



Leadership Meeting Notes

Date: 2/16/2023

Referral Documentation Form:

- All Program Partners will fill out the Referral System Documentation form on the second Wednesday of every month
 - Exception: months of February and June due to RSN meetings and data used from responses to report at these meetings
 - i. Emails for those months will go out on the 1st of those months
- 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 Audit/February 1 Child Count:

October 1 Child Count Audit

- LDOE will be using the Child Count Portal again this year, to review and validate October 1 and February 1 child counts
- October 1 reports will be available, to Lead Agencies, in the Portal for review on February 15, 2023

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- Sites that submitted numbers that do not match LDOE numbers will be flagged and will need to submit 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 have discrepancies will be sent an email on February 17th
 - The October 1 Child Count Audit report, for their center, will be attached
 - Deadline to submit any corrections/contact Brooke will be Friday, March 3rd
 - Lead Agency will need to send corrections to the LDOE by March 15, 2023

February 1 Child Count

- Due to Lead agency by February 10, 2023
- Lead Agency will submit February 1 child count by Tuesday, February 28th

CLASS:

- For St Martin Parish, the following observations will be conducted for Spring 22/23
 - Infant - 9
 - Toddler - 27
 - PreK - 38
 - Total - 74
 - i. Includes Early Head Start, Head Start, Type III Child Care Centers, Family Child Care Providers and PreK classes in public schools
- To meet our 10% shadow observations criteria, we needed to make at least 8 of our observations shadow scored and we conducted 14 shadow observations for Spring 22/23
- Calibration Exercise
 - An email will go out next month to those that will be conducting Spring observations

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- i. Deadline to submit calibration exercise is Friday, May 5, 2023
 - Performance Profile Scores by Domain and Dimensions were shared

Information from LDOE:

- NEW: Child Care Assistance Program KinderConnect Attendance Tracking System
 - The LDOE will be fully transitioning from TOTS to the KinderConnect attendance tracking system by March 30, 2023
 - Beginning April 2023, quarterly bonus payments will be paid on attendance tracked by this system and will no longer be paid on enrollment
 - KinderConnect information will be shared during office hours to help with transition to this new mandatory attendance system. Office hours are held Tuesdays and Thursdays from 1:30-2:30
- Early Childhood Conference
 - Friday, June 2 and Saturday, June 3, 2023
 - New Orleans, LA

Ready Start Network:

- Network Updates
 - New website
 - Little Free Libraries
 - Early Childhood Site Tours
- Goal replacements
 - Goal 2: Increase performance rating in Instructional Support on the Network's Performance Profile rating from 4.42 to 4.52 by 2022-2023 performance rating cycle.

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- Goal 3: Show a 10% increase of enrolled three year olds by February 1, 2023 based on February 1, 2022 child count.

Coordinated Enrollment Campaign

- 2023-2024 Coordinated Enrollment Campaign
 - March 13 - 17, 2023
 - Advertising will begin February 13th
 - i. Advertising for Child Care Centers and Family Child Care Providers
 - 1. Flyers
 - 2. SMPSB Early Childhood Network [website](#)
 - 3. SMPSB Early Childhood Facebook page
 - ii. Advertising for school system and Head Start
 - 1. Flyers
 - 2. Remind
 - 3. SMPSB Early Childhood Network website
 - 4. SMPSB Early Childhood Network Facebook page
 - Flyers will be sent out to all Program Partners in February so they can begin advertising

Brigance Early Childhood Screeners:

- DSI (Developmental Screening Initiative) was launched in 2021.
 - By fall 2025, every child should receive a developmental screening within the first 30 days of entering a school based pre-K program.
- Brigance Screeners are used in the Early Head Start program, Head Start program and PreK school system

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- Administered within 30 days of child's start date
 - Discussed in Coordinated Enrollment Plan
 - A google survey was sent to Program Partners about Brigance options with Child Care Centers and Family Child Care Providers
 - Train center staff members to administer screening
 - District Staff administer screening
 - Opt out of Brigance screening
 - i. Results from survey
 - 1. Out of 2 FCC Providers
 - a. 1 opted out
 - b. 1 opted to have a district staff member train a staff member at their center so they can administer the screener
 - 2. Out of the 4 Type III Child Care Centers
 - a. 1 opted out
 - b. 2 opted to have a district staff member train a staff member at their center so they can administer the screener
 - c. 1 opted to have district staff administer the screening at their center
 - Begin screening process in May 2023

Upcoming Events/Deadlines:

- February 28th - Deadline for Lead Agency to submit February 1 Child Count to LDOE
- March 8th - Program Partners: deadline to submit Monthly Referral Documentation data
- March 20th - Spring Calibration Exercise emailed to CLASS observers
- April 12th- Program Partners: deadline to submit Monthly Referral Documentation data

- April 20th - Next St Martin Parish Leadership Meeting

Coordinated Enrollment Procedure training

- Miss Brooke conducted the Coordinated Enrollment training to all Program Partners by going through the 2023-2024 Coordinated Enrollment Procedures Manual