



Leadership Meeting Notes

Date: 10/20/2022

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

October 1 Child Count:

- The October 1 Child Count template was emailed to Program Partners on Wednesday, September 28th
- Deadline for Program Partners to submit October 1 child count to Lead Agency was Friday, October 7th
- Lead Agency has submitted the St Martin Parish Network's October 1 child count to the LDOE on October 11th

CLASS:

- All St Martin Parish observations have been submitted to Lead Agency and are in the EC Portal
- Third Party and local observations have begun
- 10% of classes must be shadow scored for each observation period which totals 8 classes for St Martin Parish
 - 77 classes in St Martin Parish
 - i. 9 infant classes
 - ii. 29 Toddler classes
 - iii. 39 PreK classes
 - 1. Shadow observations for Fall
 - a. 2 in Early Head Start/Head Start
 - b. 4 in Child Care Centers
 - c. 3 in School System
 - d. 3 in Family Child Care Provider homes
- An email to all observers were sent out on October 4th
 - LDOE Fall 2022 Local Observation Protocol Guidance
 - St Martin Parish Local CLASS observer Protocol and Guidance
 - St Martin Parish Local Observation Protocol Plan
 - CLASS observation Conflict of Interest
 - Guide for Shadow Scoring CLASS observations (LDOE and Local)
 - 2022 Observer Protocol and Guidance Questionnaire (due October 21)

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- Calibration Exercises
 - A link and instructions for completing the calibration exercise will be sent to all observers in November
 - i. Deadline to complete Fall Calibration is December 2nd
 - St Martin Parish Local CLASS Observer Protocol and Guidance
 - 22 CLASS observers in St Martin Parish
 - i. 5 - district staff
 - ii. 5 - Child Care directors/designee
 - iii. 8 Primary principal/assistant principal
 - iv. 4 Head Start center managers/staff members
 - Discussion of the CLASS Observer Protocol and Guidance was discussed

Information from LDOE:

- REMINDER: Renew Your Early Childhood Ancillary Certificate (ECAC) to Continue Eligibility for School Readiness Tax Credits (SRTC)s
 - [Teach LA Live](#)
- NEW: Director and Family Child Care Levels and Parent Forms for School Readiness Tax Credits (SRTC)s
- Early Childhood Child Care Parent Poll
 - [Survey](#)
- Monthly LDOE Early Childhood Connection Newsletter
 - [Link](#) to subscribe
- Free Tax Consultation for Type III and CCAP-Certified Family Child Care Providers
 - [Link](#) to sign up

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- Free One-On-One Business Consultation and Coaching for Type III Early Learning Centers and CCAP-Certified Family Child Care Providers
 - [Link](#) to sign up

Performance Profiles

- Preliminary site and network Performance Profile results were released on Friday, September 16 to Lead Agencies
 - Each program partner was emailed their Preliminary results on Tuesday, October 11
- Performance Profiles will be published on Louisianaschools.com website (date not yet determined)

Ready Start Network:

- October 13 Meeting Review
 - Miss Lisa LaRochelle with Family Tree presented information on social-emotional development
- Community Events where information about Ready Start Network was discussed
 - Parish Council Meeting
 - National Night Out
- Initiative Updates
 - Site Tours scheduled for November 9th
 - Little Free Libraries have begun being made

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- Goal 4 Replacement
 - Voting took place
 - i. Family Engagement event
 - ii. 6 hours of PD

Coordinated Enrollment Plan

- Due to LDOE on December 2, 2022
- Questions/Information needed to complete plan
 - Maximize System Capacity
 - Coordinated Informational Campaign
 - How is our network reaching families that fall into certain categories such as homelessness, foster, home language not English
 - Coordinated Eligibility Determination for each program
 - Coordinated Application, Matching, and Registration
 - Coordinated Family Support
- Google survey will go out to all Program Partners on Monday, October 24 asking about Coordinated Enrollment Campaign information and due back to Lead Agency by Monday, November 7

Upcoming Events/Deadlines:

- October 21 - CLASS observer google questionnaire due
- October 21 - Powerpoint slides from today's meeting will be sent to EC Leadership Team
- October 24 - Coordinated Enrollment Campaign google survey will go out
- October 28 - St Martin Parish Lead Agency to submit October 1 Child Count to LDOE
- November 1 - Calibration Exercise email to all observers

- November 7 - Program Partners: deadline to submit responses to Coordinated Enrollment Campaign google survey
- November 9 - Program Partners: submit Monthly Referral Documentation data
- December 2 - Fall Calibration exercise due from CLASS observers
- December 14 - Program partners: submit Monthly Referral Documentation data
- December 15 - St Martin Parish Early Childhood Network Leadership Meeting
 - Face to Face is highly recommended but google meet will be offered