

# Zoom Meeting Protocol

## Participant Naming Conventions

Please change your Zoom name to reflect your actual name and the Community Network you represent. Hover your mouse over your name in the participants list, then click the ellipsis (three dots) and select "Rename."

## 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 e-mail address, in case our team needs to follow up with you further.

## Notice of AI Recording on Zoom

Please be advised that the 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 12, 2025

# 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 on today's featured topic:
  - *Fall 2025 Observation Period*
- Review reminders about upcoming deadlines

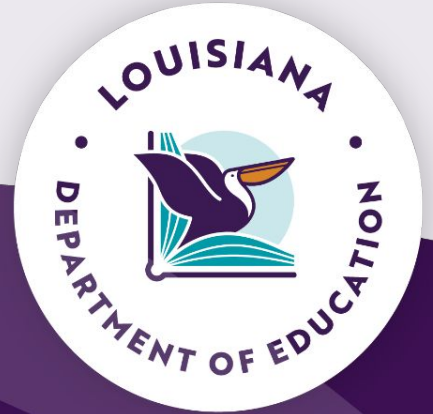


# Agenda

- I. Early Childhood Community Network Updates
- II. Featured Topic:  
*Fall 2025 Observation Period*
- III. Early Childhood Reminders
- IV. Upcoming Events and Deadlines



# Early Childhood Community Network Updates



# TeachingStrategies® Platform Updates



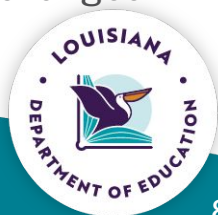
# TeachingStrategies® Platform Updates: Redesigned Manage Experience in SmartTeach™

SmartTeach™ has launched phase one of a refreshed version of the “Manage” tab in the admin panel. This update is designed to provide administrators a clearer, more intuitive way to oversee programs.

- Administrators are encouraged to review the [Introducing the New Manage Experience Webinar](#), focusing on how program leaders can work more efficiently with the new Manage interface. The webinar provides a walkthrough of the redesigned interface and improved navigation.
- Currently, to import children or to modify your checkpoint dates, use the Classic Experience.
- The Classic Experience will be replaced with the New Experience after a second release launches in September.
- Administrators will be able to emulate teacher accounts in the new experience after the September release. Continue using the Classic Experience until September.
- Current data entered in either the New Experience or the Classic Experience will be exchanged and work together.

Early Childhood Community Network Updates

Please contact [earlychildhood@la.gov](mailto:earlychildhood@la.gov) with questions.



# Redesigned Manage Experience in SmartTeach™

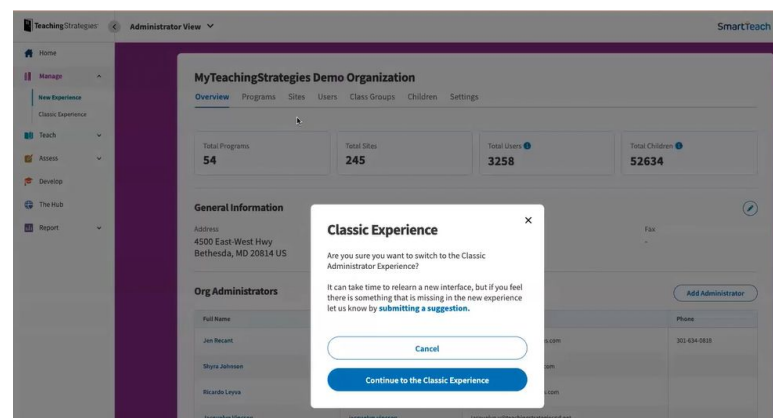
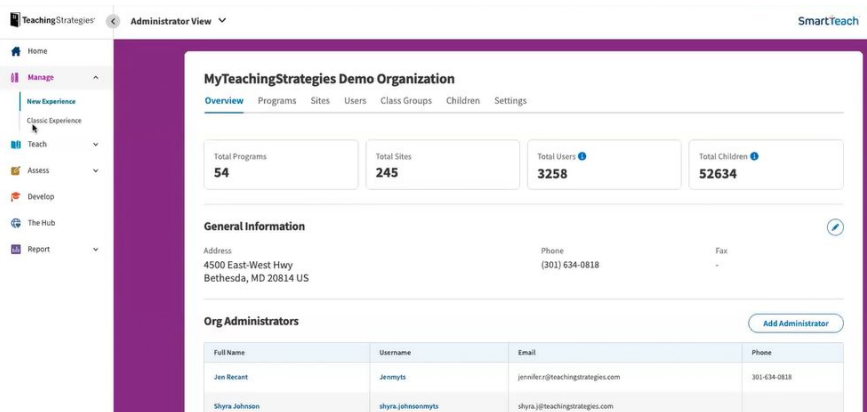
## Administrator Tools Refresh Timeline

The features on the left of the chart are currently available; the features on the right of the chart will be available in late September during the second release.

