

LDOE Weekly Newsletter



September 17, 2019

Dear Colleagues,

I am looking forward to seeing superintendents from across the state at our meeting next Thursday, September 26 at the Claiborne Building in Baton Rouge. From 9:00 a.m. to 10:00 a.m., the Superintendent Advisory Council will meet. From 10:00 a.m. to 11:00 a.m., we will meet with the state Division of Administration and Louisiana National Guard related to cyber security issues (please have your IT director join, if you wish). From 11:00 a.m. to noon, we will hear from Dr. Kim Hunter-Reed, commissioner of the Board of Regents, related to the dual enrollment task force and the Regents' vision for higher education. I urge all of you to join us on the 26th.

You may also know that September is Deaf Awareness Month across the country. I was proud three weeks ago to [announce the appointment](#) of [Ernest E. Garrett III](#) as superintendent of the Special School District. A veteran educator and social worker in Missouri, Superintendent Garrett is the first deaf, African-American superintendent of the SSD, bringing a wealth of personal and professional experience to the challenge of educating children with sensory and other disabilities. Please welcome him.

It is critical that the SSD lend its expertise to school systems and educators across the state, all of whom share in the mission of serving students with disabilities. Under Superintendent Garrett's leadership, the Department and the SSD will partner to implement the Louisiana Accessible Educational Materials Program, or AEM. Louisiana AEM is a regional support program that provides school systems across the state with accessible materials, training, and outreach services for supporting the needs of deaf and hard of hearing students. School system leaders, assistive technology staff, special education directors, and other staff who work with students with low incidence disabilities are encouraged to attend an [upcoming webinar](#) to find out more information about AEM.

I'll see you next week.

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

John

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Important Dates for School Systems

Upcoming Events

- [2019-2020 EEF Application Webinar](#): September 18 at 9:30 a.m.
- [2019-2020 EEF Application Webinar](#): September 18 at 2:30 p.m.
- [Louisiana AEM Webinar: Supporting and Servicing School Systems](#): September 24 at 12:00 p.m.
- [Assessment and Accountability Office Hours](#): September 24 at 1:00 p.m.
- [Louisiana AEM Webinar: Building Assistive Technology Capacity](#): September 26 at 12:00 p.m.

Important Deadlines

- [Teacher Student Data Link \(TSDL\) Fall Collection Reporting](#) deadline: September 23
- [Teacher and Principal of the Year Nomination](#) deadline: September 27
- [SCA and Dual Enrollment](#) (fall and full-year coursework) deadline: September 27
- [Sponsor Site \(SPS\) Certification](#) deadline: September 30
- 2019-2020 General Fund Budget deadline: September 30
- [Intent to Join Title III Consortium Form](#) deadline: September 30
- [Student of the Year Participation Form](#) deadline: October 1
- [U.S. Senate Youth Program and Scholarship Application](#) deadline: October 1

School System Support

New: U.S. Presidential Scholars Program

The U.S. Department of Education has invited chief state school officers to nominate outstanding students for the [U.S. Presidential Scholars Program](#). This year, states are allowed to submit nominations for up to twenty-five outstanding students who would otherwise not qualify under the program's traditional academic component (automatically qualified based on ACT/SAT scores) or arts component. Nominations may also include students who have demonstrated outstanding achievements in career and technical education (CTE).

The Department invites school systems to **submit nominations for up to three outstanding students**. The nominations must include a male and female student for the general category, and at least one nomination should be for a student who has been successful in CTE. Students must be high school seniors scheduled to graduate or receive a diploma between January and August of 2020. Please review the [additional program requirements](#) to learn more.

Nominations should be submitted through a single nomination letter for all nominees (not to exceed three pages total) signed by the local superintendent or school leader, and emailed to leslie.hill@la.gov **no later than November 15 at 4:30 p.m.** Please include the student's name, home mailing address, gender, and email address, as well as the high school name, mailing address, and CEEB code. Selected nominees will be sent through a secure online form to the U.S. Department of Education. Please note "Presidential Scholars" in the subject line.

Please contact leslie.hill@la.gov with questions.

New: Louisiana School System Contact Form Updates

Please share with personnel directors.

Last month, the Department released the [Louisiana School System Contact Form](#) as a way to streamline the process of collecting contact information for key school system-level supervisors. **Personnel directors can email ldoecommunications@la.gov to request a current list of contacts. If any contact information is missing from the contact list, please add the information to the [Louisiana School System Contact Form](#) by October 1.**

Based on feedback from school systems, the Department has updated the [guide](#) for personnel directors to provide definitions for certain roles collected in the form and offers the following tips for completion:

- **All contacts should be entered as “new contact” initially.** No contact information from any previous collection process will be carried over into the new form.
- The new contact form will replace all other processes for collecting contact information for school system supervisors starting October 1.
- If any school or school system is not listed in the form, please email ldoecommunications@la.gov.

