

# LDOE Weekly Newsletter



July 27, 2016

## Superintendent's Message

Dear Colleagues,

Earlier this week, the Department announced that for the third consecutive year students in Louisiana public schools saw increased ACT scores. Today, nearly 7,000 more graduates achieved a college going ACT score than did in 2012.

These results build on a record of similar progress our students have achieved in other ways. The state's high school graduation rate is at an all-time high. Fourth grade reading and math scores top the nation in terms of annual progress. And more kids than ever before are moving on to college, many of them with Advanced Placement, dual enrollment credits, and Industry-Based Credentials applicable in the workplace.

While these announcements have become frequent, let us not forget that the work of raising academic expectations is difficult and requires incredible effort at every level of our system and in the homes of our state. It is the daily work of teaching and learning that achieves progress.

As I travel the state this week and next [discussing ESSA](#), this fact will be continually reinforced. Policies that advance student opportunity must be strengthened. In those areas where students fall through the cracks, we must make the adjustments necessary to close those gaps. Making these types of changes can be difficult and requires complex policy decisions in order to do what is best for our students. However, I know Louisiana is up to the task, and I am convinced that we will emerge from this process with a stronger state plan for children than ever before.

I look forward to seeing you on the road and sharing an update from these meetings with you in the near future.

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

**John**

John White  
Louisiana Department of Education  
Twitter [@LouisianaSupe](#)

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

## District Support

### Monthly District Planning Call

This August district planning call is scheduled for **Wednesday, August 3, from 1 p.m. - 2 p.m.**

The following district supervisors should attend:

- Curriculum and Instruction
- Assessment and Accountability
- Data
- Early Childhood
- High School
- Career and Technical Education
- Principal and Teacher Leader

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

- Meeting Name: **August District Planning Call**
- Webinar Link: <https://louisianaschools.adobeconnect.com/dpc/>
- Enter the meeting room as a guest and provide your name.
- Call-In Information: (800) 832-0736; meeting room #3423625

Email [districtsupport@la.gov](mailto:districtsupport@la.gov) with questions.

### Translated Parent Guides

**Please share these resources with principals, teachers, and parents.**

The Department translated the [Parent Guide to the LEAP Student Reports](#) and the [Parent Guide to the Louisiana Student Standards](#) in the following languages. All guides are located in the [Family Support Toolbox Library](#).

- French
- Spanish
- Vietnamese
- Simplified and Traditional Chinese

Email [districtsupport@la.gov](mailto:districtsupport@la.gov) with questions.

## District Test Coordinator Reminders

This entry provides DTCs with reminders and updates related to testing.

### **District Test Coordinator Monthly Call**

- The August Assessment and Accountability Monthly Call and Webinar is scheduled for **Tuesday, August 2, 2016, at 1:00 p.m. \*Please note new time\***
- Webinar Login Information: (\*No pre-registration required)
  - Meeting Name: District Test Coordinator Monthly Meetings
  - Webinar Link: <https://louisianaschools.adobeconnect.com/dtc/>
  - Enter the meeting room as a guest and provide your name.
  - Access audio via phone bridge: 1-800-832-0736; room number: 3423602
  - Select the "listen only mode" if joining the meeting via computer or smartphone.

### **ACT**

- **2015-2016 ACT Results:** The Department released district- and school-level ACT results to districts via the FTP. These files will be available on the FTP from July 22, 2016, to August 22, 2016, with the filename LEACode\_LEAName\_2016\_ACT 12 Grade Best Score Results.

### **Developing Skills Checklist (DSC):**

- District test coordinators should review and update DSC user workbooks using instructions found in the [DSC Manager Users Guide](#) by **August 31, 2016**. These Excel workbooks are used to create and update [DSC web application](#) user accounts for DSC kindergarten screening.
- Red-e-Set Grow will email user workbooks to district test coordinators **on Wednesday, July 27, 2016**. DTCs should update district account contact information by visiting [k.onlinedsc.net](http://k.onlinedsc.net).
- Contact Red-e-Set Grow at 888-386-3822 with questions about LEA workbooks and user accounts.

