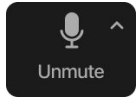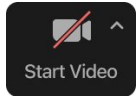# Zoom Meeting Preparation

- Please make sure your phone or computer is muted to minimize background noise.
  - To do this, hover over the bottom left-hand side of your screen and click "Mute."

- Please make sure you have turned off your camera to save bandwidth and prevent any connectivity issues.
  - To do this, hover over the bottom left-hand side of your screen and click "Stop Video."
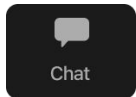
- Please submit questions during the presentation in the "Chat" function located on the bottom of your screen.
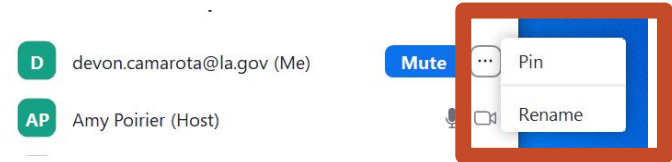
If you require an interpreter or have other accessibility needs for future LDOE meetings, please contact LDOEcommunications@la.gov.

1

Zoom Meeting Protocol

Participant Naming Conventions
Please change your Zoom name to reflect your actual name and Community Network you represent.

Questions
During the presentation, please add any questions to the chat. Questions will be answered at the end of the webinar. If you enter a question in the chat, please include your email.

Notice of AI Recording on Zoom
Please be advised that LDOE does not permit artificial intelligence (AI) meeting recorders to join online meetings and does not consent to having this meeting recorded or transcribed.

Community Network Lead Agency Office Hours

August 13, 2024

Webinar Purpose and Objectives

Webinar Purpose and Objectives

Purpose: The Community Network Lead Agency (CNLA) Office Hours webinar provides CNLA administrators with information, updates, and reminders related to current LDOE Early Childhood Care and Education initiatives and events.

Objectives: Community Network Lead Agencies will:
- Receive new information and updates
- Receive information regarding the featured topic: Early Childhood (EC) CLASS® Portal
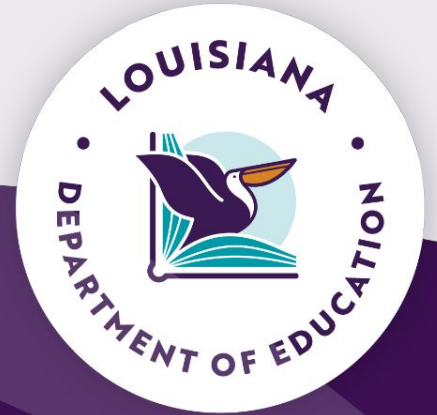- Review reminders about upcoming deadlines

Agenda

I.   Early Childhood Community Network Updates

II. Featured Topic: Early Childhood (EC) CLASS® Portal

III. Early Childhood Reminders

IV. Upcoming Events and Deadlines

Early Childhood Updates

Community Network Lead Agency Office Hours Schedule Update

The LDOE has transitioned to a monthly cadence of office hours. CNLA Office Hours will now be held on the second Tuesday of each month. The meetings will remain 30 minutes.

This means, the next four office hours dates are:
- September 10
- October 8
- November 12
- December 10

A new calendar invite will be sent for these webinars.

Congratulations to our overall honorees!

2025 EARLY CHILDHOOD
LEADER OF THE YEAR

Rockeisha Walker

BRIGHT STAR ACADEMY
IBERVILLE PARISH

2025 EARLY CHILDHOOD
TEACHER OF THE YEAR

Nicole Williams

CAROUSEL PRESCHOOL
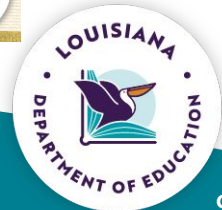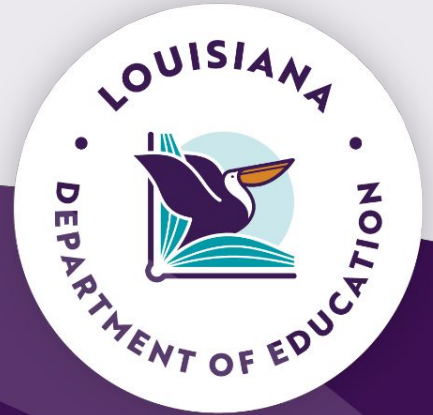JEFFERSON PARISH

Early Childhood Updates

Please contact shallan.jones@la.gov with questions.

