

LDOE Weekly Newsletter



March 27, 2018

Dear Colleagues,

In a legislative session that has the gloomy pall of budget reductions hanging over it, early childhood education has emerged as a bright light of bipartisanship and hope for the future. Gatherings in the Capitol have been held by policy experts, advocates, and even military officials, proclaiming the benefits of quality early childhood care and education, and pronouncing the need to improve and expand it in Louisiana. Two compelling bills are also making their way through the legislative process. [HB 676](#) by Representative Stephanie Hilferty (R-Jefferson, Orleans) would create a statewide council to plan the future of the state's early education system. The legislation would also create pilot local education networks for parishes interested in expanding and improving early services offered to families. Representative Steve Carter (R-East Baton Rouge) has authored [HB 513](#), which would dedicate annually \$10 million in a special state fund to quality, additional early childhood education and care opportunities. Whatever their fates, both bills have increased the statewide awareness of something many of you have known for years: early years matter, and it matters that what we do for young children is of top quality.

In light of that idea the Early Childhood Advisory Council recently approved changes to the statewide center rating system that would expand the levels at which centers are rated from four categories to five categories. This new rating, High Proficient, will recognize high-performing centers and encourage continuous improvement. These five categories will better communicate the different levels of quality to families to guide their choices. In April, BESE will consider this proposal, along with others aimed at improving the experiences of children in early childhood centers. If approved, these changes will take effect next school year, and the new category will be used for 2018-2019 performance profiles.

[Act 3](#) was signed into law six years ago. In the years since, you and your communities have built a framework for quality early childhood care and education that endures today. Efforts to further what's been done are evidence both of its importance and of a general awareness that we have not yet done enough. Thankfully, this awareness is growing, and a statewide focus on early childhood appears to be upon us.

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

John

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Important Dates for School Systems

Upcoming Events

- [Jump Start Summers Applicant Webinar](#): March 28 at 2:00 p.m.
- LDOE closed for Good Friday: March 30
- [Weekly Support Call for Special Education Planning \(Strategy 1\)](#): April 4 at 2:00 p.m.
- [Monthly Data Coordinator Office Hours](#): April 5 at 3:15 p.m.
- [LEAP 2025 online testing window for grades 3-8 opens](#): April 9

Important Deadlines

- [Draft Louisiana Connectors for Science for Students with Cognitive Disabilities Feedback Form](#): March 30
- [Teacher Leader Summit Session Application](#): April 2
- [Louisiana High School Redesign Network Application](#): April 6
- [Outstanding School Support Employee Awards Program Accepting Applications](#): April 9
- [JAG-LA 2018-2019 Intent to Continue Grant Application](#): April 11

Family Engagement

New: Family Engagement Policy Materials Released

The Every Student Succeeds Act provides greater clarity and direction to school systems on what meaningful family engagement should look like. These updates necessitate changes to the way school systems and schools design and implement family engagement policies and school and family compacts.

To support schools and school systems in the development of 2018-2019 family engagement policies, the Department has posted the following resources to the [Family Support Toolbox Library](#):

- [Family Engagement Policies and Best Practices](#) presentation
- A sample family engagement policy [checklist](#) and [template](#) for school systems
- A sample family engagement policy [checklist](#) and [template](#) for schools
- [Sample Family-School Compact](#) and [template](#)

Please email annie.morrison@la.gov with questions.

Assessment and Accountability

New: Reminders for District Testing Coordinators

General

- All changes to DTC or accountability staff contacts must be submitted to the Department using the [DTC and Accountability Contact Update](#) form found in the Assessment Library.
- The [Accommodations and Accessibility Features User Guide](#) has been updated and posted in the Assessment Accessibility + Accommodations section of the [Assessment Library](#).

