

LDOE Weekly Newsletter



March 22, 2016

Superintendent's Message

Dear Colleagues,

Over the last several months, the Department has made available a series of reports that indicate student achievement results and that can be used as the basis for changes in a district's curriculum or program of educator support. Using those reports, you have analyzed student performance on a range of measures, including specific math and literacy skills that will allow for adjustments in approaches to curriculum and professional development.

This week the Department will post the annual statewide Compass data, detailing teaching effectiveness measures in schools and districts around the state. The Department will also provide you (for internal school or school district use only) a new "Workforce Report" that outlines the current state of recruitment, compensation, licensure, and tenure rewards in your district and schools, allowing a rich field of information from which to draw when making pending decisions in these areas. Both reports are available now in your district's secure FTP server.

Often the discussion about evaluation and workforce decisions in our country has been characterized by fear or blame. A more productive approach would involve ambitious goals for student learning, trust in local leadership to make strong decisions about the educators who serve children in their communities, and information these leaders need in order to make good decisions. These reports are instruments intended for that purpose. You are not mandated to use them; but they are helpful representations of facts that are often hard to assemble into one picture.

As with other reports, we will post them and then follow up for discussion. And we will improve them as time goes on. But more than anything else, we hope they are of assistance in what may be the most important job that school system administrators have: the critical choice as to who teaches students each and every day.

As always, thank you for all you do for our children,

John

John White
Louisiana Department of Education

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**CLICK HERE TO VIEW
THE MOST CURRENT
LEA CALENDAR EVENTS**

To view the current District Support Calendar, please click [here](#).

District Support

2016-2017 Academic Planning Resources Released

This spring, school systems will make specific planning decisions, as outlined in the [2016-2017 District Planning Guide](#), around academics including:

- Selecting a standards-aligned curriculum
- Choosing and reducing assessments for early childhood through grade 12
- Choosing professional development opportunities aligned to standards
- Establishing principal support structures

To support these decisions, the Department has and will release a series of tools and resources to support curriculum, assessments, training and school leadership.

Curriculum:

- [English Language Arts Guidebook 2.0](#): provides teachers with daily lessons that contain classroom-ready student materials, such as teaching slides and handouts, teaching notes, unit assessments, formative assessments, and student

materials, such as teaching slides and handouts, teaching notes, unit assessments, formative assessments, and student writing exemplars. Click [here](#) for a full list of the units that will be released throughout the 2016-2017 school year.

- [Social Studies Guidance](#): information on the social studies instructional materials reviews, criteria of a high-quality social studies curriculum, and recommendations for locating supplemental materials to fill gaps in current social studies resources.

Assessments:

- [District Assessment Guide](#): guides districts to conduct an assessment audit and make strategic assessment decisions including criterion, resources, and tools for next school year.
- [K-3 Literacy Assessment Guide](#): features high-quality K-3 published reading assessments that have been piloted in Louisiana schools and field-tested to ensure validity and reliability

Training:

- [2016-2017 District Support Calendar](#): includes in-person trainings, virtual support, tools and resources, and communication streams designed to support districts and educators as they continue to raise the bar for Louisiana's students.
- [Professional Development Vendor Course Catalog](#): supports districts in identifying and partnering with high-quality providers of professional development for the 2016-2017 school year

School Leadership:

- [Principal Support Grants](#): provide funding to districts to support principals as leaders of instructional change in schools through the [TAP](#) and the [Principal Fellowship](#). **Grants are due to compass@la.gov by April 26.**

Contact classroomsupporttoolbox@la.gov with questions.

Updated 2016-2017 District Planning Guide

The Department has released an updated [2016-2017 District Planning Guide](#) to include the following new resources:

- Principal Fellowship and TAP Guidance
- Principal Support Grant Application
- 2016-2017 District Support Calendar
- Benchmark Assessment Guidance
- Early Childhood Assessment Guidance
- 2016-2017 Professional Development Vendor Guide

Please reach out to districtsupport@la.gov with questions related to the planning guide.

