

APOST Professional Development & Technical Assistance

Committee Meeting Minutes: 9-7-11

APOST is a partnership of funders, intermediaries and providers dedicated to building a quality out-of-school time system that will contribute to the healthy, successful development of young people as they progress through their school years, graduate from high school and enter into adulthood.

Professional Development & Technical Assistance—Commitment Statement

APOST is committed to the belief that the key to quality OST programming is a well-trained and supported staff.

I. Welcome & Introductions

Holly McGraw, volunteered to do the meeting minutes.

Those in attendance:

- Aimee Lefevers, APOST Quality Campaign
- Jennifer Engel, Sarah Heinz House
- Andy Schneider, University of Pittsburgh
- Jan Sapotichne, PAEYC
- Rose Smiley, Family Resources
- Karen Dreyer, The Pittsburgh Project
- Suzanne Ashman, PITT OCD
- Keino Fitzpatrick, A+ Schools
- Holly McGraw, Pittsburgh Cares

II. Review of Meeting Minutes from 7-29-11

Jennifer Engel reviewed the minutes from the 7-29-11 meeting. The committee approved the minutes.

III. Needs Assessment

• Summary of Results:

- Suggested length of trainings: 2 hrs.
- Suggested time of year:
 1. Fall or year round
 2. A suggestion was made to offer professional development opportunities when programs are shut down for breaks or holidays. For example, Columbus Day.
- Days/Times: Monday through Friday Mornings
- Levels: Training is needed for all levels across the board. It was noted that we should better define what these levels mean to get a better grasp as to where youth workers are in their development.
- Content Areas Staff Need the Most PD:
 1. Safety & Wellness
 2. PD & Leadership
 3. Interactions with Children & Youth
 4. Family, School, and Community Relationships
 5. Youth Engagement
 6. A tie between 3 content areas: Learning Environment & Curriculum, Cultural Competency & Responsiveness, Child/Youth Observation & Assessment

All other areas scored lower than 50%

- # of Staff Needing Training: Approximately 500
- **Implications:**
 - Host Orientation 3 times per year (2 hrs per training)

- Work on setting up an online registration for opportunities on the AfterSchoolPGH website
- Committee should talk more about designing a pre/post survey to be used before/after symposiums, trainings, workshops, etc. The pre/post survey will serve as an evaluation tool to gauge the effectiveness of the opportunity, as well as make the opportunities Act 48 worthy.
- The next symposium and future symposiums shouldn't begin before 9am. Opportunities should run from 9-11am. Aimee will make an announcement at the next symposium about the time change.
- **Next steps:**
 - Aimee: Work with Alana on setting up an online registration for opportunities on the AfterSchoolPGH website

IV. Discussion/adoption of :

- Nationally Recognized Core Competencies
- PD Guidelines, Application, Training Summary
- PD Trainer Guidelines & Competencies

This agenda item was tabled until the next meeting.

V. Review of APOST Campaign Orientation

- Aimee distributed and reviewed the draft module on the APOST orientation with the committee.
- All members were supportive of the format and topics covered during the orientation.
- All members will review the document in more detail and provide Amy with feedback and suggestions by next Thursday, September 15th.
- The standards committee (with our support) will have to establish what it means to be a member of the APOST Quality campaign.

VI. Blog Posting & Support

- Choose conversation topic
- Volunteer to post
- All members reply and invite a friend
- Timeline

This agenda item was tabled for the next meeting.

VII. Next Meeting: Monday, September 26, 2011 from 9-11am (tentatively at Family Resources)

- **Action Steps**
 - **Aimee:** Work with Alana on setting up an online registration for opportunities on the AfterSchoolPGH website
 - **Aimee:** Create a timeline to deliver the APOST Campaign Orientation. (Possibly piggyback on spring symposium, summer institute, and fall stand alone.)
 - **Committee:** Discuss at next meeting—designing a pre/post survey to be used before/after symposiums, trainings, workshops, etc. The pre/post survey will serve as an evaluation tool to gauge the effectiveness of the opportunity, as well as make the opportunities Act 48 worthy.
 - **Committee:** Review the APOST Campaign Orientation Module Draft document that Aimee distributed. Provide Aimee with feedback and suggestions by Thursday, September 15, 2011.
 - **Family Resources:** Confirm meeting location.