

# LDOE Weekly Newsletter



**September 18, 2018**

Dear Colleagues,

Educator preparation programs are fundamental to school and school system improvement. In Louisiana, some of the most creative work in our field is being done via partnerships between preparation programs and schools. One simply cannot achieve its mission without the other.

Tomorrow, the Department will announce the first ever Louisiana Believe and Prepare Impact Collaborative, a cohort of educator preparation programs dedicated to making large strides forward in the depth of teaching and learning occurring in partner classrooms. Over the course of the next year, Collaborative participants will attend in-person meetings, engage in independent learning experiences and receive ongoing coaching tailored to their program needs. As a result, Collaborative institutions will identify their own areas for growth, develop solutions to address their challenges, and create a cooperative community geared toward supporting improvement.

The Collaborative, which is supported by a federal Teacher Incentive Fund grant, includes the Louisiana Resource Center for Educators, Louisiana State University, Louisiana Tech University, McNeese State University, the University of Louisiana at Lafayette, the University of Louisiana Monroe, and the University of New Orleans. Its initial gathering will be held later this week.

The Collaborative builds on our state's ongoing efforts to ensure aspiring educators have access to high-quality, hands-on learning and training opportunities. As of July 1, 2018, all teaching candidates newly enrolled in a four-year preparation program will be required to participate in a yearlong classroom residency under the tutelage of a mentor teacher.

I can think of no more essential step to supporting our students and their families than guaranteeing them a well-prepared teacher. It's an honor to call the preparation programs partners in our state's education progress. Congratulations and much respect to all in the Collaborative who have reached for new heights.

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

John

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## Important Dates for School Systems

### Upcoming Events

- [Accountability Commission Meeting](#): September 19 at 1:00 p.m.
- [SER Access and Roles Webinar](#): September 19 at 1:00 p.m.
- [ACT WorkKeys Groups and Batch Load Training](#): September 20 at 9:00 a.m.
- [SER Personnel Table Webinar](#): September 24 at 1:00 p.m.
- [2018-2019 Individual Graduation Plan Webinar](#): September 25 at 9:30 a.m.
- [Assessment and Accountability Office Hours](#): September 25 at 1:00 p.m.
- [Career Development Fund Technical Review Webinar](#): September 25 at 4:00 p.m.
- [2018-2019 Individual Graduation Plan Webinar](#): September 26 at 3:30 p.m.
- [K-2 Pilot Tools Office Hours](#): September 27 at 11:30 a.m.

### Important Deadlines

- [Sponsor Site \(SPS\) Certification](#) deadline: September 28
- [Annual Financial Report \(AFR\) Collection](#) deadline: October 1

## School System Support

### New: OpenSciEd Training

**Please share with middle school science teachers.**

The Department is helping educators transition to the [Louisiana Student Standards for Science](#) (LSSS) in the 2018-2019 school year by offering middle school science teachers the opportunity to receive training on and pilot high-quality units by OpenSciEd, a project that is building out a full middle school curriculum. Middle school educators can register for the pilot and the four-day professional development using the links below. Registration is currently open.

Date	Vendor	Cost	Registration Information
October 6-7 and 13-14	Louisiana Tech	\$500	<a href="#">Registration Link</a>
October 12-13 and 26-27	LSU Cain Center	\$200	<a href="#">Registration Link</a>
November 3-4 and 10-11	Louisiana Tech	\$500	<a href="#">Registration Link</a>

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

### New: K-2 Pilot Tools Office Hours

**Please share with all SRCL grant and K-2 pilot tools coordinators.**

The Department will begin hosting office hours beginning September 27 for school systems engaged in the K-2 pilot tools initiative. Participants should join the call at 712-451-0695, code 568324#. A complete schedule of upcoming calls is [available](#).

Office hours are arranged by pilot tool as follows:

- CLASS (K): 11:30 a.m.–12:00 p.m.
- Writing Sample (1<sup>st</sup>): 12:00 p.m.–12:30 p.m.