Features Now Available	September Cutover
<ul style="list-style-type: none"><li>• Manage Landing Page Creating/Editing/Exporting<ul style="list-style-type: none"><li>• Program</li><li>• Sites</li><li>• Users</li><li>• Class Groups (Classroom only)</li><li>• Children</li></ul></li><li>• Bulk Child Edit</li><li>• Coming Soon<ul style="list-style-type: none"><li>• Product Allocations by Class, User and Child (for example, Cloud, Coach, Gold)</li></ul></li></ul>	<ul style="list-style-type: none"><li>• Bulk Import of children</li><li>• Optional Items Management</li><li>• Manage Goals</li><li>• Manage Custom Funding Sources</li><li>• Emulation in the New Experience</li><li>• Manage Checkpoint Dates/Titles</li><li>• Class groups – Create/edit Caseloads</li><li>• OSEP Exit/Re-entry</li><li>• Old Manage Screens are turned OFF</li></ul>

# TeachingStrategies® Platform Updates: Redesigned Manage Experience in SmartTeach™

When toggling from the “New Experience” to the “Classic Experience,” a suggestion box will appear. Users may click on the “submitting a suggestion” link to submit feedback.

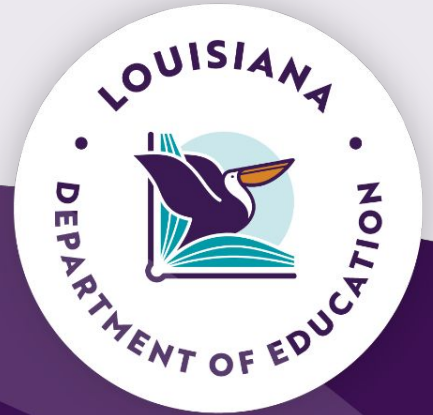


Early Childhood Community Network Updates

Please contact [earlychildhood@la.gov](mailto:earlychildhood@la.gov) with questions.



# Featured Topic



# Early Childhood Accountability



# Fall 2025 Observation Period

The [Early Childhood CLASS® Portal](#) is open for the 2025-2026 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, 2025.

Sites Codes, EC Portal Access	Bulletin 140 Requirements, CLASS®, Scheduling
Please contact Alicia Franklin at <a href="mailto:alicia.franklin@la.gov">alicia.franklin@la.gov</a>	Please contact Robert Jones at <a href="mailto:robert.jones4@la.gov">robert.jones4@la.gov</a>

# Coordinated Observation Plan

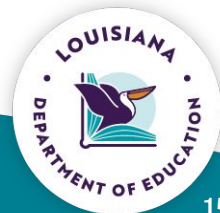
## Local Protocol Documents

- The [Fall 2025 Local Observation Protocol Guidance](#) provides Community Network Lead Agencies with observation protocols for the Fall 2025 observation cycle.
- For the most recent updates related to the Fall 2025 coordinated observation plan guidance, please visit the [CLASS® Observations page](#) on the LDOE website and continue to refresh the linked PDF document.



# Observation Protocol Submissions

- As in 2024-2025, the Department will utilize a [Jotform](#) instead of a document submission.
- Lead agencies should specify that they plan to adhere to LDOE's observation protocol and any community network-specific procedures that will be implemented for the 2025-2026 academic year.



# Observation Protocol Updates

The “Observation Protocol Updates” are comprised of four sections:

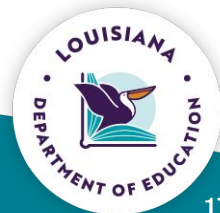
- Before the Observation Begins
- The Day of the Observation
- Additional Requirements
- Resources

CNLAs should review observation guidance with all program partners prior to the start of observation (and, best practice, prior to submission of the protocol to the LDOE), to ensure programs are fully aware of the local requirements.



