New Orleans Early Education Network (NOEEN) Steering Committee
2401 Westbend Parkway, New Orleans, LA 70114
Meeting Minutes for August 24th, 2022

Committee Members in Attendance: Keith Liederman, Kristi Givens, Joy Mitchell, Jen Roberts, Maria Blanco, Thelma French, Emily Wolff, Derrick Toups, Kristi Givens, Rebecca Latham, Emily Wolff

Committee Members Absent: Rhonda Taylor, Kate Mehok

Community Members in Attendance: Emily Madeira, Mark Thomas, Jestin Moorehead, Caitlin Boley, Mary Groton, Wesley Taylor, Jack Shaevitz (proxy for Emily Wolff from 12-12:15 p.m.)

I. **CALL TO ORDER**
   a. At 12:00 PM, Keith Leiderman called the meeting to order.

II. **COORDINATED FUNDING**
   a. Emily Madeira from NOEEN and Agenda for Children provided an overview and updates on the 2022-2023 B-3 Coordinated Funding Requests.
      i. NOEEN was allocated approximately 100 fewer seats for the B-3 funding stream from the 2021-2022 to 2022-2023 programmatic years. NOEEN has advocated and received an additional $1.2 million for this funding stream at this time.
         1. This funding will serve at least 65 additional seats.
      ii. The final budget for B-3 is still being approved by the Louisiana Department of Education. It is possible that more additional funding will be awarded to NOEEN.
      iii. For this round of the 2022-2023 B-3 CFR allocations, recouping lost provider seats is NOEEN's main priority. Onboarding new providers to increase network capacity is the secondary priority.
         1. Due to total availability of seats, the NOEEN review team has capped additional seat awards to no more than 10 per site.
      iv. The CFR Rubrics are now posted online.
         1. New programs applying received site visits, while returning providers received phone calls regarding their applications. All programs submitted applications.
         2. Eligibility factors remain as previous B-3 CFRs re:teacher certifications, classroom ratios, curriculum used, disability supports, etc.
         3. This is currently under review by LDE and may be adjusted again before April BESE meeting vote.
      v. Should additional funding be made available, NOEEN's priorities will be recouping lost provider seats to match the 2021-2022 allocation and

onboarding new providers to the program. These allocations are subject to demonstrated demand, program functionality, and good standing with B-3 program requirements.

1. Voting on these funding priorities now will allow NOEEN to act quickly to make seats available to families should additional funds be awarded.
2. Any delay in allocating seats and making them available to families increases the risk that seats will not get filled. NOEEN intends on notifying appropriate sites that they are eligible to receive seats, should they become available.

vi. Joy Mitchell asked if providers are automatically awarded lost seats or if they are required to apply. Emily Madeira confirmed that programs must haved applied to receive additional seats.

vii. Keith Leiderman and Kristi Givens both suggested that providers who are not eligible based on program requirements or rubric scoring be given feedback so that they may become eligible in the future. Emily Madeira responded that NOEEN will provide feedback.

viii. NOEEN will vote on the allocation of seats to individual sites based on the funds currently available. NOEEN will vote on the proposed approach of allocation to eligible applicants, should future funds become available.

III. NOEEN Corporate Structure + Strategic Plan

a. Jen Roberts provided an overview on the corporate structure of Agenda for Children and the New Orleans Early Education Network.

i. The NOEEN Steering Committee is responsible for creating an annual spending plan and furnishing it to the City and the City Council.

ii. Agenda for Children is the fiscal agent for these funds as outlined in a CEA with the City of New Orleans and NOLA Public Schools.

iii. Agenda for Children is creating a new 501(c)(3) for NOEEN to ensure that millage funds will be separately accounted for and have their own financial records. NOEEN's nonprofit will operate as a subsidiary of Agenda for Children and be a classified supporting nonprofit organization.

iv. Agenda for Children's Board of Directors will be NOEEN's 501(c)(3) Board of Directors. The NOEEN Steering Committee has been written into the NOEEN 501(c)(3)'s Articles of Incorporation and Bylaws as the formal advisory body for NOEEN. NOEEN's Board of Directors must have a representative on the NOEEN Steering Committee to ensure financial transparency and efficiency.

b. Jen Roberts provided an update on the NOEEN Strategic Plan.

v. NOEEN has partnered with Hamilton Simons-Jones of ResourceFull Consulting to lead the process of engaging stakeholders to create a new

NOEEN Strategic Plan. This process will run from September 2022 through March 2023.

vi. The current Strategic Plan was created in 2017 and ratified in 2019.

vii. Members should expect to receive more information by the end of August. Efforts include a working group, interviews, and a Steering Committee retreat.

IV. NOEEN Bylaws

a. Derrick Toups from NOEEN provided a review of the proposed updates to the Steering Committee Bylaws.

i. Article I Updates:

1. Expand history and provide additional context and details of lead agency and Ready Start Network designation as well as City Seats.
2. Clarify roles of contracted administrative parties (co-lead agencies and Ready Start Network).

ii. Article II Updates:

1. Introduce definitions for public bodies and entities represented on steering committee and clarify term limits and voting privileges since previously not recorded in bylaws. While members may be eligible to represent multiple entities, they must serve on the Steering Committee as a designated representative of only one of the entities outlined in bylaws.
2. Expand the steering committee from 13 to 19 members to be more comprehensive of community players and funding streams not previously involved.
3. Add NOEEN Board of Directors representative given update to NOEEN corporate structure.
4. Add New Orleans City Council representative (at large member or designee) to reflect greater public responsibility and collaboration given millage.
5. Add Ready Start Network contracted administrative party given increased scope of work, funding, and responsibility.
6. Update City of New Orleans Health Department (Early Steps or designee) to Louisiana Department of Health Early Steps System Point of Entry to reflect true designation.
7. Add NOLA Public Schools (NOLA-PS) Exceptional Children Services (Child Search) representative as corollary to Louisiana Department of Health Early Steps System Point of Entry to bridge gap between services for children with exceptionalities.
8. Add City Seats funding stream representative since there is currently no representation.

