

**New Orleans Early Education Network (NOEEN) Steering Committee
Meeting Minutes for August 23, 2023**

NOLA Public Schools Board Room, Suite 1050, 2401 Westbend Parkway

Steering Committee Members in Attendance: Asya Howlette, Kate Mehok, Joy Mitchell, Jen Roberts, Derrick Toups, Rochelle Wilcox, Rebecca Latham, Dr. Keith Liederman, Vanessa Chavis, Dr. Fateama Fulmore, Melanie Richardson, Sheraé Hunter, Dr. Shayla Guidry Hilaire, Tomorrow Fondal

Steering Committee Members with Proxy: Anna Williamson (Proxy - Emma Maddox), Thelma French (Proxy - Jonika Julian)

Steering Committee Members Absent: Stacey Barquet, Maria Blanco

GENERAL ASSEMBLY

- I. **Call to Order** - D. Toups
 - D. Toups called the meeting to order at 9:06 a.m.
- II. **Roll Call** - D. Toups
- III. **Adoption of Previous Minutes** - D. Toups
 - **Action Item:** Adoption of Minutes from July 26 Steering Committee Meeting and August 21 Coordinated Enrollment Subcommittee Meeting
 - On the motion of J. Mitchell, seconded by K. Mehok, the Steering Committee voted to adopt the minutes from July 26 Steering Committee Meeting and August 21 Coordinated Enrollment Subcommittee Meeting.
- IV. **Community Network Updates and Considerations**
 - **Lead Agency** - Caitlin Boley
 - C. Boley provided updates on CLASS observations (including the new PK-3 tool), Data Certification, and the upcoming mandatory convening for NOEEN providers.
 - a) Feedback - What supports are providers looking for to help navigate the new observation tool?
 - (1) Rubric availability? (*unable to locate within LDOE resources*)
 - b) Feedback - What other areas should be considered for discussion at convening?
 - (1) Scheduling considerations for future in-person meetings
 - **Coordinated Enrollment** - R. Latham
 - R. Latham provided updates on the application process, including application data (total # applications completed, # of applications in progress, # of applications verified), seat allocation/process to fill seats, and the '24-'25 Early Childhood Enrollment draft timeline.
 - **Questions?**
 - a) Have there been reported challenges with the verification process?
Yes, specifically the time-bound components.
 - b) What is the process for supporting verification completion? *NOLA-PS responds when an application is in submitted status, application is reviewed, areas able to be verified are, and then the application is put back in progress for missing pieces to be added.*
 - c) Is there a timeframe to fill vacancies? *The subcommittee will need to address the ongoing vacancies.*

- d) How long are discharges taking to be processed? *Any movement in Salesforce and Avela happens on Mondays and Tuesdays. Offers are triggered again starting Wednesdays. The goal is same-day discharges for all programs.*
- e) Is there a timeline for the same-day discharges to start? *Anticipate within 2 weeks this will be the routine.*
- f) How will this be impacted by programs that are making their own offers? *(to revisit)*
- g) How are we ensuring that communication is clear for Head Starts and Early Head Starts? *(to revisit)*

- **Feedback?**

- a) Do we need to consider additional support for or communication to families to ensure the enrollment process continues to improve. *Promotional videos, social media outreach, increased frequency of output*

- **Publicly-Funded Seats - J. Roberts**

- J. Roberts provided updates on the Early Childhood Education Fund, including status of drafted budget, plans for equitable seat allocation, and the process for eligibility verification, and the determination of how distribution will be monitored.

- **Questions/Feedback?**

- a) Consideration for waivers of fees OR school district access to vital documents
- b) What will communication to the state regarding inequity created by inconsistent timeline considerations look like? Who is interested in collaborating to create this communication?

- **Ready Start Network and Millage Capacity Building - D. Toups**

- D. Toups provided updates on capacity building including the areas of high quality workforce, sustainable and equitable funding, coordinated services, and quality/inclusive programming, and community engagement.

V. Subcommittee and Working Group Reports

- **Executive Subcommittee - D. Toups**

- D. Toups provided updates on membership vacancies and position guidelines.

- **Coordinated Enrollment Subcommittee - R. Latham**

- R. Latham provided updates on the timeline for the Coordinated Funding Request draft timeline and upcoming meetings.

- **Family Engagement Subcommittee - A. Howlette**

- A. Howlette provided updates on plans to collect family contact information and survey planning.

- **Workforce Task Force - D. Toups**

- D. Toups provided updates on the Workforce Taskforce Playbook, including progress towards completion of actions.

VI. Open Forum

- Omitted due to time.

VII. Adjournment - R. Wilcox

- Meeting adjourned at 11:06 a.m.