Compass Updates and Next Steps

Please share with district Data Coordinators and Compass Contacts.

Please share with district LEA Coordinators and Compass contacts.

The Compass tool supports teachers and principals in defining expectations for student learning and monitoring progress against those goals throughout the year.

2014-2015 COMPASS RESULTS

The Department posted 2014-2015 state and district level Compass data [here](#). This data can be used by principals, school systems, and network teams to guide conversations regarding educator effectiveness and development.

2015-2016 ROSTER VERIFICATION

Roster verification ensures that teachers are assigned to the correct courses and classroom rosters of students for the purposes of transitional student growth data. This process takes place in the CVR system during two time periods to ensure enough time is available to verify records.

- **March 21-April 22, 2016: *Open for View-only***

During this time, users can view and check the roster data for accuracy but **cannot** make changes in the system. The CVR Help Desk will be able to assist with any issues that the LDOE must correct.

- **April 25-May 20, 2016 (4 weeks): *CVR Open for Roster Verification***

This process is required and allows teachers and principals the ability to verify and correct records for specific courses and students. Data managers use the system to track verification completion at the district and school level.

An updated user guide for CVR and CIS is available [here](#).

Email ldocvr@la.gov with questions regarding roster verification. Email compass@la.gov with general compass related questions.

Principal Support: New TAP Schools

Please share with Principal Supervisors.

The [TAP](#) initiative helps principals and schools implement effective practices for teacher collaboration, observation, feedback, goal setting, and Teacher Leaders.

Districts planning to implement the [TAP](#) system in new schools during the 2016-2017 school year must submit a [2016-2017 Year-One TAP School application](#) to nicole.honore@la.gov by **April 18, 2016**.

In addition to the application, districts with year-one TAP schools must attend a one-day **TAP Implementation Workshop**. This workshop is designed to assist districts and schools with successful TAP start-up and completion of the TAP Year-One School application. Workshops will take place **April 5, 2016**, and **April 11, 2016**, at the Claiborne Building in Baton Rouge, Louisiana.

For additional information or to register, contact Nicole.Honore@la.gov.

2016 Teacher Leader Summit Preparation

Please share with Teacher Leader Contacts and Curriculum Supervisors. Please ensure that your district's Teacher Leader point of contact attends this webinar.

Apply to Lead a Session at the Teacher Leader Summit

The Department is looking for knowledgeable educators to share their resources and best practices with others around the state by designing and facilitating a session at the [2016 Teacher Leader Summit](#). The Department encourages all types of Louisiana educators—classroom teachers, school or childcare center administrators, LEA or lead agency administrators—to apply to lead sessions. **[Applications](#) must be submitted online by Friday, April 1. Please encourage educators in your district to apply.**

Attend the Teacher Leader Summit Registration Webinar

Tomorrow (Wednesday, March 23), the Department will host a **2016 Teacher Leader Summit** registration webinar for districts' Teacher Leader points of contact. As part of this webinar, Department staff will share the process and timeline for registering for

the summit.

- Wednesday, March 23, 1:00 p.m.-2:00 p.m.
- Link: <https://louisianaschools.adobeconnect.com/tlsummit2016/>
- Enter the meeting room as a guest and provide your name.
- Call-In Information: (800) 832-0736; meeting room #1184454

March Collaboration Follow-Up

After careful consideration and input from network leaders, the Department cancelled the March Supervisor Collaboration in Bossier to allow our schools and their communities time to recover from flooding experienced during the week of March 14.

This week, the Department is offering the following webinars, as communicated in last week's District Planning Call, to district leaders that were unable to attend the collaborations. The LDOE will record and post these trainings to the [Supervisor Collaboration library](#) by the end of the month.

