

CHARTER SCHOOLS



December 6, 2017

Superintendent's Message

Dear Colleagues,

Fully prepared teaching - methodologically sound, content knowledgeable - is the hallmark of quality schooling. Simply put, teaching a strong curriculum well, helps students learn.

A [report](#) released earlier this fall highlighted that teachers in rural communities are often not afforded the same opportunities other teachers are given to develop skills and knowledge prior to entering the classroom. Rural districts are less able to host full-year residents, the report notes, and teachers in rural communities are more likely to be prepared outside of the classroom. As a result, teachers in low-income, rural regions report the lowest levels of feeling fully prepared upon entering teaching.

Post-bachelor's educator preparation programs are often organized to recruit candidates from other lines of work and place them immediately into teaching roles. This is financially helpful for aspiring teachers, because it allows them an immediate salary. It is effective for school systems, because it provides a certified teacher, often a significant addition, in remote communities. But it does not always provide the in-depth process needed to fully prepare teachers for the classroom. Ideally, we could address cost, staffing, and quality teaching issues all at once.

Fortunately, seven districts have stepped up to design preparation models that do just this. Yesterday, the Department [announced](#) a \$675,000 commitment to work in the following parishes: Catahoula, East Carroll, Pointe Coupee, Richland, St. Landry, West Carroll, and Winn. Each parish will pilot models of educator preparation that recruit aspiring candidates with bachelor's degrees and, using support roles and other resources available, train them as full-year residents, no different from undergraduate residents elsewhere. The lessons learned from these pilot efforts will then inform a statewide approach to this challenging issue in years hence.

I want to express my gratitude to these pioneers and to all other parishes who sought to be a part of the first pilot cohort. Teachers in every school system and in every school - urban, suburban, and rural alike - deserve a truly professional preparation experience. Louisiana is stepping up to make this vision a reality.

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

John
Twitter [@LouisianaSupe](#)

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Action Items for Charter Schools

Date	Action	Owner(s)
12/8/17	Submit Math & Science Grant applications	School leaders
12/8/17	Submit corrected SIS Dropout Data	Data Coordinators
12/11/17	Complete Title III survey	Title III LEAs/security coordinators
12/31/17	Enter Compass data	School leaders
1/12/18	Register for Jump Start Convention	CEOs and School leaders
1/17/18	Submit Principal & Teacher of the Year applications	CEOs and School leaders
1/31/18	Submit applications for Louisiana Team Nutrition Training Grant	School leaders
2/1/18	Submit Pupil Progression Plans	CEOs and School Leaders

LEA Support

New: Increase in Compromises to K-12 School Employee Direct Deposit Accounts

Please share with Personnel Directors.

The Statewide Information Security Team (IST) has been aware of an increase in cyber criminals sending emails to K-12 public education employees for the purposes of obtaining account login information (a.k.a. Phishing). Criminals are attempting to gain username, password, and other personal information with the goal of changing direct deposit account information.

By changing this information, employees paychecks are then routed to a bank account under the cyber-criminal. No specific payroll platforms are being targeted, as reports indicate the victims have used various platforms for payroll functionality.

Personnel Directors should take the following steps to ensure employees personal banking information is not compromised.

Do Not:

- Provide passwords in response to an email from any source.
- Open files from untrusted sources.
- Click on links in emails from untrusted sources.

Do:

- Consider monitoring and notifying employees when their financial/direct deposit information has changed.
- Enable two-factor authentication where possible/applicable.
- Report any successful or attempted action of this nature to the Information Security Hotline at 1-844-692-8019.

Reminder: December Superintendents' Call

You are invited to participate in the Superintendents' Conference Call hosted by Superintendent John White on Thursday, December 7, at 10:30 a.m. You may begin dialing into the call 15 minutes in advance. Please follow the instructions below:

To join the Superintendents' December 7 meeting:

- Go to <https://louisianaschools.adobeconnect.com/suptscall/>
- Dial into the Phone Bridge: 877-475-0109
- When prompted, please give the Meeting ID #34167465
- You will need to identify yourself in order to be placed into the meeting.

