders

Level 4

Improved Implementation:
Integrate at least 3 Protective Factors

Level 3

Early Implementation: Programs implement goals
identified from SF Self-Assessment

Level 2

Self-Study: Programs complete SF Self-Assessment

Level 1

Licensed Program in Good Standing

System-wide Support

System-wide Support for Integration of Strengthening Families Approach to Better Support Programs and Families

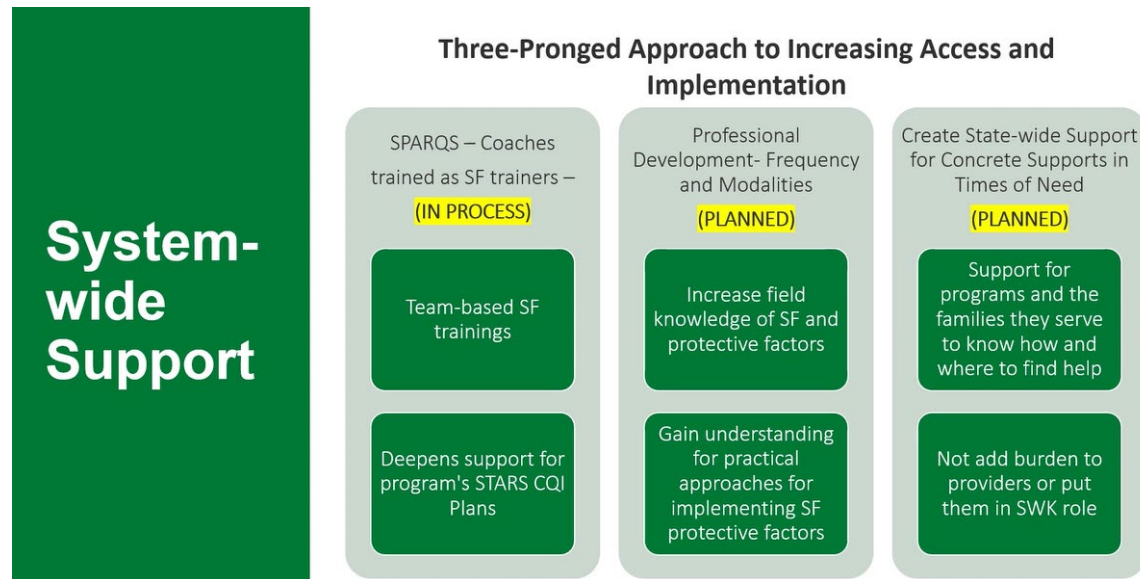
Current Landscape: STARS requires understanding and implementation of Strengthening Families at STARS levels 2 and above, however there is limited support for successful implementation for programs engaging in STARS.

- Currently there are 4-5 Intro to SF and 2-3 STRONG trainings a year.

Goal: Create system-wide approach to better support programs and families to integrate Strengthening Families Protective Factors

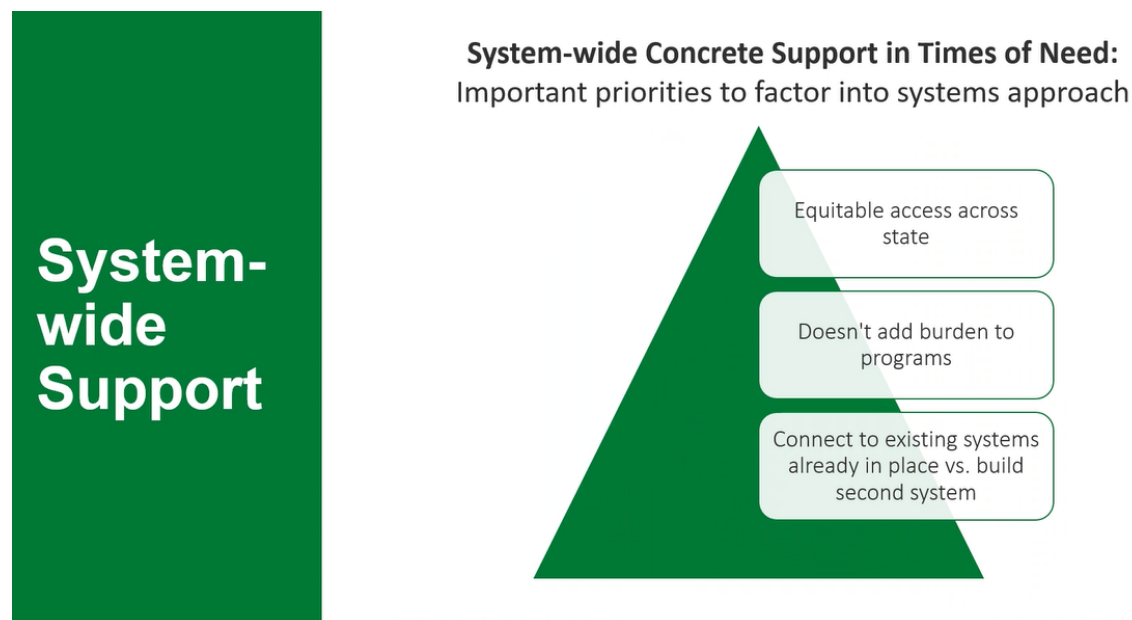
Alleviate barriers for programs to implement SF within their programs.

