



Bulletin 140 Guidance CLASS Observation Plan Template

Agenda

- Lead Agency Expectations
- Overview of B140 Guidance and Webinars
- B140 Coordinated Observation Expectations
- *CLASS* Observation Plan Template Expectations
- In-depth walk-through of the *CLASS* Observation Plan Template
- Next Steps: Lead Agency Expectations

2015-2016 Learning Year

Lead Agency Expectations

Purpose

- Lead Agencies will be funded to coordinate 2 key functions: observation and enrollment
- Are **not** responsible for licensing, producing performance profiles or deciding funding

Specific Responsibilities

Coordinated Enrollment	<ul style="list-style-type: none">• Lead planning and implementation of coordinated enrollment• Submit community application for funding to State/Feds<ul style="list-style-type: none">✓ <i>Apply to participate in Preschool Development Grant</i>
Coordinated Observation	<ul style="list-style-type: none">• Assure accurate measurement of teaching and program quality by:<ul style="list-style-type: none">✓ <i>Managing schedule so each classroom receives at least two CLASS observations by reliable observer</i>✓ <i>Reporting results to 1) the state for practice profile purposes and 2) programs to support improvement</i>

Funding

- \$5M for observations, start-up funds and expansion funds in 2015-2016
- Lead Agencies may also leverage existing funds (e.g. LA 4, Head Start, PreK Grant)
- R & Rs, not Lead Agencies, are responsible for training and coaching for child care

Key Milestones

September 11

Submit observation schedule and plan for fidelity and reliability

November 16

Submit Coordinated Enrollment Plan (Cohort 1/2)

December 15

Ensure 100% of classrooms are observed in the fall with accuracy

January 15

Submit Coordinated Enrollment Plan (Cohort 3)

