NOEEN | NEW ORLEANS EARLY EDUCATION NETWORK

MEMORANDUM

To: NOEEN Steering Committee

From: Caitlin Boley, Director of Early Childhood Systems & Supports

Date: October 14, 2025

Re: Community Network Lead Agency Updates

This memo contains updates regarding the Community Network Lead Agency's recent and planned activities.

Updates

- Coordinated Observations (CLASS):
    - According to Louisiana Bulletin 140, lead agencies are required to coordinate and conduct local CLASS observations for all early childhood sites within their network.
    - There are currently 172 sites within the network that require classroom observations and the CLASS team has conducted 295 of 677 required classroom observations.
        - All observations must be complete, and all scores submitted to the Louisiana Department of Education (LDOE) by December 15, 2025. The projected completion date for fall 2025 observations is currently December 5, 2025.
    - The CLASS team has implemented the following strategies to support observations since September 17, 2025:
        - Held monthly in-person office hours for observers to get real-time support from the NOEEN team
        - Completed 43 additional double coded observations in compliance with LDOE requirements
        - Finalized the local annual observation protocol and submitted to the LDOE by October 1 as required to support consistency and objectivity, and
        - Verified October 1 CLASSroom configurations to ensure all rooms open on October 1 receive CLASS observations for the semester as required by the LDOE.

- Performance Profiles:
    - According to Louisiana Bulletin 140, lead agencies are required to collect metrics to support the compilation of performance profiles.
    - The NOEEN team has implemented the following strategies to support the completion of performance profiles since September 17, 2025:
        - Verified October 1 performance profile metrics to align with the LDOE's snapshot date for the academic year.

- SmartTeach Assessments
    - In accordance with Bulletin 140, all NOEEN providers must complete SmartTeach assessments for all publicly-funded children enrolled at their site by LDOE set mandated checkpoint dates throughout the program year.The first SmartTeach assessment checkpoint of 2025 - 2026 is on October 31, 2025.
    - The NOEEN team has implemented the following strategies to support the completion of SmartTeach assessments since September 17, 2025:
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        - Sent individualized notices to providers with resources and information about necessary data maintenance for the beginning of the academic year, upcoming checkpoint dates, designated site license administrators, and reminders of historic compliance,
        - Completed 164 SmartTeach transfers were completed to support accurate site rosters in the platform.
        - Provided an overview of SmartTeach Assessment requirements during the October Monthly Provider Webinar inclusive of reminding providers of the assessment checkpoints, and reviewing frequently asked questions, and allowing opportunities for any additional questions.

- Child Count:
    - In accordance with Bulletin 140, all NOEEN providers must submit a count of all children enrolled by age, funding source, and demographics (racial background, housing status, etc.) on October 1 and February 1 every year.
    - The NOEEN team has implemented the following strategies to support the completion of the semi-annual Child Count survey since September 17, 2025:

        - Launched the October 1 Child Count survey to collect data points from sites,
        - Reviewed submitted responses for data accuracy and sent follow-ups to receive corrections as necessary,
        - Sent past-due notices to sites who have not yet submitted to ensure adequate compliance with LDOE requirements,
        - Began inputting data points into the LDOE's required system, and
        - Provided an overview of the requirement during the October Monthly Provider Webinar to remind providers of the deadline, provide a walkthrough of submission, and allow opportunities for any additional questions.

- Upcoming Events:
    - October 21, 2025 - NOEEN Monthly Provider Drop-In Office Hours
        - The next NOEEN Monthly Provider Drop-In Office Hours will be held on October 21st at 12 p.m at the Agenda for Children Offices. This allows a dedicated time for providers to receive support regarding lead agency requirements or any other topic for which NOEEN can provide resources.