- Curriculum Implementation (1<sup>st</sup> and 2<sup>nd</sup>): 12:30 p.m.–1:00 p.m.
- ELA/Mathematics Checkup (2<sup>nd</sup>): 1:00 p.m.–1:30 p.m.

Contact [ivy.starns@la.gov](mailto:ivy.starns@la.gov) with questions.

## **New: September Supervisor Collaborations Review**

The September Supervisor Collaboration events provided supervisors across Louisiana with high-quality tools, resources, and professional development to help them effectively lead in 2018-2019 and plan for 2019-2020. September Supervisor Collaboration presentations and materials are available in the [School System Support Library](#).

### **General**

- **Using the Curriculum Implementation Observation Tools:** Participants explored the recently released ELA and Mathematics Observation Tools to be used by the Department during the Early Phase of Redesign/SRCL grant implementation.
- **K-2 Pilot Tools:** Participants examined the 4 pilot tools and how they will be utilized to evaluate children's classroom experience and mastery of standards and explored how data and feedback from the pilots will help inform K-2 policy anticipated to be in effect statewide in 2019-2020.

### **Social Studies**

- [Social Studies Companion Documents](#): This session provided an overview of the Social Studies Companion Documents, as well as guidance on how educators should use these documents to increase the effectiveness of Social Studies instruction. The Social Studies Companion Documents prioritize the content to be taught for each standard and are aligned with the LEAP 2025 assessment.

### **Science**

- **LEAP 2025 Science:** Participants learned how the new LEAP 2025 science assessments and resources support the instructional shifts inherent in the Louisiana Student Standards for Science.

### **Students with Disabilities**

- **Implementation of TS GOLD for OSEP Assessment:** To support the transition from AEPS to TS GOLD for the assessment of students with disabilities age 3-5, this session focused on site administration of the TS GOLD OSEP site. Recommendations were provided to help teachers and service providers manage their assessment caseloads and to collaborate effectively to ensure timely and accurate assessment.
- **Making Assistive Technology Heroes:** Accessing Mathematics Standards with AT: The session demonstrated how to incorporate assistive technology tools and equipment into Tier I Mathematics curriculum to support the learning needs of students with significant disabilities.
- **Students with Significant Disabilities Eligibility and Instructional Supports:** Participants learned about proper eligibility of students taking the alternative assessment. This session provided clarity on state guidelines, the required documentation in SER, and the instructional supports provided to ensure high quality instruction for these students.

Email [districtsupport@la.gov](mailto:districtsupport@la.gov) with questions about any of these sessions.

## **Family Engagement**

### **New: Internet Safety Flyer Now Available in Multiple Languages**

**Please share with family engagement coordinators.**

[Act 369](#) of the 2018 Regular Session requires school systems to provide parents with information relative to Internet safety. The Department has developed a [flyer](#) for families highlighting this important information including the dangers of Internet pornography and cyberbullying. The flyer is available in [English](#), [Spanish](#), [Arabic](#), and [Vietnamese](#) and can be found in the [Family Support Toolbox Library](#).

## **New: Updated ELPT and LEAP Connect Parent Guides**

Please share with family engagement coordinators and school test coordinators.

The Parent Guides for the [ELPT](#) and [LEAP Connect](#) assessments have been updated to reflect test information for the 2018-2019 school year. Please share these guides with families to help them better understand these assessments and better support their child's preparation.

Both parent guides are available in the [Family Support Toolbox library](#) along with the Parent Guides to the LEAP 2025 tests. Translated versions will be available later this month.

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

## **Assessment and Accountability**

### **New: September Accountability Commission Meeting**

The Accountability Commission will [meet tomorrow, September 19, at 1:00 p.m.](#) in the Thomas Jefferson Room (1-136), 1201 North Claiborne Street in Baton Rouge. The meeting will also be [live streamed](#).