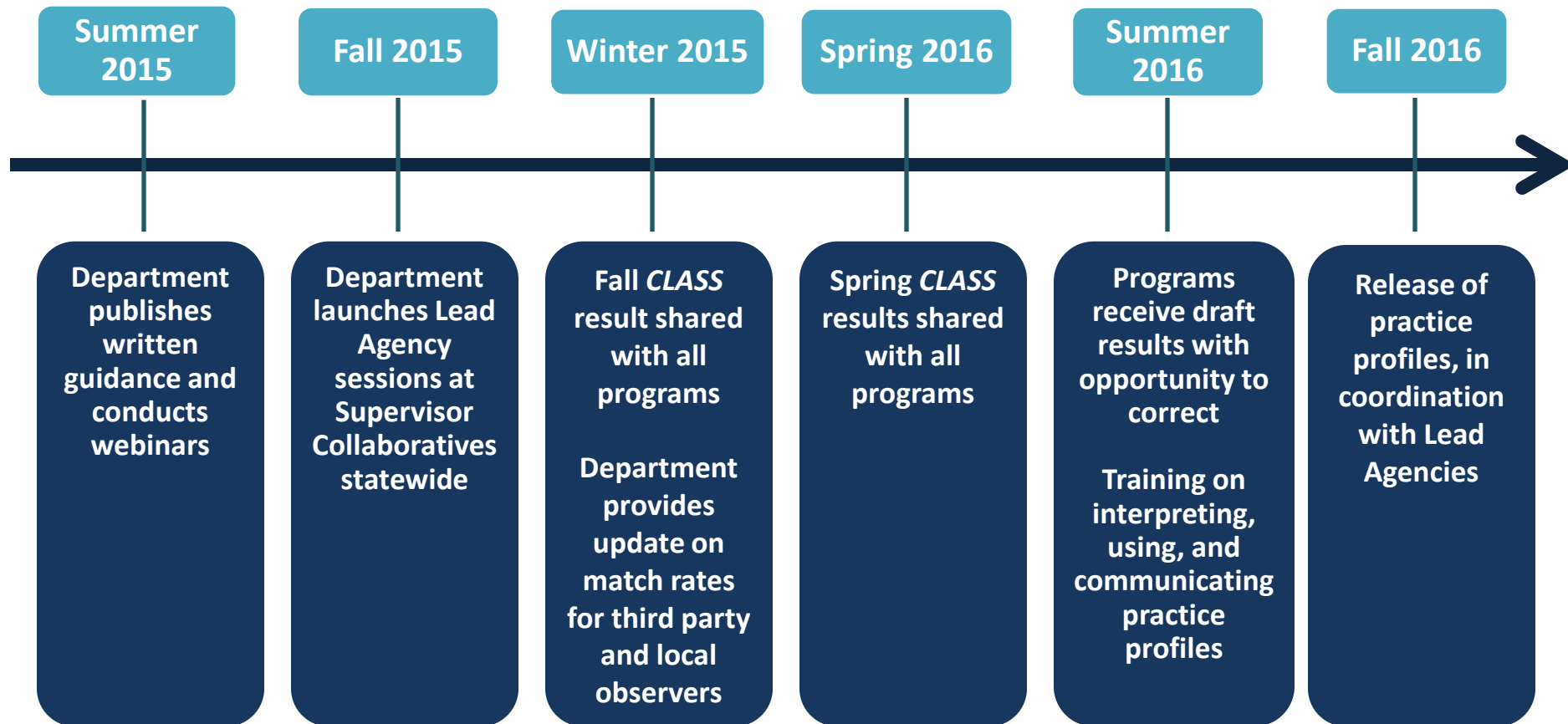
May 15

Ensure 100% of classrooms are observed in the spring with accuracy

2015-2016 Learning Year

Full Rollout

The Department will provide guidance and support to early childhood programs throughout the 2015-2016 Learning Year.



Bulletin 140 Guidance

Overview

- The Department will conduct a series of webinars to provide Lead Agencies with guidance on each component of Bulletin 140
- Webinars will be held on Wednesdays from 12:00 – 1:00 pm
- All Lead Agencies should plan to attend all webinars

Date	Topic
August 19	CLASS Observation Plan Template
August 26	Performance Profile Ratings
September 2	Performance Profile Informational Metrics
September 9	Data Reporting for Performance Profiles
September 23	Coordinated Enrollment Expectations

Webinar Link: <https://louisianaschools.adobeconnect.com/ecwebinar/>

Bulletin 140 Guidance

Coordinated Observations Expectations

As established in Bulletin 140, Lead Agencies are expected to submit a written annual plan for coordinated observation that includes:

- The number of *CLASS* observers who will conduct observations;
- The total number and the location of toddler and PreK classrooms that must be observed;
- An observation schedule that includes one fall and one spring observation for each toddler and PreK classroom; and
- A plan to ensure reliable data that includes the following requirements:
 - All observers are reliable
 - All observers maintain inter-rater reliability and fidelity
 - Network conducts inter-rater reliability observation checks for 10 percent of all classroom observations
 - No conflict of interest exists

The CLASS Observation Plan Template captures all of these elements in one place. These plans are due to the Department in September.

Bulletin 140 Guidance

CLASS Observation Plan Template

Planning and scheduling your CLASS Observations will occur in two steps:

- The CLASS Observation Plan is the first step in formalizing your plan to observe all classrooms twice.
- The completed CLASS Observation Plan will inform data entry into the CLASS system, which will be released in the fall.

The CLASS System will be used to communicate observation schedules in real time. Results of observations will be submitted through the CLASS system.

CLASS Observation Plan	CLASS System
<ul style="list-style-type: none"> • The CLASS Observation Plan has been sent to Lead Agencies, prepopulated with site codes and site names. 	<ul style="list-style-type: none"> • Each site will enter into the CLASS system all of their classrooms.
<ul style="list-style-type: none"> • Lead Agencies will enter into the CLASS Observation Plan all of the classrooms/teachers. 	<ul style="list-style-type: none"> • Observers will submit the results of all observations in the CLASS system no more than ten days after an observation.
<ul style="list-style-type: none"> • Lead Agencies will schedule all observations in the CLASS Observation Plan for the entire year in September. 	<ul style="list-style-type: none"> • Sites will adjust their classroom counts in the CLASS system in February based on any changes.