LEAP 2025

- Test setup for grades 3-8 and high school are now open. Test coordinators can schedule test sessions, assign students to sessions, and verify accommodations. STCs can use the [eDIRECT User Guide](#) for step-by-step directions.
- April 9 - May 4: LEAP 2025 grades 3-8 computer-based testing window
- April 23 - May 18: LEAP 2025 high school computer-based testing window
- April 30 - May 4: LEAP 2025 grades 3-4 paper-based testing window
- DTCs should ensure schools are running the readiness check before testing each day. Schools should open INSIGHT, select the purple check mark in the bottom left corner, and type 7745. If the screen does not show all green check marks, the technology coordinator should be notified.
- LEAP 2025 At a Glance documents by [grade band](#) and [content area](#) are now posted in the Assessment Library.
- DTCs should support STCs with delivery of test security, preparation, and administration training for spring testing to TAs and other school personnel for applicable assessments.
- Reference sheets used for the LEAP 2025 grades 3-8 are currently available in eDIRECT for districts who wish to print them out for students.
- The High School Test Administrator Manual and Test Coordinator Manual are posted in [eDIRECT](#).
- Parent Guides for the LEAP 2025 tests and practice tests are available in the [Family Support Toolbox](#).

ELPT

- Test administrators must complete the Post-Administration Oath located in the [ELPT Summative TAM](#).
- The cutoff date for entering non-participation codes in [TIDE](#) is March 30. All districts should review Discrepancy Resolution reports and enter the applicable codes by this date.

LEAP Connect/LAA1

- School test coordinators and test administrators must complete the respective Post-Administration Oaths found in the Test Coordinator Manual and Test Administrator Manual posted in [eDIRECT](#).

ACT and WorkKeys

- **April 3 – Last day to administer ACT on paper** with accommodation and/or supports
- **April 4 – Last day to administer WorkKeys on paper** with accommodations and/or supports
- **April 5 – Pre-scheduled FedEx pickup** for ACT and WorkKeys test booklets, answer documents, and test administration forms from the accommodations testing window
- **April 13 – Deadline for ACT to receive materials for scoring** (late-arriving answer documents will not be scored)
- **April 13 – Last day of the WorkKeys testing window**

New: Assessment Development Educator Review Committees

The Department has begun recruiting for LEAP 2025 Assessment Development Educator Review Committees. Committees will convene from May through July. Selected educators will review potential LEAP 2025 assessment items or provide recommendations for scoring extended-response and constructed-response tasks.

Any interested teacher should complete an interest survey to help assessment content leads build committees to meet the necessary specifications. Each interest survey includes the full information

regarding logistics. An interested supervisor or teacher should complete the interest survey themselves and may complete surveys for more than one committee.

Interest survey links, specific information about the different committees, and contact information for the assessment coordinators can be found at [Assessment Development Educator Committee Reviews](#) in the [Assessment Guidance](#) library.

High School Pathways

New: Jump Start Super Summer Institute Registration

Please share with CTE Supervisors, principals, and CTE instructors.

Registration for the **2018 Jump Start Super Summer Institute (SSI)** opened on March 26 and will close on May 1. Sessions for basic and statewide credentials will be offered at multiple locations and dates.

Sites and Dates:

- **June 4-8:** [Northwest \(Bossier City\)](#)
- **June 11-15:** [Bayou \(Lockport\)](#) and [Southwest \(Lake Charles\)](#)
- **July 16-20:** [Acadiana \(Lafayette\)](#), [Capital \(Gonzales and Livingston\)](#)
- **July 23-27:** [Northwest Louisiana \(Bossier City\)](#)
- **May 1-July 20:** [National EMS Academy \(Lafayette\)](#) - This site has sessions with online trainings that will begin May 1. Registration for trainings at this site will close April 20. On-site training will be from July 9 - 20.

The Department will pay training costs and provide lunch for educators attending SSI. School Systems are responsible for all travel expenses, textbooks and a registration fee (\$250/session) for which School Systems may use their Career Development Funds (CDF) or 2017-2018 Carl Perkins Funds.

Schools Systems will be invoiced after registration closes. All registration fees must be paid at least one week prior to the session beginning. For assistance in planning registration and a list of sessions, view the [SSI 2018 Pre-Planning Document](#).

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

New: Jump Start Summers Applicant Webinar

The Department will host a webinar for all Jump Start Summers applicants who received a "Proceed" rating in the interview phase of the application process. The webinar will review program protocols and legal requirements for Jump Start Summers including the awarding of Carnegie Units, credentialing requirements, participant tracking, and funding requirements. The webinar will be held on **March 28 at 2:00 p.m.**

To join the webinar:

- go to <https://louisianaschools.adobeconnect.com/r8yutq7sw8jy/>.

