

# CHARTER SCHOOLS



January 10, 2018

## Superintendent's Message

Dear Colleagues,

I hope you had restful holidays and are back in action. I'm looking forward to another year working together.

As you know, every fall a relatively small number of students take or re-take state high school assessments in specific subject areas. Later this week you will receive a student-level file from this year's fall tests and re-tests in eDIRECT. Next week, student reports for each subject will also be released in eDIRECT.

As you also know, this year's high school LEAP 2025 tests include some changes. First, in order to align with expectations in elementary and middle school, high school LEAP 2025 tests will be graded on a five-point scale. This makes the definition of "mastery" consistent across grade levels and allows parents and educators to see growth in performance from middle school to high school. However, the minimum criteria for graduating from high school does not change; level two out of five remains the minimum in order to graduate. There thus will not be a significant change in the percentage of students meeting the minimum criteria to graduate.

Second, first-time 9<sup>th</sup> graders now take LEAP 2025 tests in English I, allowing seamless measurement of literacy skills from elementary school through high school. First-time students in U.S. history also take a test based on revised 2011 social studies standards, calling for students to write in-depth when demonstrating knowledge of American history (students re-taking U.S. history tests this year in order to graduate took an older version of the test).

Finally, high school performance scores will include measures of both student performance and student growth on math and English LEAP 2025 tests, allowing high schools to earn credit for how well they are improving student performance throughout the year, rather than for absolute achievement alone. Schools will see these gains reflected in school performance scores released in fall 2018, as explained in the [Accountability Policy Update](#).

These changes to high school assessments call for a more challenging high school curriculum while rewarding those high schools that make gains with all students. I look forward to seeing all that our high school students achieve in years hence.

John

Twitter [@LouisianaSupe](#)

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# Action Items for Charter Schools

Date	Action	Owner(s)
1/10/18	Apply for <a href="#">High Cost Services Grant</a>	School leaders and SPED coordinators
1/12/18	<a href="#">Register</a> for Jump Start Convention	CEOs and School leaders
1/12/18	<a href="#">Apply</a> for Vex Robotic Grant	STEM or science supervisors, teachers, and K-12 school counselors.
1/19/18	Submit IDEA Alternate Assessment Monitoring Documentation for SY 2017-2018	School leaders at impacted schools
1/22/18	Submit <a href="#">Principal &amp; Teacher of the Year</a> applications	CEOs and School leaders
1/31/18	<a href="#">Submit</a> Second Quarter Finance Reports FY 2017-18	Business Managers and Financial Officials of Type 2, Type 3B, and Type 5 Charter Schools
1/31/18	Submit <a href="#">applications</a> for Louisiana Team Nutrition Training Grant	School leaders
2/1/18	<a href="#">Submit</a> Intent to Form a Title III Consortium	School leaders
2/1/18	Submit Pupil Progression Plans	CEOs and School Leaders
3/1/18	Submit <a href="#">School Redesign</a> Applications	CEOs and School Leaders

## LEA Support

### **New: January Superintendents' Call**

You are invited to participate in the Superintendents' Conference Call hosted by State Superintendent John White on Wednesday, January 17, at 10:30 a.m. Superintendents may begin dialing into the call 15 minutes in advance.

To join the January Superintendents' Meeting:

1. Go to <https://louisianaschools.adobeconnect.com/suptscall/>
2. Dial into the Phone Bridge: 877-475-0109
3. When prompted, please give the Meeting ID #5695769
4. You will need to identify yourself in order to be placed into the meeting.

### **New: CSPR Reporting**

The Louisiana Department of Education must report in the 2016-2017 Consolidated State Performance Report (CSPR) its progress and compliance with the No Child Left Behind Act of 2001. Additionally, LEAs must submit student and staff data for Title I, Part A (TIA) and Title I, Part D (TID).

This year, LEAs can verify their schoolwide counts for Title I Part A on the FTP site prior to submitting on the [LEADSPortal](#).

Title I directors must receive access to the [LEADSPortal](#) from their local security coordinators in order to enter the data for the 2016-2017 school year. The [LEA DSPortal](#) will be open for data submission on January 15, 2018 through January 31, 2018.