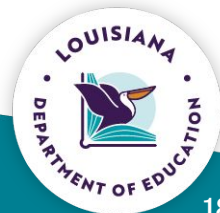
# Observation Protocol Specifics

- *Bulletin 140* requires that no one with a direct financial interest in a site can conduct observations. This includes child care center owners observing their own site.
- For mixed-age classrooms, the observer should use the tool corresponding to the age (as of 10/1/25) of the majority of the children present on the day of the observation.
- The LDOE does not prescribe a specific policy or protocol for local appeals: however, new this year, CNLAs must submit to the LDOE their local procedure for appeal. This procedure shall allow sites to elevate concerns in a timely manner and provides time to review concerns before observation data is finalized for the 2025-2026 academic year.



# Important Dates and Deadlines

- The coordinated observation plan is due by **October 1, 2025**.
- All observations for Fall 2025 should be scheduled in the [EC CLASS® portal](#) by **October 1, 2025**.
- If you need assistance completing your plan or need to request an extension, please e-mail [robert.jones4@la.gov](mailto:robert.jones4@la.gov).



# Early Childhood Reminders



# 2026 Early Childhood Teacher and Leader of the Year Overall Honorees



Early Childhood Reminders

Please contact [earlychildhood@la.gov](mailto:earlychildhood@la.gov) with questions.



# CNLA Office Hours: Network Spotlight

We want to hear from you! The Office of Early Childhood Care and Education invites Community Network Lead Agencies to participate in a “Network Spotlight” during Monthly CNLA Office Hours Webinars.

- This is an opportunity to share your work around [quality processes](#) within early childhood key endeavors. Present your innovative projects, data-driven insights, and best practices to colleagues statewide.
- To present during the September 9 CNLA Office Hours or future CNLA Office Hours, please submit a request to [jenny.moran2@la.gov](mailto:jenny.moran2@la.gov). Include a two-to three-slide presentation highlighting your work and the quality process that this work aligns with. Presentations are limited to 10 minutes.

We look forward to your submissions and continued collaboration!

Early Childhood Reminders

Please contact [earlychildhood@la.gov](mailto:earlychildhood@la.gov) with questions.



# EC Learn Online Training Platform

- **EC Learn** is the LDOE's Early Childhood free, online training and learning resource, where early childhood educators can enroll in and access free continuing education courses.
- Individuals may access **EC Learn** by typing <https://eclearn.doe.louisiana.gov/> in the address field of a browser window:



Early Childhood Reminders

Please contact [eclearn@la.gov](mailto:eclearn@la.gov) with questions.

# NEW Early Childhood Professional Development Training Suite

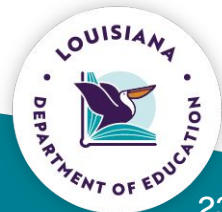
The Department has launched a new Early Childhood Professional Development Training Suite in **EC Learn**. Current early childhood course listings on the [EC Learn landing page](#) for the new suite include the following:

- **NEW** The New Early Learning and Development Standards (ELDS) -1 credit hour
- Building Positive Relationships and Collaborative Partnerships with Families in Early Childhood - 1 credit hour
- The Importance of Developmental Screening in Early Childhood -1 credit hour
- Supporting Children through the Developmental Screening and Referral Process -1 credit hour

The Department is in the process of developing the Key Training Modules 1,2, and 3 for the New Teacher Orientation (currently located in Udemy). These trainings are anticipated to be accessible in *EC Learn* starting September 2025.

Early Childhood Reminders

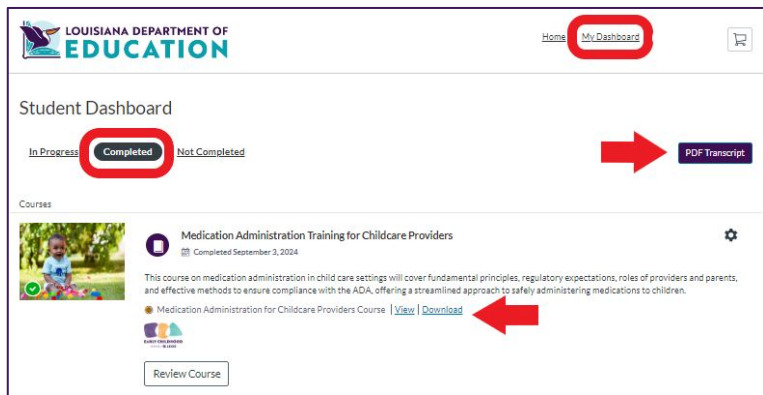
Please contact [eclearn@la.gov](mailto:eclearn@la.gov) with questions.



