

LDOE Weekly Newsletter



March 1, 2016

Superintendent's Message

Dear Colleagues,

Two events held earlier this week in Baton Rouge put on full display how, even in tough financial times, Louisiana's educators continue to find new ways to expand opportunity for Louisiana students.

At this Monday's Believe and Prepare [community forum](#), educators from preparation programs and public schools gathered to discuss the ever-expanding work of providing teacher candidates a full-year residency in the classrooms of our public schools. The [Believe and Prepare](#) community will continue to grow in the year to come, and it has the eyes of the nation on it. At yesterday's gathering, officials from seven states, the [Council of Chief State School Officers](#), and [Deans for Impact](#) attended to learn more about the efforts Louisiana is making to prepare educators in the school setting. Over the course of March, the Department will be hosting [regional meetings](#) to discuss BESE policy on educator preparation and pending expansion of Believe and Prepare. I hope you'll be able to join.

Earlier today, the recently formed [Financial Aid Working Group](#) met for the first time. The Working Group includes PK-12 educators, state agencies, public and private higher education officials, parents, community-based organizations, and private sector industry representatives all dedicated to developing creative solutions to the challenge of increasing financial aid access. The Working Group will meet throughout the spring and will present findings to BESE at the board's August meeting, with a particular emphasis on assisting schools and families to implement the [new requirement](#) that families choose whether to apply for financial aid.

Much as the ebb and flow of politics and budgets can consume us in times like these, remaining focused on children and their teachers is our primary responsibility. The energy I saw this week in these two groups is a reminder that, no matter the challenges of government, the future for Louisiana's youth is promising.

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](#).

Finance

Education Funding Update

The State is dealing with challenging fiscal situations concerning both this fiscal year and next fiscal year and both topics are being debated daily in the special legislative session. The following is a brief summary of the situation as it currently stands for both FY16 and FY17.

Fiscal Year 2015-2016

In the first half of the session, the Administration announced that there would be no funding available for a supplemental appropriation to the MFP in this fiscal year. This void directly impacts the additional funds needed to support the MFP enrollment-based mid-year adjustment estimated to be about \$12 million. This action would have required an adjustment to the remaining allocations within the MFP appropriation, between the funds within the formula and those outside the formula.

However, recent legislation ([House Bill 122](#)) has changed this situation. HB 122, as originally filed, proposed to eliminate the entire \$44 million in funding appropriated outside the formula. Recent amendments to the bill have shifted the entire \$44 million reduction away from the MFP appropriation to other parts of the Department of Education's budget, in addition to a \$2.5 million reduction included in the original version of the bill. Deliberations continue on the shift of these reductions and may not be resolved until the special session concludes on Wednesday, March 9.

Fiscal Year 2016-2017

At the BESE meeting this week, the Board will consider the proposed MFP formula for 2016-2017. The proposed formula does not significantly impact the MFP allocations from the prior year. The only substantial change is the inclusion of the \$44 million formerly appropriated outside of the formula. The pay supplement funds are folded into the proposed formula via a 1.375 percent increase to the Base Per Pupil Amount while the High Cost Services and Supplemental Course Allocation (SCA) funds have been added directly to those programs in Level 4.

A detailed chart regarding the MFP Formula State Cost Allocation for each LEA is provided [here](#). This chart compares the total state allocation received from MFP funds in FY16, inclusive of monies appropriated outside of the Formula, to the FY17 proposed MFP formula that folds in the additional \$44 million.

If BESE approves the proposed formula for FY17, it will be submitted to the Legislature for consideration during the 2016 Regular Session that begins March 14.

Final Charter School Per Pupil Amounts for FY2015-16

Please forward to City/Parish Superintendents and Business Managers, and Type 1, 2, 3, 3B, 4 and 5 Charter School Board Presidents and Business Managers

The final FY2015-16 Charter Per Pupil amounts are available [here](#) on the Department's website.