Please find additional information for entering data at [CSPR - TIA Title I, Part A](#).

Please find additional information for entering data at [CSPR - TID Title I, Part D](#). (Only LEAs and facilities receiving Title I, Part D funds should complete the TID section of the LEADSPortal.)

If any additional information is required, please contact your point of contact ([POC](#)) for further assistance.

### **Reminder: January/February Supervisor and Principal Collaborations**

Sessions at the January/February [Supervisor](#) and [Principal](#) Collaborations will focus on topics relevant to school system leaders, including but not limited to accountability, school system planning, content area instruction, assessment, early childhood, and data systems.

Registration opened on Wednesday, January 3 in [Wisdomwhere](#) and closes on January 19.

[Supervisor Collaboration](#) Key Code: **2018SUPR**

[Principal Collaboration](#) Key Code: **none**

Date	Location

Tuesday, January 30	Claiborne Building 1201 N.3rd St. Baton Rouge, LA 70802	Baton Rouge
Thursday, February 1	Jefferson Parish Public School Board 501 Manhattan Blvd. Harvey, LA 70058	Harvey
Wednesday, February 7	Bayou Church 2234 Kaliste Saloom Rd. Lafayette, LA 70508	Lafayette
Thursday, February 8	Trinity Methodist Church 1000 Woodward Ave. Ruston, LA 71270	Ruston
<a href="#">Supervisor Collaborations</a> 8:00 a.m.-12:00 p.m. <a href="#">Principal Collaborations</a> 12:00 p.m.-4:00 p.m.		

Please contact [LouisianaTeacherLeaders@la.gov](mailto:LouisianaTeacherLeaders@la.gov) with questions related to this event.

### **Reminder: Join the Special Education Leader Monthly Webinar**

The Department will hold its monthly webinar for school system directors, supervisors, and coordinators of special education on Thursday, January 11, at 2:00 p.m. Topics will include upcoming deadlines, updates, guidance, and training opportunities.

To join the Special Education Policy Monthly Webinar (no pre-registration required):

- Go to: <https://louisianaschools.adobeconnect.com/spedjan/>.
- Dial: 1-855-240-2575.
- Enter participant code: 30160130.

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

### **Reminder: Round 2 School Redesign Application Available**

Beginning in 2017-2018, ALL school systems must submit a School Redesign plan. At a minimum, this plan must describe how the school system will:

- spend [Direct Student Services \(DSS\) grant](#) (3% of Title I Part A allocation)
- address the needs of any schools labeled Comprehensive Intervention Required, if applicable

Direct Student Services and the competitive three-year, School Redesign grant help school systems implement plans to improve their struggling schools.

This year, school systems that would like to apply for additional funds to support schools labeled Urgent Intervention Required may choose to submit a plan for these schools. Beginning in 2018-2019, school systems will be required to submit a plan for any schools with this label.

Refer to the [2018-2019 School System Planning Guide](#) for more information about the School Redesign application, which is due March 1, 2018. All round 2 materials can be found in the [School Redesign library](#).

### **Reminder: U.S. History Sample Scope and Sequence Updated**

The U.S. History Sample Scope and Sequence document has been updated. This updated document provides instructional tasks which build content knowledge and skill with **sources**, a coherent yearlong frame which **makes connections** among content ideas, and assessments which measure how well students **express informed opinions** with evidence and outside knowledge.

- US History Sample Scope and Sequence Updated -[Word](#)
- US History Sample Scope and Sequence Updated -[PDF](#)

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

# Charter Monitoring

## **New: Transportation FAQ for Type 2 Charter Schools**

Beginning in the 2018-19 school year, BESE policy requires all state-authorized charter schools to provide transportation to and from school for all students living in the parish in which the school is located and who live more than 1 mile from the school.

The Office of Portfolio has created a [Transportation FAQ](#) document for all state-authorized charter schools to ensure that school leaders and boards have their questions answered and are informed of the specific responsibilities of providing transportation. This document will also assist schools that need to complete the RFP process for transportation providers for the 2018-19 school year.