Jump Start Summers providers which will be approved at the April BESE meeting.

For more information, please contact jumpstart@la.gov.

Reminder: JAG-LA 2018-2019 Intent to Continue Grant Application

Please share with JAG-LA Supervisors and Principals.

Recipients of the JAG-LA 2017-2018 Grant are eligible to apply for the [JAG-LA 2018-2019 Intent to Continue Grant](#). Continuation is contingent upon (1) verification that previous year's program requirements were met and (2) availability of funds. [Grant requirements](#) have been revised. The grant application and requirements are available on the [JAG-LA webpage](#) and is due prior to 4:00 p.m. on April 11.

For more information, please contact dianna.keller@la.gov.

Reminder: Individual Graduation Plan (IGP) Updates and Reminders

Please share this information with middle and high school principals and counselors.

By the end of 8th grade, counselors should work with students to:

- develop a plan to guide ninth grade academic coursework and assist with exploring educational and career possibilities;
- list the required core courses to be taken through tenth grade; and
- identify elective courses to be taken in ninth grade, including remedial courses.

Note: IGP for students in transitional ninth grade must also include a plan for remediation supports. Per [Bulletin 1566](#) §503. Regular Placement. B. Requirements for High School Students:

B.1.f.iii. Students enrolled in transitional ninth grade shall receive remediation in any subjects in which they did not score at or above proficient, as determined by BESE. **A plan outlining such remediation shall be included in the student's individual graduation plan.**

Progress pursuant to such specified academic supports shall be reviewed **at least once** during the school year in order to determine the effectiveness of the plan and allow for any necessary adjustments. The IGP [fillable form](#) has been updated to allow schools to indicate that a student's T9 support plan is attached.

Please contact leslie.gilliland@la.gov for IGP support.

Special Education

New: Weekly Support Calls for Special Education Planning

Please share with Special Education Directors, Federal Programs and IDEA managers, and Curriculum & Instruction supervisors.

The Department will host a series of weekly calls designed to support school systems in completing the [strategy-based planning template](#) that was introduced at the March Supervisors Collaboratives and is intended to be a helpful tool for planning special education programs for the 2018-2019 school year. **All calls will be on Wednesdays from 2:00-3:00 p.m.** The schedule for the series is below:

- April 4: Identify disabilities early and accurately (Strategy 1)
- April 11: Provide high quality instruction (Strategy 2)
- April 18: Specialized supports and related services (Strategy 3)
- April 25: Coordinate effective transitions (Strategy 4)

- May 2: Program administration and support
- May 9: Coordinated Early Intervening Services (CEIS)

To join the **April 4** call:

- go to <https://louisianaschools.adobeconnect.com/strategy1/>; and
- dial 1-855-240-2575 and enter the Pin Code: 30160130.

Data

New: January and February SNAP Files

Please share with data coordinators and data managers.

There was a delay in the receipt and processing of the January and February Supplemental Nutrition Assistance Program (SNAP) files. The January file was loaded to eScholar DirectMatch on March 21. The February file will be available in eScholar DirectMatch on March 30.

Please refer to the [USDA memo](#) dated June 19, 2014 regarding the eligibility effective date for directly certified students (posted on the CNP website under memos).

If you have questions, please contact john.dupre@la.gov.

New: Monthly Data Coordinator Webinar

Please share with data coordinators and data managers.

The Department will hold training for data coordinators and data managers of the Student Transcript System (STS) on **April 5 at 1:00 p.m.** The data management team will be on hand to answer STS questions and to review other important information regarding STS transcript submissions. No pre-registration is required.

To join the webinar:

- go to <https://louisianaschools.adobeconnect.com/dcw/>;
- enter the meeting room as a guest and provide your name; and
- select the "listen only mode."

The presentation will be posted on the INSIGHT coordinator's portal under "Monthly DC Webinars" by April 4.

Please email systemsupport@la.gov with questions.