- The final determination of the local revenue representation per-pupil amount is now based on actual FY2014-15 local revenue collections as reported in the AFR, and actual October 1, 2015 student counts as reported in SIS.
- As a reminder,
 - In July, a preliminary local revenue representation per-pupil was calculated based on projected FY2014-15 local revenue and February 1, 2015 student counts.
 - The State Cost Allocation per pupil amounts were final in July.
- To assist LEAs in calculating budget adjustments, a comparison of the initial to the final local revenue representation per pupil amount for charter schools is provided [here](#) on the Department's website.

The March 2016 Budget Letter will include the October 2015 and February 2016 midyear adjustments for students and the final local revenue representation per pupil amount for charter schools.

City/Parish School Districts are required to pay the final FY2015-16 Charter Per Pupil amount to Type 1, Type 3, and Type 4 Charter Schools as per the requirements of the most recently enacted charter school legislation.

If you have any questions regarding this information you may contact Melanie Ruiz at Melanie.ruiz@la.gov.

District Support

Reminder: Register for the March Supervisor Collaboration

Registration for the [March Supervisor Collaboration event](#) is now open. Sessions will cover important information for district supervisors, including, but not limited to, successful administration of the upcoming Spring 2016 assessments and planning for the 2016-2017 school year. Click [here](#) for more information about topics that will be discussed at these events.

- Baton Rouge (March 10)
- Bossier (March 11)
- Jefferson (March 14)

Network teams will help districts identify and register participants for these events. **Please contact your network point of contact immediately if you are interested in attending the March Supervisor Collaboration event.**

***Note:** There are no Teacher Leader Collaboration events in March. The next event for Teacher Leaders will be the 2016 Teacher Leaders Summit, which will take place May 31-June 1 in New Orleans.*

Contact your network point of contact or email districtsupport@la.gov with questions.

2016 Summit Kickoff Webinar for Teacher Leader Points of Contact

Please share with Teacher Leader Points of Contact

On Wednesday, March 9, the Department will host a **2016 Teacher Leader Summit kickoff webinar for districts' Teacher Leader points of contact**. As part of this webinar, LDOE staff will share information about the event, including the types of sessions offered and the timeline and process for registration.

- **Wednesday, March 9, 10:30-11:30 a.m.**
- Link: <https://louisianaschools.adobeconnect.com/tlsummit2016/>
- Enter meeting room as a guest and provide your name.
- Call-In Information: (800) 832-0736; meeting room #1184454

Please be sure that your district's Teacher Leader point of contact attends this webinar.

To ensure we have the most current contact information for your district's Teacher Leader point of contact, please complete this brief [form](#).

Email louisianateacherleaders@la.gov with questions.

English Language Arts Guidebooks 2.0 Release

The Department is pleased to announce the upcoming release of the [English Language Arts Guidebooks 2.0](#) to help students read, understand, and express understanding of texts.

These units will support ELA classroom teachers by providing:

- daily lessons,
- handouts,
- teaching notes,
- assessments, and
- student writing exemplars.

By the end of the 2016-2017 school year, a minimum of four units will be available for grades 3-10. District personnel, school administrators, and teachers can access a list and schedule of released units [here](#). The Department will release the first round of units in the summer of 2016 and the remaining units in early 2017.

Please contact classroomsupporttoolbox@la.gov with any questions.

Updated 2015-2016 District Support Calendar

The Department has released an updated [2015-2016 District Support Calendar](#). All new additions or revisions are highlighted in yellow so districts can easily identify these changes. Changes to this version include the addition of the following events:

- March 10 MDC training in Lafayette
- April data manager call changes to April 7

Please reach out to districtsupport@la.gov with questions related to this calendar.

Assessment and Accountability

Delay in Release of Assessment History Data Warehouse

The Department has identified an issue with the release of the new assessment history data warehouse originally communicated to districts in late January. This warehouse will combine student test histories for LEAP, iLEAP, EOC, PARCC, LAA1, LAA2, and ELDA assessments in one location.

The Department is working quickly to fix the issue and expects to publish the assessment history data warehouse in early March. Districts will be notified through the newsletter once the warehouse is operational.

Please contact assessment@la.gov with any questions.