Featured Topic

Early Childhood (EC) CLASS® Portal

Introduction to the EC CLASS® Portal

The EC CLASS® Portal is used to manage, assign, create, and enter classroom observation data. Observation data is required per *Bulletin 140* and used to generate site and network level Performance Profiles.

Accessing the EC CLASS® Portal for the First Time

Users will not be able to login to the Portal unless access has been granted. Refer to the table below for access to the CLASS® Portal. It is recommended to check the Spam folder first as well as verify that there is not an alternate email address to your Community Network Lead Agency Coordinator or Site Coordinator.

Role	Contact to Receive Access
Network Coordinator	LDOE
Site	Network Coordinator
Observer	Network Coordinator

Accessing the EC CLASS® Portal for the First Time

The Early Childhood CLASS® Portal can be found using this <u>link</u>.

Access to the system has been provided when you receive an email like the following:

☐EML-SVC-DOE-Servers

Early Childhood Registration

To ◼ Sonia Fields-Gutierrez

ⓘ If there are problems with how this message is displayed, click here to view it in a web browser.

Dear Gutierrez Sonia Fields,

You have been registered with the Early Childhood program. Use the link below to create a new account if you don't already have one, or to login to your existing account.

Create / Login to Account

If you need assistance, contact Walker Demita at demita.walker@la.gov.

Thank you

Note: This email is automatically generated. Please do not reply to this message.

Logging into the EC CLASS® Portal the First Time

Click the link to Create/Login to Account in the email received, and enter your email address. If you are a first-time user of the system, enter the password you would like to use and click Log in.

Logging into the EC CLASS® Portal the First Time

Once you successfully login, you will see the CLASS® Portal home page with a brief description of Attention, History, Statistics, and Instructions (details depend on your access level).

EC CLASS® Portal Overview

EC CLASS® Portal Overview

The EC CLASS® Portal is used to manage, assign, create, and enter classroom observation data. Permission levels are detailed below.

1. **District/Network Coordinators** and **Site Coordinators** set up sites and classrooms.
2. **District/Network Coordinators** assign observations to **Local Observers** and can enter observations.
3. **Third Party Coordinator** assigns observations to **Picard Observers.**
4. **Picard and Local Observers** conduct observations and submit data via the CLASS® Portal.
5. **District Coordinators, Site Coordinators,** and **all Observers** are able to view respective observation data.
6. **Site Coordinator (Read Only)** can access everything a **Site Coordinator** can access, but they will not have the ability to add/edit any information.

User Permissions

User permissions differ based on access-level. Access levels and Portal responsibilities are detailed below. Some users make edits and additions, while others have view-only permissions.

Role	Type	Add/Edit Sites	Add/Edit Site Coordinators	Add/Edit Classrooms	Add/Edit Observers	Add/Edit Observation Orders	Add Observation Data
DOE Coordinator	LDOE	□	□	□	□	□	
Third Party Coordinator	3PT				□	□	
Resource and Referral Coordinator	R&R	View-only	View-only	View-only			
Network Coordinator	Community (In-network only)	□	□	□	□	□	□
Site Coordinator	Community			□			
Site Coordinator (View-Only)	Community			View-only			
Third Party observer	3PT						□
Local Observer	Community						□

EC CLASS® Portal Legend

The EC CLASS® Portal is used to manage, assign, create, and enter classroom observation data. As you use the Portal, you will come across the following icons.