Reminder: Principal Webinar on the Louisiana School Finder

Please share with principals.

The Department, in partnership with the Louisiana Association of Principals, is hosting a webinar for principals on the Louisiana School Finder. The webinar will walk principals through the School Finder, provide them with information on how the data in the system is collected and can be corrected, and preview the upcoming release of the Principal Profiles system.

The webinar will be offered on December 7 from 9:00 a.m.-10:00 a.m.

To join the webinar:

- Go to <https://louisianaschools.adobeconnect.com/communications/>
- Dial:: 1-855-240-2575
- Enter participant pin code: 60265090

Email assessment@la.gov with questions.

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, December 7, at 2:00 p.m. Topics will include upcoming deadlines, updates, guidance, and training opportunities.

To join the Special Education Policy Monthly Webinar (no preregistration required):

- Go to: <https://louisianaschools.adobeconnect.com/speddecember/>.
- Dial into the phone bridge: 1-855-240-2575.
- When prompted, enter the participant code: 30160130.

For more information, please email specialeducation@la.gov.

Reminder: Strategies for Success: A Guidebook for Supporting Students with Disabilities

The Department released [Strategies for Success: A Guidebook for Supporting Students with Disabilities](#), to provide site and school system leaders with resources to create strong support plans for students with disabilities. It can also be used to assist in applications for Round Two of School Redesign Grants. The guidebook is organized around four proven strategies for improving the academic achievement of students with disabilities:

- Identify disabilities early and accurately;
- Provide high-quality instruction to ensure the achievement of ambitious IEP goals;
- Strengthen instruction with specialized supports and related services; and,
- Coordinate effective transition planning and implementation

For additional guidance, the presentation from the November Collaboratives can be accessed [here](#).

Please email classroomsupporttoolbox@la.gov with questions.

Reminder: Compass Deadlines

Please note that December 31, 2017, is the deadline for the following important Compass tasks:

- entering principal evaluations
- entering social studies teacher evaluations
- updating 2017-18 rosters

To enter 2016-17 Compass data, please follow the instructions in the [Quick Guide](#). Please contact compass@la.gov for more information.

Assessment and Accountability

New: Release of Superintendent and Principal Secure Reporting System

Please share with principals.

The new principal and superintendent secure reporting system will launch on Thursday, December 14. The secure website replaces principal and superintendent profiles with an interactive data exploration tool that provides principals and superintendents with access to important information across content areas (early childhood and K-12 accountability, college-going, and workforce reports). Simulated 2016-2017 accountability results under the new 2018 accountability formula will be available in the secure reporting system.

Superintendents and principals should have access to the reporting system using their CVR system credentials beginning December 14. To confirm access, please contact your school system CVR data manager.

Additional details will be shared in next week's newsletter and on the following webinars.

- Friday, December 15 at 9:00 a.m.
- Monday, December 18 at 1:00 p.m.

To log on to the webinar:

- Go to <https://louisianaschools.adobeconnect.com/communications/>
- Dial 1-855-240-2575
- Enter participant code 60265090

Email systemsupport@la.gov with questions.

New: Reminders for District Testing Coordinators

Test Security

- School system test security reports will be available on the FTP this week. DTCs should use this information in planning local monitoring required by Bulletin 118.

LEAP 360

- **Teacher Access for grades 3-8 Math Interim 2 is now available.** The [Interim Quick Start Guide](#) has been updated with usernames and passwords.

ACT

- Through February 2
 - STCs request ACT-approved accommodations in the Test Accessibility and Accommodations System (TAA).
 - STCs verify and upload student data in PearsonAccessnext (PANext) for ACT
 - STCs order ACT WorkKeys accommodation materials in PANext
- New high schools who have not received an ACT school code should submit requests using this link: [ACT/SAT Common High School Code Request](#)
- Requests should be submitted by the school and will take approximately three weeks to process.