### **DTC Contact Information**

- District test coordinators and accountability contacts should use the DTC and Accountability Contact Update form to submit any new or updated contact information to [assessment@la.gov](mailto:assessment@la.gov). The form is available on the [Accountability page](#) and in the [Assessment Library](#).

Contact [assessment@la.gov](mailto:assessment@la.gov) with any questions.

## Type 2 Charter Applications

The Department has received Type 2 charter proposals from 23 Louisiana non-profit organizations in the 2016 charter school application appeals cycle. Those applications are for proposed Type 2 charter schools [located in 12 districts](#). The Department is still finalizing recommendations to BESE based on an evaluation of the applications by independent, third party reviewers. District superintendents or their staff may email [rfa@la.gov](mailto:rfa@la.gov) with questions about charter school applications or to provide written information about an application for a school to be located in their district.

## Statewide ESSA Forums

Superintendent White began a series of statewide forums today to discuss creating educational opportunities for students through the new federal Every Student Succeeds Act (ESSA). All district and school leaders and teachers are encouraged to attend these forums and share their feedback with the Department. A [schedule of forums around the state](#) and a copy of the presentation is posted on the Department's website.

Please email [districtsupport@la.gov](mailto:districtsupport@la.gov) with questions.

# Assessment & Accountability

## LEAP and EOC Assessment Results and Reports

### **2016 LEAP ELA and Math Assessment Results**

- Spring 2016 LEAP ELA and math assessment results will be released by the end of this month through [eDirect](#). The

- Spring 2016 LEAP ELA and math assessment results will be released by the end of this month through [eDirect](#). The release includes student reports, school rosters, and CSV files.

## 2016 EOC June Retest Post-Window Reports

- End-of-Course (EOC) June Retest Post-Window Reports are available in the [EOC test system](#) this week. These reports include the student report, student item analysis report, class report, school report, and school/district CSV files.

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

## Assessment Data Certification

Annually, school systems have the opportunity to certify and make changes to assessment data to ensure its accuracy prior to the calculation of school performance scores (SPS). To facilitate this process, LA Data Review will open in early August for accountability contacts to review and request changes to student scores in the system, prior to SPS scores being released.

Accountability contacts will receive an email with user ID/password information and user guides when the system is ready.

**Updates or changes to district accountability contact information must be submitted to [assessment@la.gov](mailto:assessment@la.gov) no later than Friday, July 29, to assure that the email notification is sent to the appropriate contact for each district/school.**

- **ACT, DCAI, and high school progress points:** LA Data Review will **open the week of August 1** for accountability contacts to review of ACT<sup>®</sup> scores, DCAI points, and high school progress points.
- **K-8 progress points:** Assessment rosters and K-8 progress points will be available for accountability contacts to review in LA Data Review the **week of August 16**.

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

# High School Opportunities

## Jobs for America's Graduates-Louisiana (JAG-LA) New Specialist Training

All new JAG-LA specialists are required to attend one of the two training opportunities listed below. Participants are asked to register on [Solutionwhere](#). New JAG-LA specialists for Multi-Year and Out-of-School may select either training location, however, all middle school specialists must attend the training in Alexandria in August. For questions regarding registration, please email [Renee Montgomery](#).

**Note:** All Middle School Specialists must attend the new specialist training held in Alexandria.

- **Baton Rouge:** Tuesday-Thursday, July 26-28
- **Alexandria:** Tuesday-Thursday, August 2-4

## Course Choice 2016-2017 Registration Webinar

Course Choice provides students and schools with access to a broad variety of course offerings from online, face-to-face, industry training, and dual enrollment course providers. These course offerings will enable schools to provide courses not currently available to their students, including:

- Career and technical preparation, supporting the Jump Start program;
- Academic work required to achieve TOPS;
- Advanced course work not available at the school due to limited resources;
- Dual Enrollment; and
- Intensive remediation for students struggling to stay on pace for graduation.

