Coordinated Enrollment Subcommittee Meeting
Agenda for Children, 8300 Earhart Blvd Suite #201
Monday, October 16, 2023 | 9 -10 a.m.

Subcommittee Members in Attendance: Rebecca Latham (Chair), Kate Mehok, Melanie Richardson, Derrick Toups, Rochelle Wilcox

Subcommittee Members Absent: Joy Mitchell, Thelma French, Dr. Fateama Fulmore

I. **Call to Order**
   - Meeting was called to order at 9:10 AM

II. **Roll Call**

III. **ECEF and CCAP B-3 Seat Allocations**
   - D.Toups presented updates on the allocations including the timeline, enrollment process, and overview of next steps.
   - Questions
     1. Clarification on the funding timeline gap.
     2. Timeline for placement? As early as next week (Monday, 10.23)
     3. Where are we on additional LA-4 seat availability? NOLA-PS will have a very small number, RL will be reaching out to the state this afternoon (10.16) for more information.
     4. Are there remaining ECEF seats to be distributed? Once students are enrolled, the budget will be able to be reviewed again to determine additional seat availability.

IV. **Coordinated Funding Request (CFR) Process**
   - R. Latham presented updates on application launch and requested feedback on Director interview questions.
     1. **Feedback on Existing Questions for Directors**
        a) How long has your center been in operation? Have you ever tried to expand or considered expanding? If so, were there any barriers? Support needed for expansion?
           (1) Feedback
           (2) Incorporate business plan
           (3) Connect with question 6 - *How does the funding provided by these publicly funded seats align with the current tuition structure?*
           (4) Directly ask about financial stability
        b) What impact would receiving the publicly funded seats you requested have on your center/children/families?
        c) Discuss how you create new policies or guidelines in your early learning center?
        d) Describe your approach to (or the policies you have in place) for (choose 2-3 below):
           (1) Children who bite others
           (2) Children who are toilet learning (potty training)
           (3) Families who have concerns about their children's development (what do these conversations look like and what does follow up/support look like?)
           (4) Challenging situations with children and/or families

(5) When there are concerns with a child's ASQ screening or speech, vision, or hearing screening

e) Describe the last professional development training/opportunity you provided your teachers. And the time before that? Why or how did you choose that opportunity?

2. **Other Feedback?**
    a) Asking returning sites about any major changes
    b) Incorporate licensing information including age/ratios
3. **Feedback on Existing Questions for Site Visits**
    a) Considerations for what "Food Prep" looks like for a range of site types; incorporate site-specific considerations
    b) Consider consolidating CLASS/GOLD into curriculum use questions

- Questions to revisit
    1. How will critical incident reporting impact future seat allocation?

V. Adjournment

- Meeting adjourned at 10:13AM