The CLASS Observation Plan will be compared to what is in the CLASS System to ensure Lead Agencies are on track to observe and report all CLASS Observations.

CLASS Observation Plan Template

Tab 1: Cover Sheet

The cover sheet summarizes your CLASS observation plan

Community Network:	Geaux Parish Community Network		
		Total	
Total Number of PreK Classrooms:		9	
Total Number of Toddler Classrooms:		2	
Total Classrooms to be Observed:		11	
Number Prek Only Observers:		1	
Number Toddler Only Observers:		1	
Number Prek/Toddler Observers:		1	
Total Number of Observers:		3	

Enter the # of classrooms and # of observers.

Note: Totals on the right SELF-CALCULATE. Do not type into the boxes

SCHEDULED OBSERVATIONS SUMMARY		
	Fall	Spring
Total Prek Observations	9	9
% PreK Classrooms Observed	100%	100%
Total Toddler Observations	2	2
% Toddler Classrooms Observed	100%	100%
% Classrooms Observed	100%	
# Observations Shadow Scored		
% Observations Shadow Scored		

The right side self-calculates

Site Name	Site Code	Total PreK Classrooms	Total Toddler Classrooms
TOTAL:		9	2
Little Boy Blue Elementary	10001	2	0
Jack and Jill Elementary	10002	1	0
Mother Goose Elementary	10003	2	0
Starlight Head Start	KM1010	2	0

It is prepopulated with sites and site codes. Update the Site Names and Site Codes as necessary.

SCHEDULED OBSERVATIONS BY MONTH		
	Total PreK	Total Toddler
August	0	0
September	3	0
October	3	0
November	3	0
December	0	2
January	3	0
February	3	0
March	3	0
April	0	2
May	0	0
TOTAL	18	4

CLASS Observation Plan Template

Tab 2: Observation Plan

- **Your Observation Plan ensures that you are meeting the requirements of B140.**
- Each answer should be 500 words or fewer.

Questions	Plan (500 words or fewer for each)
<p>What is the plan to ensure that all observers are reliable?</p> <p><i>Reliability is defined as observers having a certification achieved by completing and passing all trainings and assessments required by Teachstone to conduct a CLASS observation with validity and fidelity.</i></p>	
<p>What is the plan to ensure that all observers maintain inter-rater reliability and fidelity?</p> <p><i>Inter-rater reliability occurs when two or more observers produce consistent observation results for the same classroom at the same time.</i></p>	
<p>What is the plan to ensure that no observer conducts an observation in a classroom in which the observer has a conflict of interest?</p> <p><i>A conflict of interest may exist in, but is not limited to, situations in which the observer: supervises, provides training or technical assistance to, or is an immediate family member of a teacher in the classroom being observed or has a direct financial interest in the site where</i></p>	

CLASS Observation Plan Template

Tab 3: Drop Down Lists

- **These Drop Down Lists allow you to select options in your schedule (Tab 4).**
- Columns A, E, and G are set and will not be edited.
- Enter any new site codes, teacher names, classroom names, and observer names.
- Each column is its own, unrelated column to the other columns on this sheet.

	A	B	C	D	E	F	G	H
1	August	10001	Derek Little	Little Boy Blue A	PreK	Lisa Brochard	Yes	Lisa Brochard
2	September	10002	Anita Ashford	Little Boy Blue B	Toddler	Ivy Starns	No	Ivy Starns
3	October	10003	Nasha Patel	Jack and Jill A		Patsy Palmer		Patsy Palmer
4	November	KM1010	Daisy Grotsma	Mother Goose A				
5	December	W20200	Kaye Eichler	Mother Goose B				
6	January	CD3030	Lindsey Bradford	Starlight Head Start A				
7	February		Jenna Conway	Starlight Head Start B				
8	March		Kahree Wahid	St. Michael A				
9	April		Linda Williams	Little Red Hen A				
10	May		Nicholy Johnson	Little Red Hen B				
11			Erin Carroll	Little Red Hen C				

CLASS Observation Plan Template

Tab 4: Schedule

- The schedule is the first step in formalizing your plan to observe all classrooms twice.
- Most boxes will be prepopulated lists from Tab 3. You will select the information rather than type it every time.
- Data entered here will populate the right side of the **cover sheet**, as a check to ensure all classrooms are observed twice and 10% of observations are shadow scored.