Assessment Preparation

Assessment Administration Update

TEST ADMINISTRATION:

LEAP Assessments: From February 1 to April 1, districts should do the following:

- **NEW** Access [large print practice tests](#) for students with this accommodation
- Access and use LEAP ELA and math [practice tests](#) and [scoring guides](#)
- Access the Online Tools Training and online practice tests in INSIGHT
- Review the [LEAP Accessibility and Accommodation Manual](#)

ACT Assessment:

- **March 1-2, 2016:** Test coordinator(s) submit makeup order(s) for standard-time ACT Day 1 materials
- **March 1-15, 2016:** ACT accommodations testing window (ACT-approved and non-college reportable)
- **March 3, 2016:** School test coordinators securely transport initial test date materials to district office; test material pickup must be scheduled and take place at the district office

NEW WorkKeys Assessment:

- **March 2-16, 2016:** WorkKeys accommodations testing window

NEW PLAN and Explore Assessments:

- **February 29-March 4, 2016:** ACT Explore and PLAN testing window

NEW ELDA and LAA1:

- **By March 14:** Voids and test irregularities documentation for ELDA and LAA1 are due to Department via secure email at assessment@la.gov.

TECHNOLOGY READINESS:

- **The Online Practice Test and Online Tools Training (OTT):** Both of these tools are currently available within INSIGHT and provide teachers and students the opportunity to become familiar with the INSIGHT testing portal and the online testing tools prior to engaging in the operational assessments. The [Guide to Administering and Scoring the Online Practice Tests](#) provides additional guidance for schools and districts as they prepare for and administer the online practice tests.
- **Testing Site Manager (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.

ADDITIONAL TOOLS AND RESOURCES:

- **NEW ELA and Math Practice Test Guidance:** Guidance on how grades 3-8 teachers might better use the practice tests to support instructional goals are now available on the [Practice Tests](#) page.
- **Office Hours:** The Louisiana Department of Education hosts weekly office hours **every Thursday from 11:00 a.m. to 12:00 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.

High School Opportunities

2016 Advanced Placement® Exam Administration

AP Exams start the week of May 2. The complete exam schedule can be found [here](#). April 8 is the deadline to order pre-administration materials. All orders placed after April 8 will incur a \$55 late fee. Please visit and review your school's online AP coordinator account to ensure that your orders have been properly placed and processed [here](#). *The cohort graduation index recognizes a score of 3 or higher on at least one AP® exam as one of the highest levels of achievement earned by a cohort*

graduate. Each student with at least one AP[®] score of 3 or higher will earn the maximum 150 points toward the graduation index. Students who take an AP course and associated exam and earn a 1 or 2 on an AP[®] exam will receive 110 points toward the graduation index.

As an additional resource, please take a moment to review the [AP Coordinator Planning Calendar](#) for important dates and deadlines.

For more information contact the College Board at 877-274-6474 or email apexams@info.collegeboard.org.

2016 High School Diploma Orders

Attention: District Superintendents, Diploma and Transcript Coordinator, Principals, and Counselors.

Please use the [Diploma Order Form](#) to submit an order for 2016 graduates and reissued high school diplomas. We suggest you order enough to cover midterm and summer graduates, and printing errors. Thus, we recommend at least a 10 percent overage. The Department will cover the costs for the initial order and distribution. Districts will be billed directly by State Printing for orders made after the **March 11 deadline** and throughout the school year.

Beginning with 2016 graduates, submission of the "*Documentation For A Certificate of Achievement*" form is not required due to Louisiana's student privacy law (R.S. 17:3914) that provides for limitations and prohibitions on the collection and sharing of student information. LEAs will continue ensuring that students exiting with a Certification of Achievement are indicated in the Special Education Reporting (SER) System and Student Information System (SIS).

Only one order form should be submitted for each public school district. Lab schools, Type 2 Charter schools, special schools and nonpublic schools that administer the state's assessments should also submit an order form.

Please email completed order forms **by March 11** and questions to zoa.bain@la.gov.