ACT Online

- Through February 2
 - Install ProctorCache software and setup proctor caching in PANext (ACT online only) Note: the administration will be switched from online to paper if ProctorCache software is not installed by this deadline.
 - Complete a mock administration (ACT online only)

WorkKeys

- The [Score Reporting Schedule](#) document contains complete information about the score reports ACT will produce and when test coordinators can expect to receive them.
- Additional resources can be found in the Score Reporting section of the Louisiana State Testing website at: www.act.org/stateanddistrict/louisiana
- The following link has resources for training and professional learning related to the ACT WorkKeys www.act.org/content/act/en/products-and-services/workforce-solutions/act-workkeys/scores-and-reports.html
- Questions may be directed to the following resources:
 - Visit the Contact Us web page at act.org/stateanddistrict/contactus
 - Call 800.553.6244.
 - Standard time, ext. 2800
 - Accommodations, ext. 1788
 - Email accommodations questions to ACTStateAccoms@act.org.

Fall High School Testing

- LEAP 2025 and EOC High School testing window is open now through December 15.
- Test administrators and proctors should be familiar with the [technical troubleshooting tips](#) if an issue arises.
- The only students who are eligible to take the four-level U.S. History EOC are students who are graduating in 2017-2018 and retesters who are not repeating the course. EOC tests taken for courses earned prior to 2017-2018 will be accepted. For more information, consult the [2017-2018 High School Assessment Frequently Asked Questions](#).
- Students with accommodations in SER and SIS will be uploaded by DRC. Non-pre identified students must be added to eDIRECT manually. Test coordinators need to manually enter Read Aloud accommodations for students with accommodations in SIS. Students with Read Aloud accommodations in SER will be populated in eDIRECT. STCs will manually select accommodations or accessibility features in eDIRECT for students that have PNP or LEP accommodations. STCs should review and verify student accommodations in eDIRECT prior to creating test sessions.

English Language Proficiency Test (ELPT)

- Login information for the [ELPT administrative portal](#) has been sent to DTCs. DTCs can begin managing users.
- The [ELPT data sharing agreement](#) is due Friday, December 8 via email to LDEdata@la.gov. Districts without this agreement will only see limited PP in the ELPT portal.
- The [ELPT TA training](#) is located in the [Assessment Library](#).
- **The Department will host a webinar for EL teachers and specialists on the English Language Proficiency Test (ELPT) on December 14 from 3:30 p.m.-4:30 p.m.**

LEAP Connect

- Teachers and students can access the LEAP Connect Online Tools Training (OTT) in INSIGHT or using the [link](#) in Google Chrome. Directions for test administrators for the OTT are posted in [eDIRECT](#).
- The Department will host a webinar for special education teachers and specialists on the LEAP Connect on December 19 from 3:30 p.m.-4:30 pm. See details in Special Education section.

Assessment Administration Support and Training

- Assessment and Accountability Office Hours
 - Tuesday, December 12, 2017, at 1:00 p.m.
 - Webinar link: <https://louisianaschools.adobeconnect.com/assessment-accountability/>
 - Phone Number: 1-646-307-1380; Participant PIN code: 89147656

Please email assessment@la.gov with questions.

Student Opportunities

New: Promotion Policy Guidance, Individual Academic Improvement Plan, and Parent/Legal Guardian Agreement Form Available Now

The Department has developed [new guidance](#) to support school systems in implementing the recent promotion policy revisions. The [Individual Academic Improvement Plan template](#) and [parent/legal guardian agreement form](#) are also now available. All documents can be found on the [graduation requirements homepage](#).

Please email ppp@la.gov with any questions.

New: Save-the-Date for February Counselor Collaborations

Please share with counselors.