1	Month	Date	Site Code	Teacher Name (First Last)	Classroom Name	Observer	Observation Type	Shadow Score	Shadow Observer
2	September	9/10/2015	10001	Derek Little	Little Boy Blue A	Lisa Brochard	PreK	Yes	Patsy Palmer
3	September	9/15/2015	10001	Anita Ashford	Little Boy Blue B	Patsy Palmer	PreK	Yes	Lisa Brochard
4	September	9/24/2015	10002	Nasha Patel	Jack and Jill A	Lisa Brochard	PreK	No	
5	October	10/6/2015	10003	Daisy Grotsma	Mother Goose A	Patsy Palmer	PreK	No	
6	October	10/21/2015	10003	Kaye Eichler	Mother Goose B	Lisa Brochard	PreK	No	
7	October	10/27/2015	KM1010	Lindsey Bradford	Starlight Head Start A	Lisa Brochard	PreK	No	
8	November	11/3/2015	KM1010	Jenna Conway	Starlight Head Start B	Patsy Palmer	PreK	No	
9	November	11/12/2015	W20200	Kahree Wahid	St. Michael A	Patsy Palmer	PreK	No	
10	November	11/17/2015	CD3030	Linda Williams	Little Red Hen A	Lisa Brochard	PreK	No	
11	December	12/3/2015	CD3030	Nicholy Johnson	Little Red Hen B	Ivy Starns	Toddler	Yes	Patsy Palmer
12	December	12/8/2015	CD3030	Erin Carroll	Little Red Hen C	Patsy Palmer	Toddler	Yes	Ivy Starns
13	January	1/12/2016	10001	Anita Ashford	Little Boy Blue B	Lisa Brochard	PreK	No	
14	January	1/20/2016	10001	Derek Little	Little Boy Blue A	Patsy Palmer	PreK	No	
15	January	1/28/2016	10002	Nasha Patel	Jack and Jill A	Patsy Palmer	PreK	No	
16	February	2/3/2016	10003	Daisy Grotsma	Mother Goose A	Lisa Brochard	PreK	No	
17	February	2/18/2016	10003	Kaye Eichler	Mother Goose B	Patsy Palmer	PreK	No	
18	February	2/24/2016	KM1010	Jenna Conway	Starlight Head Start B	Lisa Brochard	PreK	Yes	Patsy Palmer
19	March	3/1/2016	KM1010	Lindsey Bradford	Starlight Head Start A	Patsy Palmer	PreK	No	
20	March	3/7/2016	W20200	Kahree Wahid	St. Michael A	Lisa Brochard	PreK	No	
21	March	3/15/2016	CD3030	Linda Williams	Little Red Hen A	Patsy Palmer	PreK	Yes	Lisa Brochard
22	April	4/7/3016	CD3030	Erin Carroll	Little Red Hen C	Ivy Starns	Toddler	Yes	Patsy Palmer
23	April	4/12/2016	CD3030	Nicholy Johnson	Little Red Hen B	Patsy Palmer	Toddler	Yes	Ivy Starns

Lead Agencies

Next Steps

- Attend all of the B140 Webinars
- Attend *CLASS* Observation Plan Office Hours on Tuesday, Sept 1 from 3-4 PM
- Submit *CLASS* Observation Plan on Sept 11
- Attend Supervisor Collaboration with observation schedule
- Submit final *CLASS* Observation Plan on Sept 30

For further questions, contact Kaye Eichler at Kaye.Eichler@la.gov

In Fall 2015, the Early Childhood Team will be offering weekly EC Learning Year Office Hours.

This will be an opportunity for Lead Agencies to call in with questions they have about their current work, hear each other's questions, and get answers to commonly occurring questions.

Call In: 1-800-832-0736; PIN: 9174840