# EC Learn Training Certificates

**EC Learn** participants will be e-mailed a copy of the training certificate within 24 hours of successful completion of the final course exam. Additionally, participants can view and download training certificates or a training transcript from their Student Dashboard.

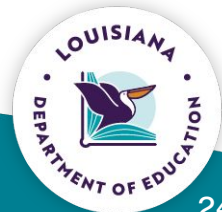
- Navigate to the Canvas Catalog Dashboard via: <https://eclearn.doe.louisiana.gov/>, click the “Completed” tab.
- To view the certificate, click the “View” link. To download the certificate, click the “Download” link.



Download a PDF transcript of all completed courses in the “**Completed**” portion of your Dashboard.

Early Childhood Reminders

Please contact [eclearn@la.gov](mailto:eclearn@la.gov) with questions.



# Early Childhood Education Fund Application

The [Early Childhood Education Fund Application](#) is available in the Lead Agency Library.

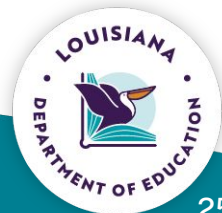
The Early Childhood Education Fund is an opportunity for local entities to raise qualifying local dollars to be potentially matched by the State, up to dollar for dollar, to expand access for children ages birth to three years old.

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

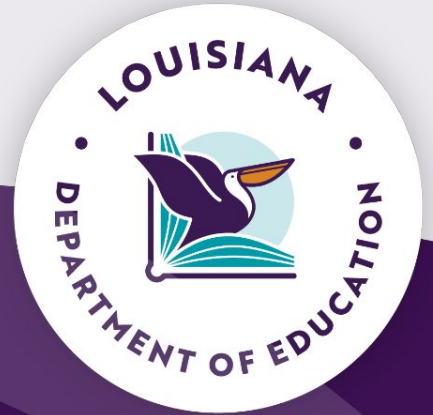
Please submit completed applications to [earlychildhood@la.gov](mailto:earlychildhood@la.gov) by September 30, 2025.

Early Childhood Reminders

Please contact [EarlyChildhood@la.gov](mailto:EarlyChildhood@la.gov) with questions.



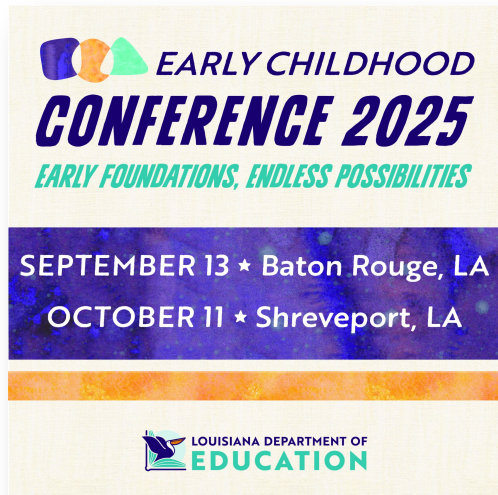
# Upcoming Events and Deadlines



# Early Childhood Conference 2025

The 2025 Early Childhood Conferences will be held on Saturdays in two locations again this year. This year's theme is ***Early Foundations, Endless Possibilities.***

## Registration Information:



Date and Location	Registration Link	Regular Registration Deadline
<b>Shreveport</b> October 11 Shreveport Convention Center 400 Caddo Street	Shreveport Early Childhood Conference <a href="#">Registration Link</a>	September 17

## Upcoming Events and Deadlines

Please contact [earlychildhood@la.gov](mailto:earlychildhood@la.gov) with questions.



# Fall CNLA Collaborations

## Save the date for Fall CNLA Collaborative!

During this collaboration CNLAs will check-in on work focusing on the 3 quality processes

- Deepen learning and streamline processes related to Coordinated Enrollment and Developmental Screening (keep those S.M.A.R.T. Goals handy)
- Collaborate with CCR&Rs
- Receive information and updates relevant to the all-important work of the CNLA

**Date:** Tuesday, October 28th

**Place:** Claiborne Building, Thomas Jefferson Room

**Time:** 10:00 a.m. to 2:00 p.m.



# Monthly Office Hours for New Directors

The LDOE team conducts webinars on various topics related to early childhood quality and improving child care sites' administrative and operational functions. Through engaging sessions and monthly guest speakers, the office hours are designed to support directors seeking training, to facilitate effective ECE leadership development.