The **silhouette icon** is used to add/edit Network Coordinators and Site Coordinators at a given site

The **wrench icon** is used to add/edit contact information and site configuration

The **house icon** opens all sites within a District/LEA

The **green arrow icon** is used to access and export reports

The **stacked textbook icon** is used to add/edit a site coordinator and classrooms to a site, or to assign observation orders to an observer

The **blue arrow icon** opens an observation order

The **blue paper icon** submits the Third Party feedback form

Network-Level Access

When logging into the EC CLASS® Portal, network-level users will see the Portal Dashboard, from which users can navigate to sites and classrooms in their network(s), schedule observations, and view Portal reports.

Navigating the Portal at the Network Level

Users should use the **Attention** section of the dashboard screen to navigate to the appropriate screen. More information about editing site information and classroom information can be found in this guide.

Under Networks, users will see a list of all networks where they are the network coordinator. By clicking the **wrench icon**, users can navigate to the network page, which will show all sites in the network. By default, network coordinators can make edits to all sites in their network.

Under Sites, users will see a list of all sites where they are the site coordinator. By clicking the **wrench icon**, users can navigate to the site page, which will show all classrooms at the site. Network coordinators do not need to be site coordinators at all or any sites in their network to make edits to sites or classrooms.

Site Level Information

Adding Sites

1. From the home page, click on the **wrench icon** next to your District/CNLA
2. On the right, search for a site by name or by the 6-digit site code, click **Find**
3. Once you have located a site, click **Add** to add the site to the District/CNLA. **OK** indicates that a site has already been added to the Portal.

Updating Site Information

While the initial list of sites within the District/CNLA is pre-populated, changes may still need to be made to site information.

1. From the home page, click the **wrench icon** next to your District/CNLA
2. Click the **wrench icon** next to the appropriate site

Updating Site Information

While the initial list of sites within the District/CNLA is pre-populated, changes may still need to be made to site information.

3. Click **Update**

4. Add/update information (teacher name, configuration, etc.) and click **Submit**.

Note: **Site Configuration** is a placeholder to indicate the majority age configuration of children at a site (i.e., infants, toddlers, or pre-k)
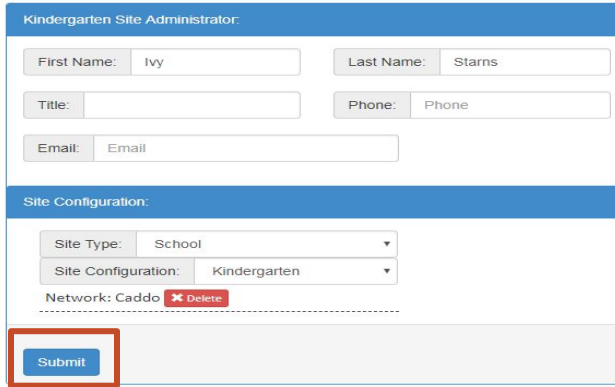
Closing Sites

1. Click the **Stacked Textbook** icon for the site you wish to close, and close all classrooms at a site (see _Closing Classrooms_)
2. Once all classrooms are closed, click the **Wrench**, "**Update**" icon next to the site you wish to close.
3. Click **Delete**, then click **Submit**