Schools will receive a copy of the 2018-19 Transportation Plan template next month and be asked to submit their initial Transportation Plan to the Department in March. Please continue to review the newsletter for updates related to transportation.

Schools that have questions regarding transportation after reviewing the [Transportation FAQ](#) document, can reach out to [Olin.Parker@LA.gov](mailto:Olin.Parker@LA.gov).

# Family Engagement

## **New: Family Engagement under ESSA Session Offered at Winter Collaborations**

**Please share with principals, Federal Program/Title I supervisors, and Family Engagement leads.**

In order to receive funding for Title I plans under the Every Student Succeeds Act (ESSA), schools and school systems must involve families in the development of family engagement policies and compacts. Therefore, the Department is offering a session for school system supervisors and principals at the January/February collaborations on the family engagement requirements under ESSA, and what a model process for developing school and family compacts looks like.

Please review the [Supervisor](#) and [Principal](#) Collaboration overview documents for more information or email [annie.morrison@la.gov](mailto:annie.morrison@la.gov).

# Assessment and Accountability

## **New: Translated School and Early Childhood Performance Score Videos Available**

The Department released new school and early childhood performance videos in Spanish, Vietnamese, and Arabic to help families breakdown the state's K-12 and early childhood accountability systems in order to better understand how schools and centers are rated.

K-12 School Performance Scores	Early Childhood Performance Profiles
<a href="#">Spanish</a>	<a href="#">Spanish</a>
<a href="#">Arabic</a>	<a href="#">Arabic</a>
<a href="#">Vietnamese</a>	<a href="#">Vietnamese</a>

Please share these links with all Spanish, Arabic, and Vietnamese speaking families. All videos are available on the ["School Finder" playlist](#) on the Department's [YouTube channel](#).

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

## **New: Reminders for District Testing Coordinators**

### **LEAP 2025 Practice Tests**

- Social studies, ELA, and math practice tests for grades 3-8 are now available for student use in INSIGHT.

## LEAP 360

- The [Interim Quick Start Guide](#) has been updated to include grades 3-8 ELA and Math Interim 2 teacher access usernames and passwords.
- LEAP 360 Interim 2 Grades 3-8 Math and ELA Teacher Access are now available in [eDIRECT](#). LEAP 360 Interim 2 Grades 3-8 Math Teacher Access versions and answer keys have been posted in [eDIRECT](#).
- Thirteen new Social Studies passage sets have been added to EAGLE.

## English Language Proficiency Test (ELPT)

- The Department held a webinar for EL teachers and specialists on the English Language Proficiency Test (ELPT) last week. The presentation and recording are located in the [Assessment Guidance](#) library.
- Students have been uploaded in the [ELPT portal](#).
- The [ELPT FAQ](#) is posted in the Assessment Library.
- District technology coordinators should install the ELPT secure browser on all testing devices that will be used for ELPT testing. The ELPT secure browser can be downloaded [from the ELPT Portal](#).
- ELPT test administrators should review the [Test Administrator User Guide](#) prior to testing. The user guide supports test administrators who manage testing for students participating in the ELPT online tools training and operational tests.
- District and School Test Coordinators should review the Test Information Distribution Engine to understand how to perform the following functions:
  - Registering students for assessments
  - Establishing test settings and accommodations
  - Associating students with districts, schools and rosters
  - Creating and approving testing appeals
- The Online tools trainings (OTT) is available for [ELPT](#). Students and test administrators must review these OTTs prior to testing.
- The Test Administrator Manual is posted in the [ELPT Portal](#).
- The LEAP Connect and LAA1 assessment window is February 5 - March 16.

## LEAP Connect/LAA1

- The webinar for special education teachers and specialists on the LEAP Connect is posted in the [Assessment Library](#) and [Assessment Guidance](#) library.
- The Online tools trainings (OTT) is available for [LEAP Connect](#). Students and test administrators must review these OTTs prior to testing. OTT Directions for Administration are posted to [eDIRECT](#) under General Information, then Documents.
- The Test Administrator and Coordinator Manuals are posted in [eDIRECT](#). Test Coordinators can manage users and create test sessions.
- The Student Response Check is available in INSIGHT through the LEAP Connect Online Tools Training, under the link "Student Response Check". The purpose of the SRC is to ensure that a test administrator can clearly identify the mode of communication a student uses.
- The LEAP Connect and LAA1 assessment window is February 5 - March 16.

