



## Leadership Meeting Notes

Date: 12/16/2021

### Vision/Mission/Goal:

- Vision-St Martin Parish is a community where all families have access and utilize high quality early childhood care and education services in which the whole child is educated
- Mission-Through the use of accountable leadership, coordinated strategic planning and financial sustainability, the St Martin Parish Early Childhood Network will provide and fill seats of high quality care and education to all eligible families in the parish by effective recruitment with a seamless process to understand eligibility so that all children benefit from highly effective early childhood programs.
- Goal 1-To increase the number of enrolled three year olds from 180 to 220 for the 2021-2022 school year by October 1, 2021
  - We will revisit Goal 1 once St Martin Parish's February 1 child count is released.
- Goal 2-To increase the performance rating in Instructional Support on the Network's profile from 4.42 to 4.52 by the 2022-2023 performance rating cycle.
  - We have met and exceeded Goal 2. The 2020-2021 Performance Profile for St Martin Parish in Instructional Support is 4.82. We will discuss in the near future a new Goal 2.
- Goal 3-To increase the performance rating in Emotional & Behavioral Support from 5.84 to 6.05 by the 2022-2023 performance rating cycle.
- Goal 4-All early childhood classrooms will complete 12 hours of professional development for effective implementation of the Tier 1 curriculum by July 1, 2022
  - Miss Shandi Tyler, SMPSB Education Manager, will reach out to all center directores to gather staff names and PD Plan of Actions

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## Ready Start:

- Goal 4
  - Staff names and PD Plan of Action is needed
- December 9th meeting (Advisory Council)
  - Introduction of RSN, built knowledge of Early Childhood and the impact of quality EC programs, presented data specific to St Martin Parish, Swore in Advisory Council members
- Next RSN meeting will be held on February 10 at 1:00
  - We will review Fall CLASS data, review enrollment data from February 1 Child Count, Approve the blueprint and bylaws
- If there any concerns or questions, contact Miss Shandi Tyler at shandi\_tyler@saintmartinschools.org

## LDOE Information:

- CCAP Family Redetermination Extensions
  - To ensure families continue to receive CCAP services, in light of the COVID-19 pandemic and Hurricane Ida, redetermination cases have been extended for a three month period
    - September cases have been extended to December 31, 2021
    - October cases have been extended to January 31, 2022
    - November cases have been extended to February 28, 2022
- Families Helping Families
  - Individual non-profit resource centers that operate as a state network
  - Directed and staffed by parents or family members of individuals with disabilities
  - Advocates for families who have members with disabilities
  - Offer services in St Martin Parish
  - [www.fhfacadiana.org](http://www.fhfacadiana.org)
- Early Childhood State Conference for Child Care Providers and Teachers
  - Please save the date for the first Early Childhood State Conference. The tentative dates are July 22-24, 2022 in New Orleans. The audience for this conference will be child care owners, directors, teachers and families. More information is coming soon.
- Coordinated Enrollment Planning
  - Community networks will begin preparations for the 2022-2023 Coordinated Enrollment process

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- On December 14, the 2022-2023 Coordinated Enrollment Plan Word template was released for lead agencies and program partners to use for planning
  - Lead agencies will submit the final plan and program partner signatures via Jotform by February 28, 2022
  - Lead Agency Request for Applications
    - The LDOE released the RFA (Request for Application) for early childhood community network lead agencies for the two year period beginning July 1, 2022 through June 30, 2024
      - Every two years, the LDOE designates community network lead agencies responsible for
        - Conducting administrative functions for the community network including serving as the fiscal agent
        - Coordinate accurate CLASS observations per the requirements of BESE Bulletin 140 ensuring that feedback is provided to all participating programs; and
        - Coordinate the birth-to-age-five child count, enrollment, and the state funding application for the community network
      - St Martin Parish School Board is applying to continue as the Lead Agency for St Martin Parish
      - Deadline to submit the application is February 4, 2022

### **Referral Documentation Form:**

- All Program Partners will fill out the Referral System Documentation form on the second Wednesday of every month
- A Reminder email will be sent out at the beginning of each month with the link attached
- Use the numbers from the previous month
- Open seats form will be emailed to all program partners shortly after the second Wednesday of each month
  - Purpose is to inform parents of which Program Partners may or may not have availability in certain age groups that parents are inquiring about

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## October 1 Child Count:

- Child Count Audit
  - LDOE will now be using a Child Count Portal to review and validate October 1 and February 1 child counts
    - Reports will be available, to Lead Agencies, in the portal for review
    - Sites that submitted numbers that do not match LDOE numbers will be flagged and will need to submit an error correction
      - For Type III Child Care Centers that accept CCAP funding, the LDOE runs a CCAP Payment Report for each center for October 1 and that is where they get the Internal Number from
    - Centers that had discrepancies were sent an email on December 7
      - The October 1 Child Count Audit report, for their center, was attached
      - Deadline to submit any corrections/contact Brooke is Friday, December 17th
        - Phone calls will be made, on Monday and Tuesday, to those centers that did not submit any corrections by December 17, to discuss the discrepancies
      - Lead Agencies will need to send corrections to the LDOE by January 5, 2022
      - Brooke then went over the Outcomes and Goals, Child Count Feedback, Response to Feedback: Child Count Audit Pilot, Comparing Reported Numbers and Internal Reports, Reported Numbers Flagged for Review, Numbers Flagged for Review and St Martin parish's Reported Numbers compared to Internal Numbers

## CLASS:

- For St. Martin Parish, the following observations were conducted for Fall 21/22
  - Infant: 7

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- Toddler: 27
  - PreK: 37
  - Total: 71
    - Includes Early Head Start/Head Start, Type III Child Care Centers and PreK classes in public schools
  - To meet our 10% shadow observations criteria, we needed to make at least 7 of our observations shadow scored and we conducted 12 shadow observations for Fall 21/22
    - 3 Head Start Centers
    - 4 Type III Child Care Centers
    - 5 PreK classes in public schools
  - Shadow scoring
    - Every CLASS observer must be shadow scored at least once in the observation period
    - We have a total of 19 CLASS observers
      - We still have 5 observers that need to be shadow observed and those will be scheduled for the Spring observations
  - Spring observations
    - BESE approved that classes scoring a 4.50 or higher (after third party replacements), on their Fall observation, will be excused from a Spring observation
      - St Martin Parish has 7 classes that scored below 4.50 during the Fall 21/22 observation period

### **Performance Profiles:**

- The 2020-2021 Performance Profiles were released and can be found on the Louisiana Believes website and on louisianaschools.com
- Miss Brooke went over the Network's Scores by Domain, Dimension, Site Type and overall scores for each center/school

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## Coordinated Enrollment Campaign and Plan:

- Coordinated Enrollment campaign dates for the 2022-2023 school year
  - Discuss and determine month of campaign (March in previous years)
- Special Incentives
- Specific Days and Times
- Advertising for Child Care Centers
  - Flyers
  - Yard Signs
  - SMPSB Early Childhood Network website
  - SMPSB Early Childhood Network Facebook page
    - We will meet as a team to create the advertisements for child care centers
- Advertising for School system and Head Start
  - Flyers
  - Remind
  - SMPSB Early Childhood Network website
  - SMPSB Early Childhood Network Facebook page
- Google survey will be sent out with more specific questions and details
- 2022-2023 Coordinated Enrollment plan is due to LDOE in February

## Next Leadership Meeting:

- Thursday, February 17, 2022
- Upcoming leadership meetings
  - Continue virtual or start face to face
    - Majority voted on to continue virtual meetings