Editing, Updating, and Closing Classrooms

Edit or Update Classrooms

1. Click on the **Wrench Icon** next to the classroom.
2. Update the details and click **Submit**.

Note: Users cannot edit/update the Classroom Configuration (age). If Configuration is incorrect, close the classroom and open a new classroom with correct age configuration.
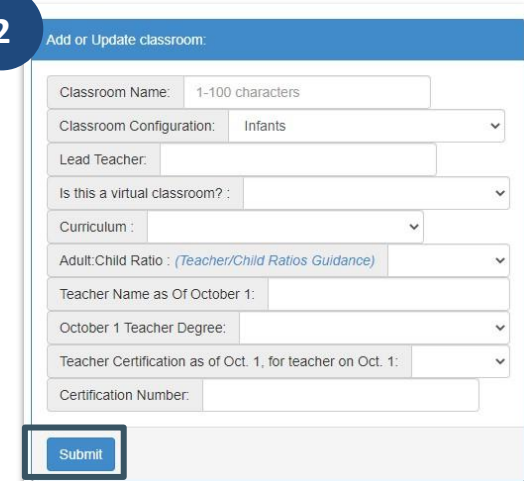
Edit or Update Classrooms

- If a teacher leaves a classroom and is replaced by another teacher, do not open a new classroom. Site coordinators or network coordinators can click the edit button under the classroom, edit the lead teacher's name and then click submit.
- If a classroom is opened with the wrong configuration (Pre-K, Toddler, or Infant), close the classroom and create a new classroom with the correct configuration. Once a configuration is created, only the classroom name and Lead Teacher information can be edited.
- If a classroom is opened in the spring for the first time, NO fall scores can be recorded for that classroom.
- All site leaders, including principals and directors, must be made site coordinators for their site(s), in addition to any other leaders responsible for a classroom at that site(s).

Closing Classrooms

1. To close a classroom, click on the **Close Classroom** button to close it. Classrooms should only be closed for the following reasons:
   a. If the *wrong configuration* was selected when a new classroom record was created;
   b. If a classroom is *no longer open* at a site;
   c. If a site is no longer open and operational, **ALL** classrooms must be closed.
2. If you are sure you wish to close the classroom click **OK** on the pop-up box.

*Any pending observation orders should be cancelled before closing the classroom.**

NOTE: If a classroom is closed in error, contact the Early Childhood CLASS® Portal manager to reopen the classroom. Do not open a new one.

1

Add or Update classroom:

Classroom Name: Amie K

Classroom Configuration: Infants

Lead Teacher: Amie KL

Submit

Close the Classroom

2

leads5.doe.louisiana.gov says:

Are you sure you wish to close this classroom?

OK   Cancel

Observations

Adding and Viewing Orders
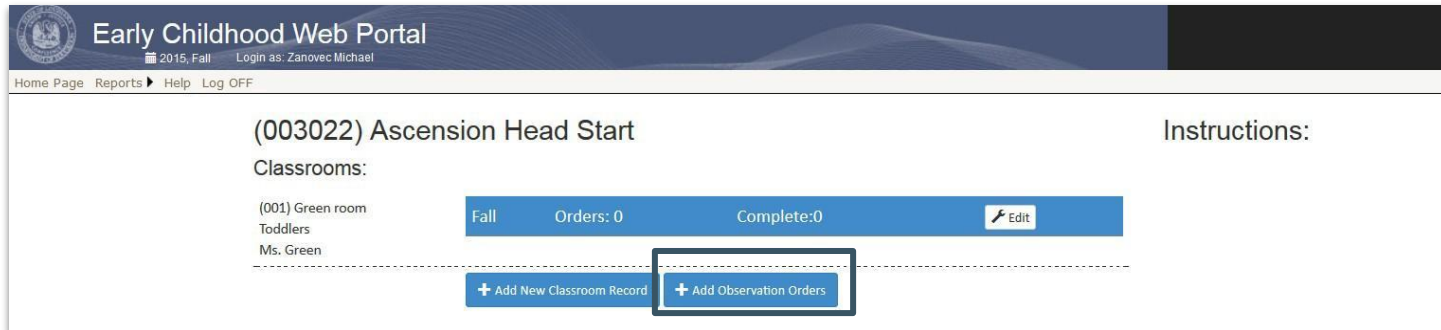
Adding Observation Orders

After adding a site, users can complete adding observation orders. If accessing from the home page, users should first click the wrench icon next to the appropriate network.