This month's topic is "An Introduction to the Tulane Mental Health Consultation Services (T-MHCS) Program" Participants will learn the following:

- The purpose and methods of Infant and Early Childhood Mental Health Consultation (IECMHC)
- The three primary goals of IECMHC: promoting healthy development, supporting caregivers in fostering this development, and addressing challenging behaviors or mental health concerns of young children
- The role of T-MHCS/TIKES mental health consultants and how they support children, families, and teachers

Attendees can access the webinar using the information below:

- **Webinar Date/Time:** Friday, August 29, 2025 at 12:00 p.m.
- **Webinar Link:** <https://ldoe.zoom.us/j/93015014527>
- **Phone Number:** 1 346-248-7799
- **Meeting ID:** 930 1501 4527
- **Passcode:** 012444

Upcoming Events and Deadlines

Please contact [earlychildhood@la.gov](mailto:earlychildhood@la.gov) with questions.



# Monthly Provider Update Webinar

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

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

- **Webinar Date/Time:** Thursday, September 4, 2025 at 1 p.m.
- **Webinar Link:** <https://ldoe.zoom.us/j/93597745872>
- **Phone Number:** 1 470 250 9358
- **Meeting ID:** 935 9774 5872
- **Passcode:** 641464

Upcoming Events and Deadlines

Please contact [earlychildhood@la.gov](mailto:earlychildhood@la.gov) with questions.



# Monthly Young Children with Disabilities Community of Practice

The early childhood strategy team conducts a monthly community of practice on various topics related to young children with disabilities. This month's topic is "Developmental Disabilities in Young Children." Participants will learn more about developmental disabilities so they can better assist educators and families when monitoring the children in their care. This information will help participants make informed decisions about the next steps concerning screening and referral.

Attendees can access the webinar using the information below:

- **Webinar Date/Time:** Tuesday, August 26, 2025 at 3 p.m.
- **Webinar Link:** <https://ldoe.zoom.us/j/91561982271>
- **Phone Number:** 1-312-626-6799
- **Meeting ID:** 915 6198 2271
- **Passcode:** 787411

Upcoming Events and Deadlines

Please contact [Caitlyn.Robinson@la.gov](mailto:Caitlyn.Robinson@la.gov) with questions.



# Monthly CNLA Office Hours Webinar

CNLAs are encouraged to attend the monthly CNLA Office Hour webinars. These webinars include important updates and reminders for Community Network Lead Agencies.

Attendees can access the next CNLA Office Hours webinar using the information below:

- **Webinar Date/Time:** Tuesday, September 9, 2025 at 3 p.m.
- **Webinar Link:** <https://ldoe.zoom.us/j/97220084131>
- **Phone Number:** 1 312 626 6799
- **Meeting ID:** 972 2008 4131
- **Passcode:** 051391

Upcoming Events and Deadlines

Please contact [earlychildhood@la.gov](mailto:earlychildhood@la.gov) with questions.



# Events and Deadlines

**August 26:** [Young Children with Disabilities Community of Practice Webinar](#)

**August 29:** [New Director Office Hours](#)

**September 4:** [Monthly Provider Webinar](#)

**September 9:** [CNLA Office Hours Webinar](#)

**September 10:** LA 4/NSECD/ECE Fund Attendance due

**September 13:** Early Childhood Conference - Baton Rouge

**September 17:** [Registration Deadline for Early Childhood Conference - Shreveport](#)

**October 1:** [Coordinated Observation Plan due](#)

**October 1:** Deadline to schedule all fall CLASS® observations in the [EC CLASS® portal](#)

Please contact [earlychildhood@la.gov](mailto:earlychildhood@la.gov) with questions.



# Questions





# Thank You!

## The Early Childhood Strategy Leadership Team

**Brittney Cochran**

Director of Early Childhood Academics

[Brittney.Cochran@la.gov](mailto:Brittney.Cochran@la.gov)

**Sonia Fields-Gutierrez**

Director of Accountability

[Sonia.Fields-Gutierrez@la.gov](mailto:Sonia.Fields-Gutierrez@la.gov)

**Janet Grigg**

Director of Community-Level Strategy

[Janet.Grigg@la.gov](mailto:Janet.Grigg@la.gov)