- **2016-2017 Early Childhood Planning for Lead Agencies:** Monday, March 21, 9:00 a.m.-10:00 a.m. (recorded and will be posted)
- **Grants Management Update for 2016-2017:** Tuesday, March 22, 3:00 p.m.- 4:00 p.m.
- **2016-2017 Academic Planning Resources:** Wednesday, March 23, 9 a.m.-10:00 a.m.
- **2016 Assessment Preparation and Technology Readiness:** Wednesday, March 23, 3:00 p.m.-4:30 p.m.
- **Data Systems Updates:** Thursday, March 24, 9:00 a.m.-10:00 a.m.

Webinar Login Information: (**No pre-registration required*)

- Meeting Name: Academic Content
- Click [here](#) to join the meeting: <https://louisianaschools.adobeconnect.com/ac>
- Enter the meeting room as a guest and provide your name.
- Access audio via phone bridge: (800) 832-0736 / room number: 3423625
- Select the "listen only mode" if joining the meeting via computer or smartphone.

Sign-in sheets from the Baton Rouge and Jefferson Supervisor Collaborations are available [here](#).

Email districtsupport@la.gov with questions.

Assessment Preparation

Assessment Administration Update

Across the state, educators are preparing for the administration of the Spring 2016 assessments. This section will provide LEAs with a weekly update on all information related to assessment preparation.

TEST ADMINISTRATION FOR DTCs:

- **LEAP Assessments:** From now until April 1, districts should complete the following:
 - **NEW** Access MP3 Human Reader practice test files and Kurzweil Text-to-Speech practice test files for the grade 3 through 8 ELA and math, located [here](#).
 - **NEW** Access Spanish practice tests, located [here](#).
 - **NEW** Access video training modules in [eDIRECT](#): *Create and Edit Students, Invalidate/Unlock Students, and Test Sessions*.

- **March 24:** Receive and distribute braille practice test materials
 - **April 4:** Submit schedules for schools testing online to assessment@la.gov. Guidance on scheduling and planning for grades 3-8 computer-based assessments is now available [here](#).
 - Review [Online Test Scheduling Guidance](#)
 - Access and refer to the [LEAP FAQ](#)
 - Review math read-aloud guidance within the LEAP Accessibility and Accommodation Manual.
- **ACT, WorkKeys, PLAN, and EXPLORE Assessments:**
 - **March 25:** DTCs must send PLAN and EXPLORE answer folders to ACT for processing. Districts that send answer folders to ACT after this date may be charged for processing.
- **EOC**
 - **March 24:** DTCs need to ensure IEP, IAP, and LEP accommodations for the Spring 2016 EOC tests administration window are finalized.
 - **April 4:** DTCs should submit EOC test schedules to assessment@la.gov.
 - **April 7:** EOC registration window opens. School test coordinators should register testers in the [EOC System](#) by April 18.

TECHNOLOGY READINESS:

- **Testing Site Manager (TSM):**
 - **Practice and OTT TSM:** Districts should install the Testing Site Manager (TSM) and perform all initial tests using the tools provided in the online [Practice eDirect](#) site. Setup of the TSM and installation of INSIGHT on client devices are required for accessing the practice tests and Online Testing Tools.
 - **Operational TSM:** Districts who are participating in either the LEAP ELA/math operational test or the social studies field test should begin setting up the operational TSM using the TSM installs within the [Operational eDirect](#) site.

ADDITIONAL TOOLS AND RESOURCES:

- **April Assessment and Accountability Monthly Call and Webinar:** is scheduled for **Tuesday, April 5, 2016**, at 9:00 a.m.