1. Click the **stacked textbook icon** next to the appropriate site
2. To assign an observer to a classroom, click the **Add Observation Orders** button at the bottom of the classrooms list

Note: Observations can be assigned either by selecting someone already in the system or adding a new person to a classroom.

Adding Observation Orders

3. Click **Find or Add observer**, by name or email
   a. If the user does not exist, add them to the system by clicking **New**, filling out the required information, and clicking **Find/Add New***. Then **Select** the observer you would like to assign.
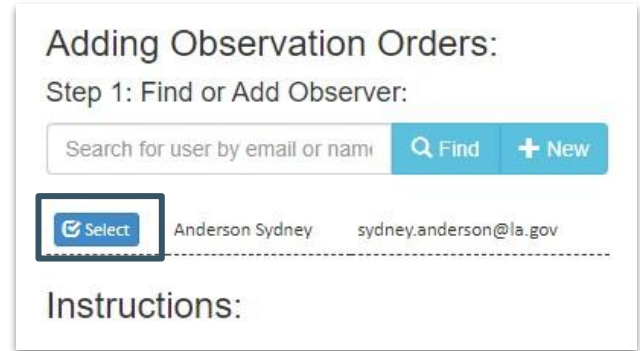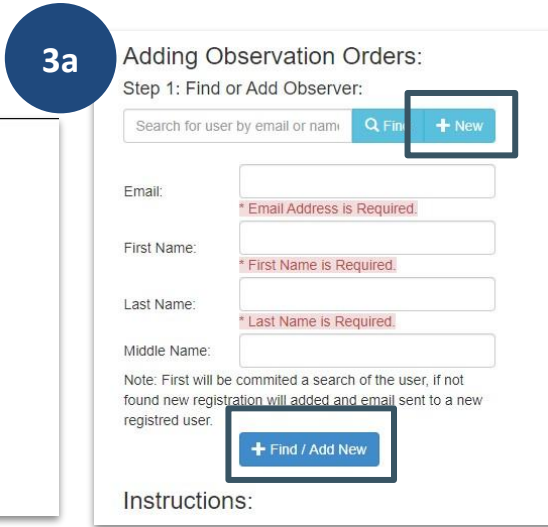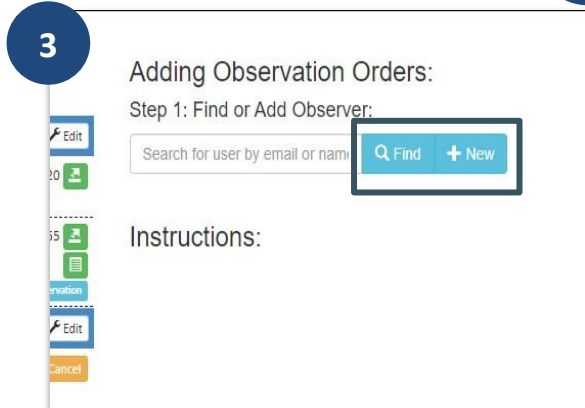
Adding Observation Orders

4. Select one or more classrooms to observe, and enter the details of the observation: Semester (Fall or Spring), Observation Date and Time, and click **Add.**

Adding Observation Orders

The observer will receive an email like the following after an order has been created.
Note: Classrooms opened in the spring can have observation orders for spring only.
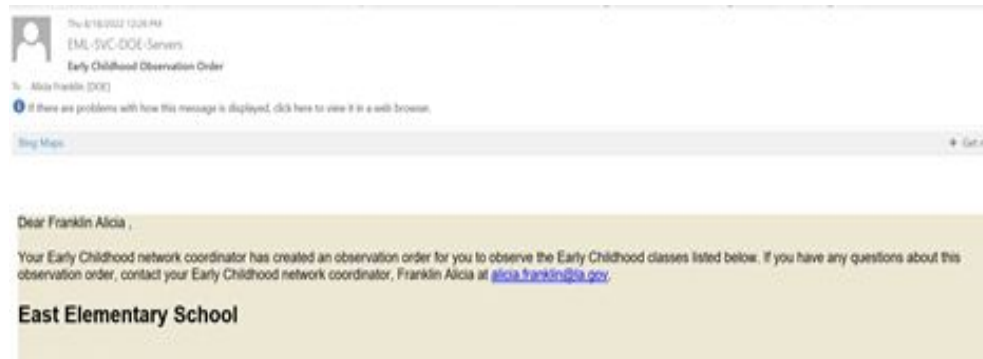
Canceling Observation Orders