## ACT

- The ACT Online Plan has been posted to the [Assessment Library](#). This plan includes actions districts and schools need to take prior to testing.
- ACT is offering a test administration Q&A webinar for the ACT<sup>®</sup> test and ACT WorkKeys<sup>®</sup> for State testing. The registration deadline is 48 hours before the session start time and registration links are provided below. .
  - In the webinar, ACT will answer questions about:
    - Staff and facility requirements
    - Preparation activities, such as handling test materials and completing the examinee non-test information
    - Managing information in PearsonAccess<sup>next</sup>™
    - Test day policies and procedures
    - Returning test materials
    - Topics specific to state testing program
  - Both webinars will be offered from 1:00 p.m.-2:00 p.m. on [January 16](#) and [February 20](#).
- Resources for students preparing to take the ACT<sup>®</sup> can be found at [www.act.org/stateanddistrict/examinees](http://www.act.org/stateanddistrict/examinees)
- This month, a practice test with text-to-speech will be added to the ACT state testing website.
- ACT Match/No Match lists will be released to school systems via secure FTP the week of January 15th.
  - The ACT Match List provides names of students in grade 12:
    - who already have an ACT score and can only be retested in spring at the expense of the school or system; and
    - for whom the state does not have an ACT score, and should be tested.
  - A zero will be applied to the ACT index portion of the school performance score for any student on the No

Match list who does not test.

- The only students who are exempted from ACT testing are those who participate in LAA1 or LEAP Connect assessment.
- ACT scores for these students can be updated during data certification in August. Please do not submit requests for changes at this time.

## Assessment Administration Support and Training

- [2018-2019 Assessment Calendar](#) now available
- Assessment and Accountability Monthly Call
  - Tuesday, January 16, 2018, at 1:00 p.m.
  - Webinar link: <https://louisianaschools.adobeconnect.com/assessmentaccountability/>
  - Phone Number: 1-646-307-1380; Participant PIN code: 89147656
- The [2017-2018 Assessment Month-by-Month Checklist](#) has been updated to include additions to ACT, ELPT, and LEAP Connect action items.

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

## Student Opportunities

### **Reminder: 2017-2018 Individual Graduation Plan and Diploma Pathway Webinar**

**Please share with school counselors.**

The Department is hosting a webinar to support professional school counselors with the Individual Graduation Plan (IGP) and diploma pathway selection process. Participants will review the Guidance for Individual Graduation Plans and Diploma Pathway Selection document that was developed to assist middle and high school counselors in the annual development and review of the IGP. The webinar will be offered twice:

- January 11, 2018, from 3:00 until 3:30 p.m.
- January 17, 2018, from 3:00 until 3:30 p.m.

To join the webinar:

- Go to <https://louisianaschools.adobeconnect.com/igp2018>
- Enter the meeting room as a guest and provide your name

Please email [leslie.gilliland@la.gov](mailto:leslie.gilliland@la.gov) for assistance.

### **Reminder: VEX Robotics Grant Opportunity**

**Please share with STEM or science supervisors, teachers, and K-12 professional school counselors.**

The Robotics Education and Competition (REC) Foundation will provide ten school system grants for the state of Louisiana in support of the [Louisiana Science, Technology, Engineering, and Mathematics Advisory Council \(LaSTEM\) initiative](#). The VEX IQ Challenge grants are for elementary and middle school grades 3-8 and the VRC Grants are for middle and high school grades 7-12.

Learn more about the [grant opportunity](#) and [apply](#) by **Friday, January 12, 2018**. Contact [lastem@regents.la.gov](mailto:lastem@regents.la.gov) with questions.

## Talent

### **New: 2017-2018 Educator Workforce Data**

In December, school system leaders received a final report of their 2017-2018 educator workforce data to review and certify. This data will be released in the [Superintendent and Principal secure reporting site](#) this spring. Once the 2017-2018 workforce data is released, the Department will provide guidance around reporting updates to help school and school system leaders understand the data. Please contact [believeandprepare@la.gov](mailto:believeandprepare@la.gov) with questions.