How are we increasing PD offered... to gain the knowledge AND in what areas.



Frequencies and Modalities of the training...

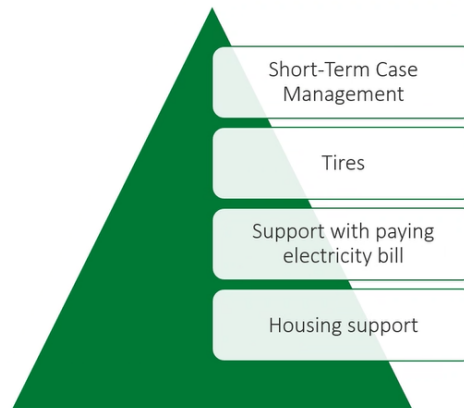
How to create training and learning opportunities where directors and multiple people can get training – but there are current time barriers.



System-wide Support

Examples of Concrete Supports in Times of Need:

Assisting Families to Identify, Find, and Receive Concrete Supports, including basic needs, emotional support, and help during a crisis



Timeline for Re-Design

- **April 2025:** SPARQS coaches (QSS) trained as SF trainers
- **August/September 2025:** Increase in SF Train-the-Trainers to be trained and available statewide
- **Fall 2025:** Increase in Professional Development
 - Frequency of Northern Lights SF Trainings
 - Variety of Modalities Offered
- **Oct 2025-Sept 2026:** Current 27 Strengthening Families grantees receive continued funding
- **Sept 2026 and beyond:**
 - Deepening system-wide support to programs implementing STARS and
 - Increase in supports to programs to help families know where and how to access concrete supports

Discussion & Questions

- **As CDD works to:**
 - Deepen its system-wide support to programs implementing Strengthening Families, in terms of increasing staff knowledge and strengthening practice, what are the most effective delivery methods and/or modalities that we should consider to best provide this instruction and support to the field?
 - Increase in supports to programs to help families know where and how to access concrete supports, what existing systems and capacities do we need to make sure to consider or build off of?

Cynthia: What has CDD learned thru previous SF grants? What worked for them? It's a lot to incorporate SF with Stars with the turnover of employees Coaching works but it's time consuming and expensive.

CoP quarterly... Becky indicated we have one... so they can go deeper with the knowledge.

SPARQs coaches have ability to work with programs to help with development and cultural understanding.

Taking it a piece at a time... dig in at a level a person is ready for – so changing delivery/modality... smaller nuggets for delivery. And looking into doing SF PD in person.

How existing training or topics might align with SF to serve as specific examples/content through which SF can be delivered? Lens of SF thru the PD offered –

Like idea of taking sections of SF (one protective factor and then have a CoP around that one factor) and using prompting questions... what are you doing now? And tie it back to protective factors if possible.

Amelia touched on Training vs CoP difference and it's a both but different outcomes.

IV. Updates and Announcements

Lynne is retiring! Best of luck Lynne!!! We will miss you so much. Wish you well with your surgery and recovery.

PD Survey is open: <https://www.surveymonkey.com/r/NLPDSurvey2025>

NL PD SUMMIT at CCV Winooski on Fri 6/6/25 - <https://northernlightscv.org/trainings/northern-lights-professional-development-summit-2025/>

Join BBF for a two-hour, virtual summit on Vermont's Early Childhood Strategic Plan on **Tuesday, May 27, 2025**

1 -3pm

[Register for Zoom Link](#)

First Children Finance... three trainings on the NL Calendar. Precision Pricing. Governance for Child Care Center. Injecting Quality in FCCH. Business Cohort starting up in June. Business Planning Cohort –

First Children's Finance is pleased to offer this business planning resource, through support by Let's Grow Kids and the U.S. Department of Housing and Urban Development. This project was developed to help address the need for more and expanded child care businesses in Vermont. **The Business Planning Cohorts are designed to support child care business owners and directors that are just starting out in their business or are in the planning stages of a strategic change in direction** (e.g., serving a new age group, adding a second location). This cohort is appropriate for all types of child care businesses – non-profit and for-profit centers, FCCH, afterschool only programs. It is likely not appropriate for school owned programs or for established businesses not planning a large change in their model.*

If you are a school-owned program or an established business and you would like support with your business plan, your budget, your business model, we would be happy to arrange a consultation with you! **Connect me if you have someone in mind for this debwg@firstchildrensfinance.org*