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

### **New: Data Reminders for Accountability Contacts**

**Data Certification: On August 9, the Louisiana Data Certification online system opened to allow schools and school systems an opportunity to review data used in school and school system performance scores.**

- Data certification is closed for new submissions but open for reviews and responses.
- The online system also provides the following files that should be downloaded before the system closes for all activities on September 28:
  - Assessment Roster
  - ACT Roster
  - DCAI Roster
  - K8 and HS Progress Point Rosters
  - VAM Exclusion Roster
  - Output file that captures all requests, correspondence and Department decisions

#### **Files available on secure ftp**

- **Three new files** are now available for school systems:
  - LEAP 2025 High School Growth Target Rosters: new growth targets for 2018-2019
  - LEAP 2025 K8 Subgroup Summary: achievement level percentages by subgroup
  - LEAP 2025 HS Subgroup Summary: achievement level percentages by subgroup

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

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

#### **General**

- All changes to district test coordinators (DTCs) or accountability contacts must be submitted to the Department using the [DTC and Accountability Contact Update form](#) found in the [Assessment Library](#).
- 2017-2018 assessment results have been posted to LIQ. District level users requiring access should contact their local security coordinator. Directions for access are [available](#).

### K-3

- School systems should prepare to administer the kindergarten-readiness screener and a K-3 literacy screener within the first 30 days of school, and will submit the data with the SIS October 1 MFP Collection. [2018-2019 Guidance](#) is available to support this process.

### LEAP 2025

- High school practice tests are now available for student access in INSIGHT.
- Grades 3-8 practice tests are now available for teacher access. Usernames and passwords are located in the [Practice Test Quick Start Guide](#).

### LEAP 360

- The Diagnostic Teacher Study Guides have been updated to include passages from the writing session and are now available in [eDIRECT](#) under Documents in General Information.

### LEAP Connect:

- An updated Parent Guide to [LEAP Connect](#) is now available in the [Family Support Toolbox library](#).

### ELPT and ELPS

- For EL students enrolling from another school system, add students into TIDE using their LASID to gain access to past ELPT/ELPS scores in the Online Reporting System (ORS).
- An updated [Parent Guide to the ELPT](#) is now available in the [Family Support Toolbox library](#).

### ACT and WorkKeys

- August 30-September 25 – Place additional orders for initial test materials
  - This is **only for schools that placed initial orders** and need additional materials
  - To view the quantities of materials that will be in your initial shipment, follow instructions for “How to Order Materials” in the [PearsonAccess<sup>next</sup> User Guide for ACT WorkKeys](#).
- September 17- School systems will have access to WorkKeys realms to begin test setup.
- September 20, 9:00 a.m. – Register for [ACT WorkKeys Groups and Batch Load Training](#) offered weekly. The link provided lists all current available dates and times.
- The September DTC call deck is available in the [Assessment Library](#) under the Webinar Slide Decks section. Please download and distribute this deck to all school system and school personnel involved in the administration of WorkKeys. The deck contains important information about policy changes to [Bulletin 118](#) regarding WorkKeys which are in effect beginning in the 2018-2019 school year.

### Assessment Administration Support and Training

The Assessment and Accountability Office Hours will be held on September 25 at 1:00 p.m.

- **Webinar Date and Time:** September 25 at 1:00 p.m.
- **Webinar Link:** <https://ldoe.zoom.us/>
- **Webinar Phone Number:** 669-900-6833
- **Meeting ID#:** 393463942

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

## High School Pathways

### **Reminder: Join the 2018-2019 Individual Graduation Plan Webinar**

**Please share with professional 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.

- **Webinar date and time:** September 25 at 9:30 a.m.
  - **Webinar link:** <https://ldoe.zoom.us/j/421677509>
  - **Meeting ID#:** 421677509
  - **Phone #:** 669-900-6833
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- **Webinar date and time:** September 26 at 3:30 p.m.
  - **Webinar link:** <https://ldoe.zoom.us/j/923660733>
  - **Meeting ID#:** 923660733
  - **Phone #:** 669-900-6833

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

### **Reminder: Jump Start Pathway Updates**

**Please share with CTE supervisors, school counselors, principals, and teachers.**

The Department has released a set of updates to [Jump Start Pathways for 2018-2019](#). The updates provide links to new pathways, course titles, credential updates, fact sheet updates, and new resources related to Jump Start.