New for 2016-2017, schools will register students directly with the Course Provider. Please refer to the [Course Choice](#)

[Registration Instructions](#) for details on this process. Once students are registered with the Course Providers, schools should document enrollments in the [Course Choice Registration system](#).

Informational webinars on usage of the new Course Choice Registration System will be held. School administrators, professional school counselors, and district staff are encouraged to participate in one of the three scheduled dates.

- **Wednesday, July 27: 3 p.m. - 4 p.m.**
- **Wednesday, August 3: 3 p.m. - 4 p.m.**
- **Wednesday, August 10: 3 p.m. - 4 p.m.**

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

- Meeting Name: Course Choice Registration System
- To join the meeting go to <https://louisianaschools.adobeconnect.com/ccr1/>
- Enter meeting room as a **guest** and provide your **name**
- Audio access: 1-800-832-0736; room number: 1053465

## **TOPS Funding Update**

The annual TOPS Award Amount is the total amount TOPS would pay for a student if TOPS was fully funded for the 2016-2017 academic year. The **pro-rata amount** for the fall semester is the maximum amount that will be paid for a student's TOPS Award in the fall semester of 2016.

At this time, the winter/spring pro-rata amounts are estimated. The maximum amount that will be paid for TOPS in the winter quarter and spring semester/quarter will be revised based on actual billing numbers for fall received by October 14 deadline.

The re-calculated pro-rata amounts will be available by November 1. Actual amounts payable for winter/spring are subject to appropriation and funding received.

For more information, please visit [www.osfa.la.gov](http://www.osfa.la.gov).

## **Data**

### **ACT Results Released**

**Please forward to all data coordinators.**

The **2015-2016 ACT® Results** are available on the FTP site from July 22, 2016, until August 22, 2016, with the filename **LEACode\_LEAName\_2016\_ACT 12 Grade Best Score Results**. Please supply these files to accountability contacts and district test coordinators.

For more information, email [LDEData@la.gov](mailto:LDEData@la.gov).

### **Monthly Data Coordinator Webinar**

The Department will hold its monthly webinar for LEA managers of SPS, SPC, CUR, SIS, PEP, STS, SER, and AFR on **Thursday, August 5, at 1:00 p.m.** (Please note the **new time**.)

Topics will include upcoming deadlines, updates, enhancements, and best practices.

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

- Meeting Name: **System Data Coordinator Webinar**
- Webinar Link: <https://louisianaschools.adobeconnect.com/dcw/>
- Enter the meeting room as a guest and provide your name.
- Select the "listen only mode."

The presentation will be posted on the INSIGHT Coordinator's Portal under **Monthly DC Webinars** by Wednesday, August 4. Please email [systemsupport@la.gov](mailto:systemsupport@la.gov) with questions.

## **Finance**

### **\$20 Million to MFP Appropriation in Second Extraordinary Legislative Session**

**Please forward to business managers and financial officials.**

The Legislature, through Act 14 of 2016, provided \$20 million to local public school districts and schools outside of the MFP appropriation. The law states:

*"Payable out of the state general funds to the Minimum Foundation Program to increase funding for city, parish, special schools, lab schools, and charter schools, and the Recovery School District, which shall be allocated in the same manner as provided in Fiscal year 2014-15 MFP formula in order to fund expenses related to high cost special needs students, costs related to Supplemental Course Allocation, to sustain the certificated classroom teacher pay raise provided for by appropriation in Fiscal years 2013-14 or other operational or educational expenses related to the education of children."*

The methodology for allocating these funds refers back to the total MFP funds allocated in 2014-2015 to school districts and schools including Level 1, 2 and 3 amounts plus Level 4 Supplementary Allocations based on program participation. The proportion of the total 2014-2015 allocation for each entity is calculated and that same proportion is applied to the \$20 million provided in 2016-2017.