NEW DATE- Jobs for America's Graduates-Louisiana (JAG-LA) Supervisor/Principal Webinar

Per the JAG-LA Grant Assurances, the district/agency JAG-LA Supervisor and Principal are to attend a mandatory JAG-LA Supervisor/Principal meeting provided by LDOE. The meeting will be via webinar at 9:00 a.m. on **Tuesday, March 15, 2016**. The webinar will provide in-depth information regarding the JAG-LA Program(s) under your supervision. If you are unable to attend the webinar at the time provided, please contact Dianna Keller at dianna.keller@la.gov for updated information or questions.

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

- Meeting Name: JAG-LA Supervisors/Principal Webinar
- Click [here](#) or go to <https://louisianaschools.adobeconnect.com/r28ilrr6s14/>
- Enter meeting room as a guest and provide your name
- *Select Listen only mode*

2016 Jump Start Super Summer Institute

The Department will co-host the 2016 Jump Start Super Summer Institute (SSI) **July 18-22, 2016, at South Louisiana Community College in Lafayette**. SSI will provide teacher certification training for [Jump Start Statewide Industry Based Certifications](#). Registration will open in mid-March and will be published in the LDE newsletter and placed on the *All Things Jump Start* webpage.

The Department will pay training costs as well as provide lunch for secondary instructors attending SSI. Districts are responsible for all travel expenses and a nominal registration fee (\$150.00/instructor) for which districts may use their Career Development Funds (CDF) or 2015-2016 Carl Perkins Funds.

Please direct all questions about Super Summer Institute to JumpStart@la.gov.

College-Ready Writing Workshop at Northwestern University

College Ready Writing Workshop at Northwestern University

Please share with Chief Academic Officers and Curriculum Supervisors.

Northwestern University is hosting a workshop on Tuesday, March 15, to share best practices on developing structures for teaching college-ready writing. The event will share the results of the College-Ready Writers Program National Study, a two-year study in partnership with Grant, Red River, Avoyelles and Jackson Parish schools to determine how to build college-ready writing skills in students.

[Registration](#) for the event is on a first come, first served basis and the cost is \$25 per participant.

Please contact NSU at 318-357-5339 or email nsuwp@nsula.edu with questions.

Data

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, March 3, at 2:00 p.m.** Topics will include upcoming deadlines, updates, enhancements, and best practices.

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

- Meeting Name: **System Data Coordinator Webinar**
- Click [here](#) or go to <https://louisianaschools.adobeconnect.com/dcw/>
- Enter meeting room as a guest and provide your name
- *Select Listen only mode.*

The presentation will be posted on the INSIGHT Coordinator's Portal under [Monthly DC Webinars](#) by Wednesday, March 2.

Please email systemsupport@la.gov with questions.

Grants Management

Allocations in eGMS

Please forward this item to federal program directors, business managers and financial officials of public school districts and charter schools and selected organization sponsors.

The following NCLB allocations are scheduled for release this week:

1. **2015-2016 Final Allocations for all NCLB Programs.** The final amount can be viewed and budgeted by creating an amendment in eGMS. The supplement will appear as Supplement 1 on the 2015-16 GAN for each program. GANS can be accessed in the 2015-16 NCLB Consolidated Application on the Allocation Tab by clicking on the date that appears under each program in the Grant Award Notification row.
 1. Title I
 2. Title II
 3. Title III
 4. Title III - Immigrant
 5. REAP
 6. Neglected and Delinquent

6. Neglected and Delinquent
7. Migrant
8. Homeless
2. **2014-2015 Title I Supplemental Allocation.** This supplemental amount will be budgeted in eGMS in the 2015-16 NCLB Consolidated Application. The supplement will appear as Supplement 2 on the 2014-2015 GAN. The GAN will be accessed in the 2014-15 NCLB Consolidated Application on the Allocation Tab by clicking on the date that appears under each program in the Grant Award Notification row.
3. **Reallocations.**
 1. 2014-15 Title I Reallocation - This supplemental amount will be budgeted in eGMS in the 2015-16 NCLB Consolidated Application. The supplement will appear as Supplement 3 on the 2014-2015 GAN. The GAN will be accessed in the 2014-15 NCLB Consolidated Application on the Allocation Tab by clicking on the date that appears under each program in the Grant Award Notification row.
 2. Migrant, Reallocation - This supplemental amount will be budgeted in eGMS in the 2015-16 NCLB Consolidated Application. Please contact your point of contact regarding accessing your GAN.