If a scheduled observation needs to be canceled due to a change in plans or to correct the date, click Cancel next to the observation and reschedule using the steps to add observation orders.

Error Corrections and Appeals

Error Corrections

Error correction forms may be submitted for the types of errors listed below.

Error Type	Explanation
Observation Details Correction	An incorrect detail of the observation was entered when the observation was input in the Portal.
Observation Score Correction	Observer entered incorrect score in any section of the observation entry in the Portal. Specify dimension and cycle in request.
Observation Score Deleted	An observation was entered and should not have been. The observation needs to be deleted.

Error corrections should be submitted using the LDOE Error Correction form. If accepted, the LDOE will open the observation in the Portal for corrections and alert the user.

Re-opened observations will appear as pending on the EC CLASS® Portal dashboard. Network Coordinators and the appropriate observer have the ability to make the correction and re-submit the observation.

Appeals

Observation appeals may only be submitted by the CNLA. The CNLA should work with sites to submit an accurate and detailed appeal. LDOE determinations are made in August annually.

The LDOE accepts two types of appeals requests, both outlined in the CLASS® Appeals Guidance.
- Typical Appeals - a CNLA disagrees with a score or cites a procedural error that may be in violation of *Bulletin 140.*
- Documentation of Improvement - this type of appeal must meet specific criteria, and should only be used when a teacher has undergone significant professional development, as outlined in the guidance document.

CNLAs may submit appeals using the CLASS® Appeal Form. It is recommended to submit an appeal within 30 days of the contested observation, though appeals may be submitted throughout the year.

All appeals must be submitted by June 30.

Fall 2024 Observation Period

The Early Childhood CLASS® Portal has rolled over for the 2024-2025 academic year. All classrooms and sites are available for observation scheduling. As a reminder, Bulletin 140 requires that all observations are scheduled in the EC CLASS® Portal by October 1, 2024.

Sites Codes, EC Portal Access	Bulletin 140 Requirements, CLASS®, Scheduling
Please contact Alicia Franklin at alicia.franklin@la.gov	Please contact Robert Jones at robert.jones4@la.gov
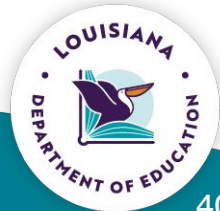
Early Childhood Reminders

2024-2025 Grants Management

Community Network Lead Agencies, Ready Start Networks, and Child Care Resource & Referral Agencies need to submit all Early Childhood Consolidated Budgets by **August 30, 2024**.

The LDOE will complete initial budget reviews by **September 13, 2024**.

Any agencies or networks that are required to make budget revisions are encouraged to reach out to their reviewer or the contact listed in the 2024-2025 Allocations Planning Tool.
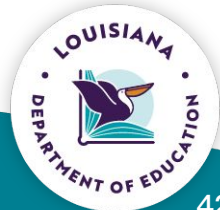
Early Childhood Education Fund Application

The Early Childhood Education Fund Application is available in the Lead Agency Library.

The Early Childhood Education Fund is an opportunity for local entities to raise qualifying local dollars to be potentially matched by the State up to dollar for dollar to expand access for children ages birth to three years old.

All Community Network Lead Agencies must submit the application, whether requesting funds or not.