Webinar Login Information: (**No pre-registration required*)

- Meeting Name: District Test Coordinator Monthly Meetings
 - Click [here](#) to join the meeting or go to: <https://louisianaschools.adobeconnect.com/dtc/>
 - Enter the meeting room as a guest and provide your name.
 - Access audio via phone bridge: (800) 832-0736 / room number: 3423602
 - Select the "listen only mode" if joining the meeting via computer or smartphone.
- **User Guides:** eDIRECT User Guide to Manage Users, eDIRECT User Guide to Materials Management Tools, eDIRECT User Guide to navigate the TA System, and INSIGHT User Guide - Test Set Up can be found within [eDIRECT](#) under Documents.
 - **Office Hours:** The Louisiana Department of Education hosts weekly office hours every Thursday from 11 a.m. to 12 p.m. to answer any questions that teachers, supervisors, test coordinators, and test administrators may have regarding statewide assessments.
 - Click [here](#) to join the meeting or go to: <https://louisianaschools.adobeconnect.com/dtc/>
 - Enter the meeting room as a guest and provide your name.
 - Select the "listen only mode" if joining the meeting via computer or smartphone, or access audio via phone bridge: (800) 832-0736 / room number: 3423602

Please contact assessment@la.gov with any questions.

Assessment Administration Update

The [2016-2017 Assessment Calendar](#) has been updated to include the following changes:

- End-of-Course winter testing window expanded to give LEAs more flexibility (November 28-December 14)
- WorkKeys accommodated testing window updated (March 22-April 5) to align with ACT accommodated test to reduce overall testing days
- ACT makeup test date updated to May 3, 2017 per district feedback

Please email assessment@la.gov with questions.

High School Opportunities

Jobs for America's Graduates-Louisiana (JAG-LA) Intent to Continue Grant

The Jobs for America's Graduates (JAG-LA) 2016-2017 Intent to Continue Grant Application was emailed to the JAG-LA Supervisors on Tuesday, March 15, 2016. Applications are due to the Office of Student Opportunities by Friday, April 29, 2016. Grant continuation will be contingent on 2015-2016 JAG-LA Grant requirements being met.

If you have any questions, please contact Dianna Keller at dianna.keller@la.gov.

Student Planning Guidebook Webinar Series

The High School Student Planning Guidebook is a series of short documents showing administrators, counselors, and teachers how to use key policies, programs, and resources to help both students and schools achieve their goals.

Weekly Guidebook webinars will be held from 3:00 p.m. - 4:00 p.m. on the dates outlined below:

April 21, 2016: Guide Overview & **PLANNING FOR STRUGGLING STUDENTS**

April 28, 2016: Guide Overview & **9th AND 10th GRADE STUDENTS/NEW JUMP START OPPORTUNITIES**

May 5, 2016: Guide Overview & **DEVELOPING ADVANCED AND BASIC COLLEGE AND WORKPLACE SKILLS**

May 12, 2016: Guide Overview & **COUNSELING, SUPPORTS, REWARDS, JUMP START WEB PORTAL, ALTERNATE JUMP START PATHWAYS**

Webinar information below: (**No pre-registration required*)

- Click <https://louisianaschools.adobeconnect.com/studentplanningguide/>
- Enter meeting room as a **guest** and provide your **name**
- Audio access: **(800) 832-0736** / room number: **2834406**

For additional information, please contact CollegeReadiness@la.gov.

2016 Jump Start Super Summer Institute

The 2016 Jump Start Super Summer Institute (SSI) is July 18 - 22, 2016 at South Louisiana Community College in Lafayette, LA. The Institute, co-hosted by the Louisiana Department of Education, South Louisiana Community College, and the Louisiana Community and Technical College System, will provide teacher certification training for Industry-Based Certifications aligned with [Jump Start Statewide Pathways](#) and the [Louisiana Industry-Based Certification \(IBC\) State Focus List](#).

Registration is open and will close April 19, 2016. Registration REQUIRES use of a Purchase Order #, which should be provided to instructors by the Career and Technical Education Supervisor. To register, click [here](#). For a list of Lafayette Jump Start SSI discounted hotels, click [here](#).