### **New: Teacher and Principal of the Year Application Deadline Extended**

The 2019 Teacher and Principal of the Year application deadline has been extended. Applications are now due via the online application portal by Monday, January 22, 2018. The Department encourages all school systems to identify at least one teacher and one principal to complete the application and participate in the state-level process.

All applications and materials may be found on the [Department's website](#). Candidate's may enter the application portal by following steps on the [online portal user guide](#). Please send questions to [excellenteducators@la.gov](mailto:excellenteducators@la.gov).

## Data

### **New FTP file: ACT Match/No Match Roster**

**Please provide this information to your school leaders and test coordinators.**

ACT Match/No Match Lists will be available the week of January 15 with file name 2017-2018\_LEA Code\_LEA Name\_ACT Match\_No Match Roster.

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

### **Reminder: October 2017 Data File of Economically Disadvantaged Students**

The October 2017 data file of economically disadvantaged students for each school system was released recently. The single Excel file,

*LEACode\_LEAName\_Oct 2017 Economically Disadvantaged*, will be available through February 16, 2018, on the data management FTP site.

FTP coordinators should locate their individual system file and share it with their federal program and finance staff. The data include students eligible for SNAP, TANF, Medicaid, reduced price lunch and those who are limited English proficient (LEP), homeless, migrant, foster care, or incarcerated. These data will be used by the Department to inform grants, federal funding, and subgroup determinations.

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

### **Reminder: Systems Data Coordinator Monthly Webinar**

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

**Monthly Systems Data Coordinator Monthly Webinar: Thursday, January 11, 2018 at 1:00 p.m.**

- Click [here](#) to join the meeting or go to <https://louisianaschools.adobeconnect.com/dcw/> (no preregistration required).
- 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, January 10, 2018. Please email [systemsupport@la.gov](mailto:systemsupport@la.gov) with questions.

## Finances

### **New: FY2017-2018 Second Quarter Financial Report**

**Please forward to Business Managers and Financial Officials of Type 2, Type 3B, and Type 5 Charter Schools.**

The Second Quarter Financial Report for FY2017-18 is due January 31, 2018. The [quarterly report form](#), along with the [Statement of Affirmation](#), are included for your reference and should be submitted to Karen McCarvy at [Karen.McCarvy@la.gov](mailto:Karen.McCarvy@la.gov).

- The MFP Resolution provides for a mid-year adjustment equal to the total per pupil amount times the number of students gained or **lost** from the February 1, 2017, student count to the October 1, 2017, student count.
- School Boards must revise their budget, as necessary, to maintain a balanced budget and accurately reflect the revenues and expenditures based on the October 1, 2017, student count as reported in SIS. The Second Quarter Financial Report

shall contain year end data through December 31, along with budgeted data for FY2017-18 (July 1, 2017 through June 30, 2018.) If your organization operates more than one charter school, you must submit the financial reports for each individual school.

If you have any questions or require further information, contact [Karen McCarty](#) or call 225-342-3776.

## Federal Programs

### **New: Guidelines for Forming Title III Consortium**

Under Section 3114(b) of the ESEA, as amended by the Every Student Succeeds Act, a state educational agency shall not award a Title III subgrant to a local educational agency (LEA) if the amount is less than \$10,000. However, LEAs that do not meet the \$10,000 threshold may form a consortium to qualify for these funds. LEAs must designate a member of the group to serve as the fiscal agent.

LEAs interested in forming a Title III consortium should review the following documents:

- [Consortium guidelines](#)
- [Intent to Form a Title III Consortium](#)

**The Intent to Form a Title III Consortium form must be completed and emailed to [Idgrants@la.gov](mailto:Idgrants@la.gov) on or before February 1.**

For further assistance, contact at [melanie.maveux@la.gov](mailto:melanie.maveux@la.gov).