Please submit completed applications to earlychildhood@la.gov.
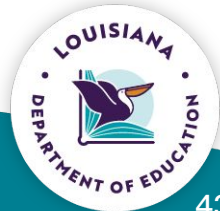
Upcoming Events and Deadlines

Monthly Provider Update Webinar

CNLAs are encouraged to attend the monthly webinars for early childhood providers. These webinars will include important updates and reminders for all provider types.

Providers can access the next provider webinar using the information below:

Date:	Thursday, August 15 at 1 p.m.
Webinar Link:	https://ldoe.zoom.us/j/93597745872
Phone Number:	1-312-626-6799
Meeting ID:	935 9774 5872
Passcode:	641464

Monthly Provider Update Webinar

CNLAs are encouraged to attend the monthly webinars for early childhood providers. These webinars will include important updates and reminders for all provider types.

Providers can access the next provider webinar using the information below:

Date: Thursday, September 5 at 1 p.m.
Webinar Link: https://ldoe.zoom.us/j/93597745872
Phone Number: 1-312-626-6799
Meeting ID: 935 9774 5872
Passcode: 641464

Upcoming Events
Please contact earlychildhood@la.gov with questions.

Monthly Office Hours for New Directors

CNLAs are asked to share this information with new directors. The LDOE team holds New Director webinars that focus on topics related to early childhood quality or operations while also helping to expand new directors' network of peers.
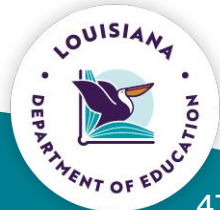
This month's topic is "Understanding the Child Care Criminal Background Check System." Participants will gain an understanding of the Child Care Criminal Background Check System and how to create system user accounts; how to complete the CCCBC application; how to schedule fingerprinting appointments; how to make corrections to application; how to complete the five-year renewal process, and learn what LDOE considers provisionally-employable staff members.

Attendees can access the webinar using the information below:

Date:	August 30 at 12:00 p.m.
Webinar Link:	https://ldoe.zoom.us/j/92298578944
Phone Number:	1-346-248-7799
Meeting ID:	922 9857 8944

Early Childhood Conference 2024

The 2024 Early Childhood Conference registration has closed. For individuals who will attend the conference and require lodging, the information for booking is below:

Early Childhood Conference 2024
Date: September 7, 2024
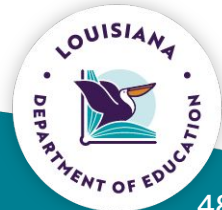Location: Shreveport Convention Center, Shreveport, LA

Hotel Information:
- Holiday Inn Express & Suites Shreveport Booking link
- Hilton Shreveport Booking link

Early Childhood Conference 2024

The 2024 Early Childhood Conference registration has closed. For individuals who will attend the conference and require lodging, the information for booking is below:

Early Childhood Conference 2024
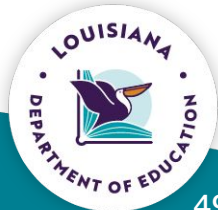Date: October 5, 2024
Location: Crowne Plaza, Baton Rouge, LA

Hotel Information:
- Crowne Plaza Baton Rouge Booking link

Events and Deadlines

August 13: [CNLA Office Hours](#)

August 15: [Early Childhood Provider Update Webinar](#)

August 30: [Monthly Office Hours for New Directors](#)

September 5: [Early Childhood Provider Update Webinar](#)

September 7: 2024 Early Childhood Conference (ECC) - Shreveport, Shreveport Convention Center

September 10: LA4/NSECD/CCAP B-3 attendance due

September 10: [CNLA Office Hours](#)

October 5: 2024 Early Childhood Conference (ECC) - Baton Rouge, Crowne Plaza

Please contact earlychildhood@la.gov with questions.

Questions

Thank You!

The Early Childhood Strategy Leadership Team

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