The spring Counselor Collaborations will be held on various dates from February 14-22, 2018. The meetings are for middle and high school counselors focusing on developing appropriate pathways and guiding students to resources that provide post-secondary training opportunities. Counselors are encouraged to attend a collaborative in their area; however, they may attend a collaborative in another region if necessary. Registration is open [here](#).

February 14, 2018	8:00 a.m. - 11:00 a.m.	Bossier Instructional Center
February 14, 2018	1:00 p.m. - 4:00 p.m.	Monroe City School Board
February 15, 2018	8:00 a.m. - 11:00 a.m.	Alexandria Senior High School
February 15, 2018	1:00 p.m. - 4:00 p.m.	St. Landry Parish Media Center

February 20, 2018	9:00 a.m. - 12:00 p.m.	Acadia Parish Education Center
February 21, 2018	9:30 a.m. - 12:30 p.m.	Louisiana School for the Deaf and Visually Impaired
February 22, 2018	9:00 a.m.- 12:00 p.m.	Treen Technology Center
February 22, 2018	9:00 a.m. - 12:00 p.m.	St. Charles Parish Learning Center

For more information contact stephanie.marcum@la.gov.

Reminder: 2017-2018 Pupil Progression Plan Update

Please share with school system supervisors.

The Department has developed a significantly a streamlined [Pupil Progression Plan \(PPP\) template - Version 2.0](#) and [guidance document](#) based on recent promotion [policy revisions approved by BESE](#) in October for grades 4 and 8. As a result of the delayed release, the submission deadline has been extended to February 1, 2018.

In response to feedback received from local school systems, the Department will propose at the December 2017 BESE meeting that the recently approved revisions to Bulletin 1566 with regard to summer remediation be revised to allow for teachers rated "Effective: Proficient," in addition to those rated "Highly Effective," be able to serve as summer remediation instructors.

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

Reminder: 2018 Jump Start Convention Registration Open

Please share with CTE Supervisors, school system administrators, high school principals, teachers, professional counselors and Jump Start regional team members.

[Registration](#) for the 2018 Jump Start Convention is now open and will close January 12, 2018. The convention will be held at the Raising Cane's River Center in Baton Rouge January 23, 2018.

Sessions at the convention will provide school systems with important information related to Jump Start planning and implementation. View the [convention invite](#) for more information.

For more information, please e-mail Martha.Moore@la.gov

Talent

New: Louisiana's 2019 Teacher and Principal of the Year Application Now Open- Calling Charters

The application process for this year's Teacher and Principal of the Year is open. All applications, materials, and timeline are now available on the [Department's Awards Programs website](#). For a quick glance, view the [program overview](#) document. See also the [resources library](#).

All charter schools are encouraged to submit teacher and principal candidates to the state-level process. Applications are due in the [online application portal](#) by January 17, 2018.

Two types of informational calls will be held in the upcoming weeks-

- **LEA/school staff informational conference call-**
 - When- Thursday, December 7 from 8:30 - 9:00 a.m.
 - Call in number: 515-739-1015 (851193756#)
 - Each charter should have a team member participate in the call to learn more about the Teacher and Principal of the Year application process.
- **Candidate conference calls-**
 - Tuesday, December 12 from 3:00 - 3:30 p.m.
 - Thursday, December 14 from 3:00 - 3:30 p.m.
 - Call in number: 515-739-1015 (851193756#)

Any teacher or principal submitting a state-level application should join call to get tips and pointers on creating their application. Questions or requests for assistance can be sent to excellenteducators@la.gov

Reminder: Believe and Prepare: Resident and Mentor Teacher Stipends

On October 17, 2017, BESE approved allocations for undergraduate resident and mentor stipends, which are based on mentor and resident data collected from school systems.

Funding includes a \$2,000 stipend for undergraduate residents participating in a yearlong residency and a \$1,000 stipend for mentors of undergraduate residents.