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

### **Reminder: Financial Aid Event Planning**

**Please share with staff responsible for financial aid planning at your school.**

The [FAFSA](#) for the 2019-2020 school year opens on October 1, and many school systems have already started planning around that date. Schools and school systems should email [ldefinancialaid@la.gov](mailto:ldefinancialaid@la.gov) to have their financial aid events added to the [Regional Calendar of Events](#) on the the Department's [Financial Aid webpage](#).

The Department, the [Louisiana Office of Student Financial Assistance \(LOSFA\)](#), and the [Louisiana Education Loan Authority \(LELA\)](#) are available to lend support with any financial aid event planning. Please email [ldefinancialaid@la.gov](mailto:ldefinancialaid@la.gov) with general financial aid questions, [breanna.paul@la.gov](mailto:breanna.paul@la.gov) for FAFSA related questions, or [carmichael@lpfa.com](mailto:carmichael@lpfa.com) regarding LELA.

### **Reminder: Advanced Placement (AP) Updates**

**Please share with AP coordinators, instructional leaders, and teachers.**

**Resources:** College Board is offering a webinar on October 17 at 1:00 p.m. on new AP program resources. [Registration](#) is now open.

**Data and Reports:** All data related to AP student exam performance including AP Instructional Planning Reports are now [available](#). For assistance with account access, please contact the AP program directly at 877-274-6474.

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

## Data

### **New: MFP and IDEA Data Collections**

The Student Information System (SIS) MFP collection and the Special Education Reporting (SER) IDEA collection are open for submitting student data. The reporting deadline is **October 19**. Please refer to the [2018-2019 Benchmark Calendar](#) for other important information regarding data submissions.

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

### **New: Sponsor Site (SPS) Certification**

School systems should certify their sponsor and site information in the Sponsor Site (SPS) system by **September 28**. Sponsor site data is important for the School Finder release this fall and for verifying data entered into all other systems. A spreadsheet has been dropped to the DM FTP in the Data Validation folder for verifying data currently entered in Sponsor Site.

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

### **New: Special Education Reporting (SER) Webinars**

The Department is hosting webinars to review data submissions for the Special Education Reporting System (SER). Two webinars are being offered during the month of September.

#### SER Access and Roles

- **Webinar Date and Time:** September 19 at 1:00 p.m.
- **Webinar Link:** <https://ldoe.zoom.us/>
- **Webinar Phone Number:** 669-900-6833
- **Meeting ID#:** 163681224

#### SER Personnel Table

- **Webinar Date and Time:** September 24 at 1:00 p.m.
- **Webinar Link:** <https://ldoe.zoom.us/>
- **Webinar Phone Number:** 669-900-6833
- **Meeting ID#:** 163681224

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

## Finance

### **Reminder: Annual Financial Report (AFR) Collection Timelines**

**Please share with all business managers and financial officials.**

Louisiana R.S. 17:92 requires that local school systems and schools provide financial data to the Department no later than September 30 each year. Since September 30 is on a Sunday this year, AFRs are due October 1. The financial data is submitted via the LEADS portal. Please review the [AFR documents](#) for assistance in the submission of your data.

Contact [satoiya.jones@la.gov](mailto:satoiya.jones@la.gov) with questions concerning the preparation of financial information or account classification. For questions regarding technical issues such as the electronic submission or online update process, please contact [yaxin.lu@la.gov](mailto:yaxin.lu@la.gov).

## **Reminder: USDA Required School Lunch Match**

**Please share with all business managers and financial officials.**

The United States Department of Agriculture (USDA) requires a match of state funds for the school lunch program. The match must be evidenced, through the Minimum Foundation Program (MFP) funds in each school system's Annual Financial Report (AFR).

A memorandum that contains each LEA's required match amount for FY2018-2019 and is based on a subset of the February 1 MFP Economically Disadvantaged membership for each school system is [available](#).