Please email ldoecommunications@la.gov with questions.

Reminder: Updated School System Planning Calendar

The [2019-2020 School System Support Calendar](#) has been updated to include the following changes that are highlighted in yellow within the calendar.

- 2020 Teacher Leader Summit
- 2019 Accountability Commission Meetings
- November ECCE Commission Meeting

Please email districtsupport@la.gov with questions.

Assessment and Accountability

For District Testing Coordinators

General:

- Data certification opening announcements are only sent to accountability contacts who are on file with the Department. Please “create a new contact” for all contacts in the [Louisiana School System Contact Form](#). **Only contacts added to this form will receive communications from the Department.**

Accountability Release

- 2019 high school **Growth-to-Mastery Target Rosters** are now available on the secure FTP. Site codes for both grades 3-8 and high school rosters reflect enrollment at the time of testing.
- After the October 1 SIS collection closes, both grade 3-8 and high school rosters will be updated and released with student inclusion based on the October 1 enrollment in SIS.

K-3

- **Due October 18:** Deadline for data managers to submit the KEA and K-3 data with the SIS K-3 Assessment Collection or in the Teaching Strategies Platform for *GOLD*; reference pages 13-17 for [SIS K-3 Assessment Collection Guidance](#) for details.
- **Due October 31:** [Early Childhood Fall Checkpoint](#) for Pre-k is due in the [Teaching Strategies Platform for GOLD](#).

ACT and WorkKeys

- **This Week:** Receive WorkKeys accommodated test materials based on the delivery window chosen in [PANext](#).
- **By September 20:** Order additional accommodations and/or support materials in [PANext](#) for the initial WorkKeys testing window, October 1-15, as needed.
- **Due September 30:** ACT MOUs deadline. Originals must be mailed with the **Estimated Number of Testers Form**. There are two MOUs posted in the [Assessment Library](#), one for public and charter schools and one for non-public schools receiving state funding. School systems should make sure that the appropriate MOU type is completed.
- **October 1-15:** Schools manage participation and order WorkKeys accommodated test materials for the fall accommodated testing window.
- **Clarification from WorkKeys Q&A on September 12:** Students who are retesting during the WorkKeys accommodation administration on paper are not required to take all three tests in the booklet if all three tests are not needed to earn an NCRC.
- Resources can be found on the [ACT State Testing](#) site or by contacting the WorkKeys helpdesk at 800-967-5539.

NAEP 2019-2020

- Thirty-one Louisiana schools are participating in the NAEP 2019-2020 Long-Term Trend Study. Each principal will designate a school coordinator to be responsible for administering the NAEP test. The ideal school coordinator will be available to complete tasks during the pre-assessment period, collect student information, and enter it online. The deadlines for completing the Provide School Information (PSI) and E-filing are as follows:
 - September 20: Deadline for age 13 sample
 - November 8: Deadline for age 9 sample
 - January 17: Deadline for age 17 sample

Assessment Administration Support and Training Office Hours

The next **Assessment and Accountability Office Hours** will be September 24 at 1:00 p.m.

- **Webinar Link:** <https://ldoe.zoom.us/j/202189164>
- **Webinar Phone Number:** 646-876-9923
- **Meeting ID#:** 202 189 164

The [Office Hours Questions and Answers](#) document is posted in the [Assessment Library](#).

Please email assessment@la.gov with questions.

High School Pathways

New: AP Coordinator Exam Order Training Dates

Please share with administrators and AP coordinators.

The preferred AP exam ordering deadline is **October 4**. Please register for one of the nine remaining [Preparing and Submitting the Exam Order](#) sessions for AP coordinators to prepare for the changes. The sessions will be offered at varying times on the following dates.

- September 19 at 8:00 a.m.
- September 25 at 11:00 a.m.
- October 2 at 8:00 a.m.
- October 10 at 6:00 p.m.
- October 31 at 3:00 p.m.
- November 6 at 11:00 a.m.
- November 12 at 8:00 a.m.

The final deadline for submitting AP exam orders is November 15.

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

Reminder: 2019-2020 Jump Start Updates

Please share with CTE supervisors, counselors, and principals.

The Department has released several [Jump Start](#) updates, listed below, that provide detailed information for implementing various Jump Start programs.