There is no one specific required use of this allocation, but instead, school districts and schools have flexibility to dedicate these funds among the four purposes noted in the law. But as you recall, specific dedications were provided in the past for High Cost Services, Supplemental Course Allocation, and pay supplements from funds appropriated outside the formula. Districts and schools are encouraged but not required to continue to budget for similar program related expenses in the 2016-2017 fiscal year. Also, districts and schools should verify any program requirements, regulations, or statutes related to any of these three areas to ensure required activities are funded even if funding is not provided via this appropriation. Each [LEA's allocation](#) is provided on the Department's website.

Contact [Melanie Ruiz](#) if you have any questions or need additional information.

## **Accountability for Weighted Student Funds in the MFP**

**Please forward to business managers.**

R.S. 17:7(2)(f)(i) provides for the accountability for weighted student funds included in the MFP. Per R.S.17:7(2)(f)(i), city, parish and other local public school districts, RSD schools, LSU and Southern Lab schools, LSMSA, NOCCA and Type 2 and Type 3B charter schools are required to expend funds generated by applying the weighted factors contained in the formula for low income students, career and technical education course units, students with disabilities, and gifted and talented students on items that serve the unique needs of students who generate such funds. Funds must be expended on the following items:

- Personnel
- Professional Services
- Instructional Materials
- Equipment
- Supplies

The following items are attached for your reference:

- [FY2016-2017 Weighted Calculations - City-Parish LEAs](#)
- [FY2016-2017 Weighted Calculations - Charters and Other Public Schools](#)
- [AFR Reporting Details](#) (Contains clarification on reporting specifics for each weight as it pertains to the AFR.)

If you have any questions or need further information, please email [Kristen Smith](#).

## **USDA Required School Lunch Match**

**Please forward to business managers.**

The United States Department of Agriculture (USDA) requires that districts and schools participating in the School Lunch Program contribute a portion of their state funds to the operation of this program. The contribution required of districts and schools must be supported by the Minimum Foundation Program (MFP) allocations. This [memo](#) and [spreadsheet](#) provide details regarding each district's and school's required school lunch amount for FY2016-2017.

If you have any questions or need further information, please email [Melanie Ruiz](#).

## **FY2016-2017 General Fund Budget**

**Please forward to business managers and financial officials.**

Louisiana R.S. 17:88 requires district school boards to adopt, no later than September 15, a budget of expected revenues and probable expenditures for the year and submit copies of the budget to the State Superintendent of Education for review and approval. The following items outline the General Fund Budget requirements and collection process:

- [FY2016-2017 General Fund Budget - memo](#)
- [Instructions and Signature Sheet](#)
- [FY2016-2017 General Fund Budget - Form A](#)
- [Steps for Budget Adoption](#) (Legislative Auditor document for reference)

If you have any questions or need additional information, please e-mail [Kristen Smith](#).

## **Sports Medicine Policies and Supports**

With the 2016-2017 school year soon beginning in the heat of summer, the Louisiana Athletic Trainers' Association (LATA) is offering to partner with local school systems around the state to review school sports injury management policies and practices in an effort to keep student safe and healthy as they engage in team sports and other physical activities. [BESE Bulletin 135](#) contains regulations aligned to state law (R.S. 40:1087.1) regarding youth sports injuries and comprehensive sports injury management programs, which include concussion management, heat stress, return to play, and much more. For assistance, please contact [LATA President Scott Arceneaux](#).

## **Grants Management**

### **2016-2017 Coordinated Monitoring Schedule for School Districts and Charter Schools**

The Division of Statewide Monitoring conducts annual monitoring activities of local education agencies (LEAs) to ensure compliance with federal and state requirements. To assist our school districts and charter schools in thoughtful planning and preparation for the upcoming school year, we have provided an [annual, consolidated monitoring schedule](#) for the 2016-2017 school year. The schedule is tentative and the agency reserves the right to make adjustments as necessary.