These funds are now available in eGMS. A file has been uploaded to each school system's FTP titled "district code_district name_2017-18_resident and mentor stipend allocations". This file contains details about the allocations and funding sources. Please refer to the [2017-2018 Mentor and Resident Stipend Allocation FAQ](#) for further details regarding the allocation.

Please contact believeandprepare@la.gov with questions.

Reminder: 2017-2018 Educator Workforce Data Validation Process for Superintendent and Principal

Profiles

As part of the new school system planning process, the Department is implementing a two-phase data validation process prior to the release of the 2017-2018 educator workforce data. School systems should use this opportunity to ensure information entered into internal databases is accurate.

- **Phase 1:** School systems received their data reports on 11/15, 11/27 and 12/4. School system leaders should use these reports to conduct on-going validation of their data through December 8.
- **Phase 2:** School systems will receive a final report of their data when PEP closes December 8. Superintendents will need to sign off, certifying that their workforce data is valid. School systems should contact the Department by December 14 if any outstanding corrections are needed.

For more information, please refer to the [2017-2018 Educator Workforce Data Validation Process](#) guide, or contact believeandprepare@la.gov with questions.

Special Education

New: Upcoming ELPT and LEAP Connect Assessment Webinars

Please share with English learner and special education teachers and specialists.

The Department will host two webinars on the new English Language Proficiency Test (ELPT) and LEAP Connect assessments in this month for English learner and special education teachers and specialists. The webinars will include a summary of presentations from the September and November collaborations, and information on assessment guides and test administration.

- ELPT Webinar: December 14 from 3:30 p.m.-4:30 p.m.
- LEAP Connect Webinar: December 19 from 3:30 p.m.-4:30 pm

To join the webinars:

- Go to: <https://louisianaschools.adobeconnect.com/assessment-accountability/>
- Enter participant pin code: 89147656

Email assessment@la.gov with questions.

Data

New: Monthly Data Coordinator Webinar

Please forward to data coordinators

Please forward to data coordinators.

The Department will hold its monthly webinar for data managers of SPS, SPC, CUR, SIS, PEP, STS, SER, and AFR on Thursday, December 7, 2017, at 1:00 p.m. Topics will include upcoming deadlines, updates, enhancements, and best practices. No pre-registration is required.

To join the December 7 System Data Coordinator Webinar at 1:00 p.m.

- Go to <https://louisianaschools.adobeconnect.com/dcw/>.
- Enter the meeting room as a guest and provide your name.
- Select the "listen only mode."

Reminder: SIS Special Dropout Correction Period

Please forward to all Data Coordinators.

The 2016-2017 EOY SIS data collection deadline has been extended and is open until Friday, December 8, 2017, to correct data for any students identified as potential dropouts and not corrected during the normal data collection periods. Please refer to the 2016-17 EOY Dropout Correction Guidance information located on the [LDOE INSIGHT Coordinator Portal](#).

Please email systemsupport@la.gov with questions.

Federal Programs

Reminder: Data Collection for Title III Survey

The Louisiana Department of Education must report specific data from all school systems receiving Title III funds. Title III school systems/security coordinators must complete the [Title III Survey \(TTS\)](#) for the 2016-2017 school year in the [LEADSPortal](#) (TTS) by December 11.

Guidelines for completing the survey can be found in the [Title III Survey Manual](#).

For additional information, please contact your LDOE [Point of Contact](#) (POC).

Grants Management

Reminder: Math and Science Grant Opportunity

The Department has released a [Request for Applications](#) (RFA) for projects to improve student achievement in math and science by supporting high-need school systems through collaborative partnerships with Institutions of Higher Education. Application materials should be submitted via email to LDEGrants@la.gov by December 8 at 4:00 p.m.

RFA Materials

- [RFA templates](#)
- [Budget Forms](#)
- [Rubric](#)

Contact john.hanley@la.gov with questions or call (225) 342-9442.

LDOE Contacts

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