9. Add B-3 funding stream representative since there is currently no representation.
10. Update At-Large (Parent) to Early Care & Education Community (At Large) to provide greater flexibility. Would then have two Early Care & Education Community (At Large) members.
11. Update At-Large (Licensed provider) to Family Child Care Providers (At Large) to include family child care provider voice and to eliminate redundancy of provider representation given funding stream seats.
12. Clarify roles of officers and add Past Chair as officer.
13. Create new article for voting provisions found here for improved organization and clarity.
14. Consolidate subcommittees and clarify roles of subcommittees.
    a. Consolidate Governance Subcommittee and Nomination and Membership Subcommittee into Executive Subcommittee.
    b. Consolidate Coordinated Funding Subcommittee and Coordinated Enrollment Subcommittee into Coordinated Enrollment & Coordinated Funding Request Subcommittee.
    c. Eliminate Coordinated Observation Subcommittee since activities are led by contracted administrative parties.
    d. Add Family Engagement Subcommittee to create formal, ongoing structure for family involvement.

iii. Article III:
    1. No significant content changes, only changes to formatting.

iv. Article III:
    1. Revise proposing updates from two weeks to one week prior to next meeting to align with timeline of submission of agenda items.

v. Emily Wolff asked for clarification regarding current membership. Derrick Toups responded that the Steering Committee currently has two vacancies.

vi. Joy Mitchell asked for clarification regarding term limits and funding sources. Derrick Toups responsed that switching funding sources will reset a members term limit, which will allow us to stagger vacancies and retain institutional knowledge.

vii. Caitlin Boley confirmed that static and non-static members are outlined within the proposed amendments.

viii. Derrick Toups noted that providers are allowed to advocate on behalf of all funding sources received, regardless of formal designation.

ix. Maria Blanco commented on past conversations regarding serving special populations and creating intentional space. Derrick Toups suggested creating a working group to this end.

V. Ready Start Network Update

a. Jen Roberts provided updates on developments related to the Early Childhood Millage.

i. NOEEN has launched a workforce taskforce, composed of over 30 organizations, and is producing a playbook to address capacity. The sector may need up to 778 early educators within year one of expansion. There is also an educator workforce community plan in development. NOEEN is looking for public funding to this end.

ii. NOEEN is in the process of identifying facilities and partners who are prepared and working with Kristyna Jones to this end. NOEEN is building a unified CFR process to determine eligibility, utilizing reports from the Data Center to determine need and appropriate location.

iii. Regarding enrollment and family support, NOEEN has contracted a new vendor for the common application process for early education. NOEEN plans to re-engage enrollment subcommittee and is meeting with Head Start providers to make improvements. Lindsay Wexler and the Collaboration for Early Education has conducted research and will be providing policy briefs.

iv. NOEEN is still in the process of identifying the best providers for wraparound supports.

v. NOEEN is currently addressing internal capacity by hiring new staff members and strategically restructuring.

VI. Calendar Update

a. Caitlin Boley presented an update to the September Steering Committee meeting date.

b. There is a conflict present for several members on September 14th. Caitlin requested a motion to reschedule for September 15th.

VII. OTHER ANNOUNCEMENTS

a. Jack Shaevitz presented the down payment assistance program for early educators through the City's Office of Housing.

b. The program will provide down payment assistance in the form of an interest-free forgivable loan. Eligible applicants include early childhood education instructors, K-12 teachers, paraprofessionals, or school behavioral health professionals. The loan cannot exceed $65,000 for down payment assistance and $5,000 for closing costs. The program will benefit approximately 25-35 educators. Applicants must have been in the profession for at least 3 years and will be required to demonstrate continued employment in education for at least 3 years. The maximum income is 80% of the Area Median Income.

VIII. ADJOURNMENT: The meeting adjourned at 1:01 PM.

Action Items

- **Action Item No. 1**: On the motion of Derrick Toups, seconded by Rebecca Latham, the Committee approved the August 2022 Agenda.
- **Action Item No. 2:** On the motion Rebecca Latham, seconded by Jack Shaevitz, the Committee approved the minutes from June 2022.
- **Action Item No. 3:** On the motion of Derrick Toups, seconded by Emily Wolff, the Committee approved the 2022-2023 B-3 CFR recommendations for current funds. Joy Mitchell and Kristi Givens abstained.
- **Action Item No. 4:** On the motion of Emily Wolff, seconded by Rebecca Latham, the Committee approved the 2022-2023 B-3 CFR recommendations for future funds. Joy Mitchell and Kristi Givens abstained.
- **Action Item No. 5:** On the motion of Kristi Givens, seconded by Thelma French, the committee approved the rescheduling of the September meeting date.