Reminder: Graduation Cohort Tracking Report

The Graduation Cohort Tracking Report is now available in the secure reporting system for principals and superintendents. The report is intended to be used for planning to assist students not on-track to graduate on-time, and to highlight corrections that are needed in the School Information System (SIS) that will ultimately be used in school accountability calculations.

The student-level report at the school level is available on the school system's FTP.

Please contact systemsupport@la.gov with questions.

Policy

New: March 2018 BESE Meeting Summary

The Board of Elementary and Secondary Education (BESE) met on March 13 and approved a number of recommendations. Please see the [March 2018 BESE Summary](#) for the approvals that directly impact the activities of local school systems.

Please contact ryan.n.gremillion@la.gov with questions.

Finance

New: Final Charter School Per-Pupil Amounts for FY2017-18

The final [FY 2017-18 charter per-pupil amounts](#) are now available. Please refer the [memorandum](#) for additional information.

Please contact ldoemfphelpdesk@la.gov with questions.

New: Mid-year Minimum Foundation Program (MFP) Adjustments

Please share with business managers.

Per [HCR 7](#), the MFP Resolution for the FY2017-18 MFP Formula, the [March 2018 Allocation](#) has been updated to include the October and February mid-year adjustments for students and the final local per pupil amount for charter schools.

Please contact ldoemfphelpdesk@la.gov with questions.

New: Proposed Fiscal Year 2018-2019 MFP

The BESE-adopted MFP Resolution and Formula was submitted to the Legislature on March 15. The proposed MFP documents for FY2017-18 are provided in the Department's [Minimum Foundation Program Library](#).

If you have questions regarding this information please contact ldoemfphelpdesk@la.gov.

Reminder: Maintenance of Effort (MOE) Fiscal Requirements

Please share with business managers and financial officials.

Meeting yearly Maintenance of Effort (MOE) requirements are part of the business process to confirm compliance and determine eligibility of federal grant funds for Every Student Succeeds Act and IDEA grants. The US Department of Education requires an annual review that determines if each LEA: 1) has not decreased spending of general fund dollars, and 2) is budgeting expenditures to meet the MOE standards.

There are three MOE measurements submitted in the eGMS system:

- **2017 IDEA MOE Confirmation (Compliance Review) deadline for submission is April 27.**
- 2019 ESSA MOE Verification updates are in progress and will be available in the near future.

- 2019 IDEA MOE Verification (Eligibility review) updates are in progress and will be available in the near future.

A [Quick Reference Guide](#) is available to assist in submitting all three MOE applications.

If you have questions regarding the MOE review process, chakera.bell2@la.gov. For technical inquiries or support, please contact jason.berard@la.gov.

Reminder: New ESSA Title I Supplement Not Supplant Provision

To comply with ESSA's new Title I supplement, not supplant rules, school systems must adopt a methodology for allocating state and local funds that is "neutral" to the Title I status of schools. This methodology applies only to Title I; the previous tests for supplement, not supplant remain for all other ESEA titles.

Originally, the reauthorization of ESEA required that school systems meet this compliance requirement by Dec. 10, 2017. The US Department of Education, however, extended the deadline to the start of the 2018-2019 school year.

Please note:

- School systems do not submit Title I supplement, not supplant methodologies to Department. School systems should be able to produce the methodology for monitoring and audit purposes, and be able to demonstrate that they allocated state and local resources to schools for the 2018-2019 school year according to the methodology adopted.
- This ESSA supplement, not supplant compliance requirement does not apply to single-site school systems or those that have one school per grade span (e.g. the school system has one elementary school, one middle school, and one high school).

For guidance regarding this provision, school systems can access the [presentation slides](#) and [recording](#) of the webinar.

If you have any questions, please contact ldoe.grantshelpdesk@la.gov.

Safe and Healthy Schools

Reminder: School Attendance Awards

Please share with principals and counselors.

The Department and BESE are pleased to provide certificates that may be used by school systems to recognize students with outstanding school attendance during the current school year. The [Attendance Award](#), [Perfect Attendance Award](#), and [Excellence in Attendance Award](#) are made available for schools to determine the appropriate level of "Perfect Attendance" for the awards.

For more information, please contact janice.zube@la.gov.