- [2019-2020 Guidelines for Use of CDF Allocation](#)
- [2019-2020 Jump Start Funding Guidance](#)
- [2019-2020 List of CDF Qualifying Courses](#)
- [2019- 2020 Jump Start Pathway Updates](#)

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

Reminder: Registration for Fall Counselor Institutes
Please share with middle and high school counselors.

Registration is now open for the Fall 2019 Counselor Institutes. Formerly known as Counselor Collaborations, these events provide school counselors with important updates from the Department. This is also an excellent opportunity to meet colleagues from schools across the region.

To register, please click on one of the dates below.

Northern Region Contact emily.bradley@la.gov	
Date and Time	Location
October 15 from 9:00 a.m. to 12:00 p.m.	Bossier Instructional Center 2719 Airline Dr., Bossier
October 16 from 9:00 a.m. to 12:00 p.m.	Monroe City School Board 206 Tower Dr., Monroe
October 17 from 9:00 a.m. to 12:00 p.m.	Allen Parish School Board (location change) 1111 West 7 th Ave., Oberlin

Southern Region Contact lee.smith@la.gov	
Date and Time	Location
October 22 from 9:00 a.m. to 12:00 p.m.	Acadia Parish Education Center 2402 N. Parkerson Ave., Crowley
October 23 from 9:00 a.m. to 12:00 p.m.	Jefferson Parish Public School System Administration Building 501 Manhattan Blvd., Harvey
October 24 from 9:00 a.m. to 12:00 p.m.	East Baton Rouge Parish School System (location change) Professional Development Center, Building C 3000 N. Sherwood Forest Blvd., Baton Rouge

Please email leslie.gilliland@la.gov with questions about these events.

Reminder: Quest for Success Teacher Training

Please share with career and technical education (CTE) supervisors and administrators.

Quest for Success is an innovative, new, high school-level, career exploration course designed to prepare all Louisiana graduates for career and life success. Individuals who have not attended the two-day Quest for Success training and seek to teach the Quest for Success course should attend one of the upcoming training events.

Registration is currently open for the following two-day trainings. Each training will run from 8:00 a.m. to 4:00 p.m. each day.

- September 25-26 in [Opelousas](#)
- October 22-23 in [Mansfield](#)
- November 4-5 in [Chalmette](#)

Please contact teddrick.holmes@la.gov with questions.

Educator Preparation

New: Science Content Leader Request for Application (RFA)

To expand the [Content Leader](#) initiative, the Department is releasing a Request for Application (RFA) for partners who have the expertise to design Science Content Modules and train Science Content Leaders during the 2020-2021 school year. Approved providers will collaborate on the design elements. Important deadlines are listed below.

Science Content Leader RFA Timeline	
Release RFA	September 20
Pre-proposal conference	September 23 at 9:00 a.m.
Deadline for written inquiries	October 1 at 5:00 p.m.
Deadline for receipt of proposals	October 15 at 2:00 p.m.
Notice of Intent to Award	November 15
Approved partners sent to BESE	January 28-29
Approved partners design deliverables	January-June
Training execution	June-December

Please contact rfp_ide@la.gov with questions or to be included on future communication regarding the Science RFA.

New: Teacher Resident Compensation

Please share with business managers.

The 2019-2020 Minimum Foundation Program (MFP) formula funded by the Legislature included compensation of \$1,000 for public school, undergraduate teacher residents participating in a yearlong residency.

Please reference the [Teacher Resident Compensation Guidance FAQs](#) for additional information, or contact ldoemfphelpdesk@la.gov with questions.

Data

Reminder: Fall Data Collections

Several fall data collections are now open:

- The Teacher Student Data Link (TSDL) fall collection is open for reporting first time LEAP 2025 testers. **The reporting deadline is September 23.**
- The Student Information System (SIS) MFP collection and the Special Education Reporting (SER) IDEA collection is open. **The reporting deadline is October 18.** These collections are important for MFP and IDEA funding.

Please refer to the [2019-2020 Benchmark Calendar](#) for other important information regarding data submissions.

Please email systemsupport@la.gov with questions.

Reminder: Sponsor Site System (SPS) Certification

School systems should **certify their sponsor and site information in the Sponsor Site System (SPS) by September 30.** Sponsor site data is important for School Finder and for verifying data entered into all other systems. A validation report has been dropped on the [DM FTP](#) in the Data Validation folder for verifying data currently entered in Sponsor Site.

Please email systemsupport@la.gov with questions.