### **Reminder: District/State/Local Fund Title I Allocation Methodology Plan - Deadline Extended**

To be in compliance with the new ESSA *supplement, not supplant* rules, LEAs must adopt a plan for allocating state and local funds. This plan should describe a methodology for ensuring that each Title I school in the school system receives all local and state funds without consideration of the Title I funds it receives.

Originally, the reauthorization of ESEA required that school systems meet this compliance requirement by Dec. 10, 2017. USED, however, has been authorized to extend the deadline to the start of the 2018-2019 school year.

Consequently, school systems should be prepared to have their allocation methodology plan in place at the start of the school year to ensure that 2018-2019 Title I funds are supplementing, and not supplanting, other state and local funds.

ESEA still requires that Title I, Part A funds be used only to supplement, not supplant, state and local funds for the education of students participating in programs assisted under Title I, Part A.

Note that:

- The local/state fund school allocation methodology does not need to be sent to LDOE but should be kept on file at the school system for monitoring purposes.
- This compliance requirement does not apply to single site school systems or those that have one school per grade span.

For further information, contact [LDOE.GrantsHelpdesk@la.gov](mailto:LDOE.GrantsHelpdesk@la.gov).

## Statewide Monitoring

### **New: IDEA Alternate Assessment Monitoring SY 2017-2018**

As required under [ESSA](#), the Department is monitoring school systems to ensure compliance with federal and state requirements for the participation of students with disabilities in the alternate assessment. School systems that met or exceeded a 1.7% ELA alternate assessment participation rate are scheduled to participate in the 2017-2018 alternate assessment monitoring this month.

The IDEA Alternate Assessment monitoring packet-including instructions and student files to be reviewed by the Department's monitoring staff-is now available via FTP for every LEA selected to participate in the alternate assessment monitoring. If there is no information dropped to your school system's FTP folder, then your school system will not participate in alternate assessment monitoring this year.

**All required student-specific documentation must be submitted to the Department via the FTP on or before January 19, 2018.** If you have any questions about this process, please contact [angela.randall@la.gov](mailto:angela.randall@la.gov).

### **Reminder: Consolidated Monitoring Schedule for SY 2017-2018**

The Department conducts annual monitoring of school systems to ensure compliance with federal and state requirements. To assist school systems in thoughtful planning and preparation for a scheduled monitoring event, the Department is releasing the [consolidated monitoring schedule for the 2017-2018 school year](#). The schedule is tentative and the agency reserves the right to make adjustments as necessary.

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 Superintendents and Federal Program Directors of each school system appearing on the monitoring schedule. The [second quarter monitoring schedule](#) is also available.

If you have any questions about the monitoring schedule or program monitoring related to the Every Student Succeeds Act (ESSA), please contact [tasha.anthony@la.gov](mailto:tasha.anthony@la.gov) or [chauncey.mcelwee@la.gov](mailto:chauncey.mcelwee@la.gov) for monitoring related to the Individuals with Disabilities Education Act (IDEA).

## Safe and Healthy Schools

### **Reminder: Team Nutrition Training Grant Application**

The Louisiana Department of Education and Louisiana Department of Health (LDH) have teamed up to support healthier schools with funding from the U.S. Department of Agriculture's Team Nutrition Training Grant. The three-year grant will allow the Department and the LDH to support environments that are conducive to healthy eating and physical activity through resources, funding, and professional development to schools.

We encourage all schools that meet the grant requirements to apply for the grant. The Department and the LDH will select 15 schools that will be awarded \$5,000 (\$2,500 in 2018-2019 and \$2,500 in 2019-2020) to implement the following strategies:

- incorporating nutrition education into the classroom;
- communicating health messaging across multiple channels;
- implementing Smarter Lunchrooms strategies; and
- other changes that will help create a healthier school environment.

The grant information is also included below:

- [Louisiana Team Nutrition Overview](#)
- [Grant Guidelines](#)
- [Grant Application](#)

**All applications should be submitted by January 31.** Please contact [stephen.guccione@la.gov](mailto:stephen.guccione@la.gov) if you have any questions or visit the [Louisiana Fit Kids website](#).

### LDOE Contacts

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

### LDOE Links

[LDOE Website](#)  
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