For the 2016-2017 monitoring year, the Department has implemented a risk-based monitoring selection process which incorporates both compliance and performance risks. A monitoring rubric, which is the equivalent to a monitoring report card, will be made available to every LEA. This document will provide a detailed preview of risk indicators, both compliance and performance, analyzed to determine the most appropriate monitoring experience for LEAs. Rubrics will be available for download via FTP on August 2, 2016. The files will be available until September 1, 2016.

The Early Childhood annual monitoring schedule for Cecil J. Picard LA 4, Title I Pre-Kindergarten, and the Preschool Development (Expansion and Non-public) programs will be included in the Department's Early Childhood newsletter.

[Quarterly updates](#) will follow this newsletter announcement. Additionally, the assigned Statewide Monitoring Team Leader will send a more detailed monitoring notification reminder along with any necessary planning documents or instructions directly to the District Superintendent, Federal Programs Director, and/or IDEA Director of each school district or charter school appearing on the monitoring schedule.

If you have any questions about the monitoring schedule, please contact [Linda Tindall](#) for program monitoring related to the Every Student Succeeds Act (ESSA) or [Dr. Chauncey McElwee](#) for monitoring related to the Individuals with Disabilities Education Act (IDEA). Questions related to Early Childhood monitoring may be directed to [Terry Simoneaux](#).

### **2016 School Improvement Grant Application Process Deadline Extended**

School Improvement Grants provide Louisiana school districts with the opportunity to transform their poorest performing schools. In order to support districts in crafting high-quality school improvement plans, the Department has extended the School Improvement Grant application deadline to **Monday, August 22, at 3 p.m.**

BESE will allocate School Improvement Grant funds at the October state board meeting. LEAs that receive funds in October may use the 2016-2017 school year as a planning year and begin full SIG implementation in the 2017-2018 school year.

The Department's [School Improvement Grant webpage](#) includes resources for LEAs writing School Improvement Grants, including the SIG eligibility list, the Department's SIG webinar presentation, and federal SIG guidance.

For further information, please contact [David Shepard](#).

### **2016-2017 Grant Applications Releases**

**Please forward this item to federal program directors, business managers and financial officials.**

The 2016-2017 applications for the following programs are released and ready for original application submission:

- Early Childhood Consolidated (LA4)
- Assistive Technology (LATI)
- Positive Behavior Support (PBIS)
- State Personnel Development Grant (SPDG)

Original applications should be submitted by **August 15, 2016**. For further information, email [Randy Littleton](#).

# Special Education

## **Blind/Visually Impaired Teacher Certification Scholarship**

Through a federal grant from the Louisiana Department of Education, Louisiana Tech University will be offering financial support for individuals who wish to complete coursework and training to become certified in the state as a teacher of the Blind/Visually Impaired. Most coursework can be completed online. Classes begin September 7. To be considered, the application process can be found in the Professional Development and Research Institute on Blindness [informational document](#).

For more information, please contact Dr. Edward Bell at [ebell@latech.edu](mailto:ebell@latech.edu) or by calling 318-257-4554.

## **Lighthouse Louisiana Offering Educational Interpreter Mentoring for 2016-2017**

Through a federal grant from the Department, Lighthouse Louisiana will be providing structured mentoring to develop the skills of educational interpreters working in K-12 settings in fourteen school districts across southeast Louisiana. [Applications](#) are due August 15.

For more information, please contact [Nicky Gillies](#), Director of Deaf Services.

# Other

## **Fresh Fruit and Vegetable Program Application**

Applications for the Fresh Fruit and Vegetable Program for the 2016-2017 School Year are now available for School Food Authorities to open, complete, and submit online through the [Child Nutrition Program website](#). Applications must be completed and submitted by August 4, 2016. Please refer to the [Application Instructions and Certification Signature Page](#) for more information.

### LDOE Contacts

[John White](#)  
State Superintendent of Education  
(toll-free) 877.453.2721  
Twitter @LouisianaSup

### LDOE Links

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