NOEEN | NEW ORLEANS EARLY EDUCATION NETWORK

MEMORANDUM

To: NOEEN Steering Committee

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

Date: January 21, 2026

Re: Community Network Lead Agency Updates

This memo contains updates regarding the Community Network Lead Agency 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 169 sites to be observed within the network
  - The CLASS team has concluded collecting updated CLASSroom Configurations for Spring 2026 as of January 16. Observations are scheduled to begin Thursday, January 22.
  - The CLASS team has implemented the following strategies to support observations since December 10, 2025:
    - Held monthly in-person office hours for observers to get real-time support from the NOEEN team
    - Held a Spring Refresher meeting with NOEEN contracted CLASS observers to provide important reminders prior to observations beginning to support completion and compliance
    - Began search for additional contracted observer to support network observation completion
    - Completed 21 calibrations and 4 advanced calibrations to support accurate scoring
    - Implementated a new system to submit mid-semester CLASSroom configuration changes
    - Received appeal requests for one local appeal and one third party appeal. The third party appeal was forwarded to the LDOE for

determination. The local appeal was denied on the basis of lack of protocol violation.

- *SmartTeach Assessments*
  - In accordance with Bulletin 140, all NOEEN providers must complete assessments with SmartTeach of publicly-funded children enrolled at their site, to be completed by mandated checkpoint dates. The Winter SmartTeach assessment checkpoint for academic year 2025 - 2026 will be held on February 28, 2026.
  - The NOEEN team has implemented the following strategies to support the completion of SmartTeach assessments since December 10, 2025:
    - Sent individualized notices to providers with reminders of historic compliance, resources, necessary data maintenance for the beginning of the academic year, upcoming checkpoint dates, and designated site license administrators
    - Completed 10 of 10 requested SmartTeach transfers to support accurate site rosters in the platform.

- *Upcoming Events:*
  - The next NOEEN Monthly Provider Webinar will be held on February 5 at 11:30am. Providers will receive information regarding:
    - Child Count Submission
    - Winter SmartTeach Checkpoint
    - CLASS Observations
  - NOEEN will be hosting a SmartTeach Support Office Hours session via Zoom on February 24 at 12:00pm to provide troubleshooting and recommendations to providers looking for solutions in advance of the February 28 checkpoint.
  - The next NOEEN Monthly Provider Drop-In Office Hours at the Agenda for Children Offices will be held on March 17 at 12:00pm.