Finance

Reminder: 2019-2020 School District Review Program

Please share with superintendents and school system mapping coordinators.

The U.S. Department of Education's School District Boundary Review Program is a program that requires school systems to review and **verify school systems' physical boundaries.** Accurate school system boundary information is critical to determining each state's allocation under Title I of the Every Student Succeeds Act (ESSA). This year and annually going forward, each school system is required to complete the boundary review and verification process detailed in this [memorandum](#). **Submit all documents** to the email below **no later than October 15.**

Please contact schoolfinancehelpdesk@la.gov with questions.

Reminder: 2019-2020 General Fund Budget

Please share with business managers and financial officials.

Louisiana R.S.17:88 requires that school boards **submit an adopted balanced budget to the Department no later than September 30** each year. The following items provide the guidance and documents to complete this task:

- [FY2019-2020 General Fund Budget](#)
- [Instructions and Signature Sheet](#)
- [FY2019-2020 General Fund Budget - Form A](#)
- [Steps for Budget Adoption](#) (Legislative Auditor document for reference)

Please contact schoolfinancehelpdesk@la.gov with questions.

Policy

New: Act 240 of 2019

[Act 240](#) of 2019, a new state law passed this spring, requires each public school governing authority, including charter schools, to **adopt and publish on its website a policy for the assessment, collection, and use of fees**. Policies must be adopted no later than **December 1**, and the Department must provide a written report to the Legislature by December 31, regarding each governing authority's compliance with the law. School systems should review this [guidance](#) for support in implementing the law.

Please contact david.maestas@la.gov with questions.

Federal Programs

New: Intent to form 2020-2021 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 school systems if the amount is less than \$10,000. However, school systems that do not meet the \$10,000 threshold may form a consortium to qualify for these funds. School systems must designate a member of the group to serve as the fiscal agent.

Any school systems that wish to either **join an existing consortium or to form a new one** should complete the [Intent to Join Title III Consortium Form](#) and email it to ldegrants@la.gov no later than **September 30**. The form should designate the school system that will serve as fiscal agent and be signed by all consortium members.

Please contact melanie.mayeux@la.gov with questions.

Reminder: 2019-2020 Education Excellence Fund (EEF) Application

In an effort to prepare school systems for the upcoming release of the 2019-2020 Education Excellence Fund (EEF) application, the Department will host two webinars **tomorrow, September 18**. Detailed information for both webinars is listed below.

- **Webinar Date and Time:** September 18 at 9:30 a.m.
- **Webinar Link:** <https://ldoe.zoom.us/j/476611321>
- **Webinar Phone Number:** 646-876-9923
- **Meeting ID#:** 476 611 321

- **Webinar Date and Time:** September 18 at 2:30 p.m.
- **Webinar Link:** <https://ldoe.zoom.us/j/636119354>
- **Webinar Phone Number:** 646-876-9923
- **Meeting ID#:** 636 119 354

For additional information or further assistance, please contact the ldoe.grantshelpdesk@la.gov.

Reminder: Federal Grant Opportunity

The Institute of Museum and Library Services is offering a [federal grant opportunity](#) to support projects that strengthen the ability of small and/or rural libraries and archives to serve their communities and to build grantee capacity through participation in a community of practice. This initiative invites applications that focus on transforming K-12 school library practice, community memory, or digital inclusion and are clearly linked to an individual institution's broader community needs.

The closing date of this grant is **December 2**.

Please contact julia.desimone@la.gov with questions.

Program Monitoring

Reminder: Title I, Part A - Annual Comparability Reports

The Department released the 2019-2020 Title I Comparability Report in eGMS on September 16.

Title I Comparability requires school systems* to demonstrate that the services provided with state and local funds are comparable between both Title I schools and non-Title I schools, or are substantially comparable for school systems with all Title I schools.

School systems should use October 2018 staffing and salary data to complete this report, and review the [Comparability Instructions](#) for completion guidance. The completed report should be submitted via eGMS no later than **November 15**.

For assistance with completing this report, access the [Comparability FAQ](#) document or contact madeline.swift@la.gov.

*School systems with one school per grade span, and Type 2, 5, and 3B charters, are exempt from this submission.

Safe and Healthy Schools

Reminder: 2019 USDA Farm to School Census

All school systems participating in the National School Lunch Program will be contacted by Abt Associates, Inc. during the second week in September, regarding the [2019 USDA Farm to School Census](#). The census should be completed by all school systems no later than **November 29**, including those who do not currently participate in any Farm to School activities.

Please contact melissa.campbell@la.gov with questions.