For more details on accessing GANs, click [here](#). Budgets should be submitted by Thursday, March 31, 2016.

Should you have questions regarding this information, please contact Sheila Guidry at Sheila.Guidry@la.gov.

Policy

New ESSA FAQ

Last week the U.S. Department of Education released a new [Frequently Asked Questions](#) (FAQ) document on the federal Every Student Succeeds Act (ESSA). The FAQ addresses several questions related to the transition between ESEA and ESSA, including school and district accountability provisions that will remain in effect during the 2016-2017 school year (refer to question A-4b). In summary, any requirements not explicitly excluded through this and any forthcoming U.S. Department of Education guidance remain required through the 2016-2017 school year. We will continue to update superintendents, charter school leaders, and other stakeholders as additional information becomes available.

Special Education

Special Education Guidance for High School Students

The [Special Education Guidance for High School Students](#) serves as a reference tool for LEA administrators and high school staff who work with students with disabilities. This document has been updated to reflect the policy changes that provide students assessed on the LAA 1 an opportunity to pursue a high school diploma.

Talent

Believe & Prepare Policy Meeting: Registration Information

Attention: Chief Academic Officers, Human Resource Directors, and District-Level Supervisors

Through the Believe and Prepare program, school systems and preparation providers have partnered to ensure that aspiring teachers learn how to teach in classrooms alongside Louisiana's most effective teachers. These partnerships' most promising practices have formed the basis for proposed changes to teacher preparation and licensure policies.

The Department of Education will host a series of regional meetings across the state to discuss these proposed changes with school district supervisors and preparation provider leaders in early March.

These meetings will be held in New Orleans, Lafayette, Alexandria, Baton Rouge, Bossier City, and Harvey. District leaders such as chief academic officers, district supervisors, human resource directors, and special education directors are encouraged to attend to review proposed changes and provide feedback. While superintendents are welcome to attend these meetings, separate briefings will be scheduled for superintendents through network teams.

Please register to attend [here](#) by Friday, March 4.

Contact BelieveAndPrepare@la.gov with any questions or for additional information.

Student Programs

Fourth Quarter 2015-16 Coordinated Monitoring Schedule for Districts & Charter Schools

The Department announced the programmatic review schedule for the 2015-16 school year in the August 4, 2015, newsletter. We also stated that quarterly review schedules will be included in future newsletters.

NOTE: The Preschool Development Grant - Expansion program has been added, as applicable, for subrecipients already scheduled for fourth quarter monitoring.

Click [here](#) for the revised full schedule. Click [here](#) for the Fourth Quarter schedule.

Fourth quarter announcement emails containing pertinent information and instructions, including the document due date, for desk reviews will be issued on March 1, 2016.

If you have any questions about the monitoring schedule, please contact Linda Tindall at Linda.Tindall@la.gov.

Education Technology

E-Rate Training

Across the state, LEAs are preparing to file their 2016-2017 E-Rate applications. This section will provide LEAs with a weekly update on all information related to their E-Rate application preparation. All LEAs, whether they have a consultant assisting them with filing, should attend.

Topics will cover:

- District Discount Validation - State Validated File
- New EPIC filing Portal
- Changes and updates in the program for FY16-17

Remaining Location:

- BATON ROUGE
March 3: 8:30 a.m. - Noon
Claiborne Building, 1201 N. Third Street, Baton Rouge, LA 70802

Please contact edtech@la.gov with any questions.

Other

Outstanding School Support Employee Awards Program Accepting Applications

The Outstanding School Support Employee Awards Program (OSSE) is accepting applications through April 9, 2016. If you have any questions, contact Dana.Dauzat@la.gov. For more information on the OSSE, please click [here](#).

LDOE Contacts

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