The Department will pay training costs and provide lunch for secondary instructors attending SSI. Districts/Charters are

responsible for all travel expenses and a nominal registration fee (\$150.00 / instructor) for which Career Development Funds (CDF) or 2015-2016 Carl Perkins funds may be used. Each district / charter will be invoiced for total registration fees due and will submit payment no later than June 17, 2016 to the following address:

Louisiana Department of Education
Appropriation Control
ATTN: Michelle S. Hill
P. O. Box 94064
Baton Rouge, LA 70804-9064

Instructional resources (books, etc.) will be mailed to CTE supervisors, by June 15, 2016, for distribution to registered instructors. Please direct all questions about Super Summer Institute to JumpStart@la.gov.

Data

Accessing History Data Warehouse Open

LEAs can now access complete student test histories for EOC and PARCC tests via the [LEADS Inquiry System \(LIQ\)](#). Within the system, users should click *Search* (top, right of screen), then *Assessments* and then search by a specific student to pull up their testing history.

Test histories for LEAP, iLEAP, LAA1, LAA2, and ELDA assessments will be added to the warehouse by the end of March.

Please contact assessment@la.gov with any questions.

Economically Disadvantaged Data File Released

The Department will release the February 2016 *Economically Disadvantaged Data File* for each LEA and charter site on **Tuesday, March 29**. The Department will place the file in each LEA's or charter site's Data Management FTP folder as a single Excel file named "LEA Code LEAName Feb 2016 Economically Disadvantaged." **This file will expire from the FTP on April 29.**

The "economically disadvantaged" data include students eligible for SNAP, TANF, Medicaid, and those that are limited English proficient (LEP), homeless, migrant, awaiting foster care, or incarcerated. These data will be used by the Department to inform grants, federal funding, and subgroup determinations.

Email systemsupport@la.gov with questions.

2015-2016 Office of Special Education Programs (OSEP) Outcome PreK Reporting

Please share with AEPSi Coordinators and/or Early Childhood Special Education Supervisors.

In order to comply with federal regulations, Louisiana, districts, and schools must federally report the progress of children ages three through five who receive IDEA services.

Districts must review the [AEPSi OSEP](#) Categories Report: *Progress Categories: Each Child (07/01/2015-06/30/2016)* to ensure all children who exit your school's early childhood program in 2015-2016 are included in OSEP reporting. Click "view" to find the list of children excluded from the report and the reason for exclusion.

Please correct any errors **by May 1, 2016**.

Finance

Mid-year Minimum Foundation Program Adjustments

Please forward to Business Managers.

Per [SCR 55](#), the MFP Resolution for the FY2015-16 MFP Formula, the March 2016 Allocation (provided [here](#)) has been updated to include the October and February mid-year adjustments for students and the final local per pupil amount for charter schools. If you have any questions or need additional information, you may contact Melanie Ruiz at melanie.ruiz@la.gov.

Grants Management

21st Century Community Learning Centers Request for Proposals

LEAs are welcome to submit a proposal to establish a 21st century community learning center.

Eligible proposers will establish community learning centers, in partnership with local educational agencies, to provide students, particularly those who attend high-poverty and low-performing schools, with academic and enrichment opportunities to meet state and local academic achievement standards before and/or after school, as well as in the summer. The RFP will be available in PDF format [here](#).

For support with this process, please contact Kenya Jenkins at kenya.pierce@la.gov or Tonya Johnson at tonya.johnson@la.gov.

Other

2016 Inclusive Art Show Contest

To increase awareness of the importance of inclusion in today's society, the Governor's Office of Disability Affairs (GODA) encourages citizens of Louisiana to participate in the Inclusive Art Show Competition. GODA will accept entries that illustrate or describe impression related to this year's contest theme: "Inclusion Matters: A Better World For All." Award Medals and special recognition from Governor John Bel Edwards will be presented to the winners. All entries must be received by May 17, 2016. Please contact Jamar Ennis at (225) 219-9866 or email jamar.ennis@la.gov for more information. The contest form is attached [here](#).

LDOE Contacts

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