If you have any questions or need additional information, please email [ldoemfphelpdesk@la.gov](mailto:ldoemfphelpdesk@la.gov).

## **Reminder: 2018-2019 General Fund Budget**

**Please share with business managers and financial officials of city/parish public school systems.**

Louisiana R.S.17:88 requires that city/parish school boards and charter schools adopt, no later than September 15 annually, a budget of expected revenues and probable expenditures for the year and that copies of the budget be submitted to the Department for review and approval. The following items provide the guidance and documents to complete this task:

- [FY2018-2019 General Fund Budget](#)
- [Instructions and Signature Sheet](#)
- [FY2018-2019 General Fund Budget - Form A](#)
- [Steps for Budget Adoption](#) (Legislative Auditor document for reference)

If you have any questions or need additional information, please email [schoolfinancehelpdesk@la.gov](mailto:schoolfinancehelpdesk@la.gov).

## **Reminder: 2016-2017 70 Percent Instructional Requirement**

The final FY2016-2017 Seventy (70) Percent Instructional Requirement calculation was presented to BESE at the June Finance meeting. The supporting documents for this calculation are now being provided for your records. Per the MFP Resolution, local city/parish, school boards, and charter schools must ensure that 70 percent of general fund expenditures are in the areas of instruction and school administration, at the school building level. An overview of the 70 percent Expenditure process is [available](#).

The items listed below have been posted and are available in each school system's "edfin" FTP site.

- 70% Calculation Summary – 2016-17.pdf: A one-page summary of your LEA's 70 percent Instructional Requirement Calculation
- Funds Proration.xls: Provides a line-by-line item account of how each expenditure is allocated and the basis for that allocation
- Salary Distribution.xls: Provides proration percentages by functional area based on PEP general fund salaries used to allocate AFR salaries, benefits, and certain other expenditures
- Staff-Student Distribution.xls: Provides proration percentages by functional area based on PEP staff full-time equivalents (FTE) and separate percentages comprised of staff FTE and SIS student counts (These percentages are applied as indicated in the funds proration document)

If you have any questions or need additional information, please email [schoolfinancehelpdesk@la.gov](mailto:schoolfinancehelpdesk@la.gov).

## Grants Management

### **New: High Cost Services and State Plan**

The Department has established a High Cost Services (HCS) grant to support Louisiana school systems and schools in providing high cost special education services for students with disabilities. Details about the applications process and a copy of last week's webinar presentation on the grant are provided below.

- [18-19 HSC State Plan](#)
- [High Cost Services Webinar 2018-2019](#)

Please contact [ldoe.grantshelpdesk@la.gov](mailto:ldoe.grantshelpdesk@la.gov) for further information.

## Federal Programs

### **New: USDA 2018 National School Lunch Program Equipment Grants**

**Please share with child nutrition supervisors.**

The consolidated Appropriations Act of 2018 has awarded Louisiana \$558,152 to be distributed to School Food Authorities (SFA's) participating in the National School Lunch Program to purchase equipment to serve healthier meals, improve food safety, and expand access to school meals. Priority will be given to schools in which 50 percent or more of the enrolled students are eligible for free or reduced price meals and have not received equipment grant funding in 2009, 2010, 2014, 2015, 2016, or 2017.

Grant related information is located in the [Equipment Assistance Grants for School Food Authorities](#) memo. Online applications will be accessible at the [Child Nutrition Programs](#) website. A School Food Service Memo will be forthcoming to inform SFA's of the open application period.

For further information about the grant, please contact [helen.folks@la.gov](mailto:helen.folks@la.gov).

## Statewide Monitoring

### **Reminder: Title I, Part A - Annual Comparability Reports**

The Department released the SY 2018-2019 Title I Comparability Report section in eGMS on September 17.

Title I Comparability requires that school systems be able to demonstrate that services provided with state and local funds to Title I schools are comparable to those provided in non-Title I schools, or are substantially comparable for school systems with all Title I schools. School systems with one school per grade span, and Type 2, 5, and 3B charters, are exempt from this submission.

School systems should use October 2017 staffing and salary data to complete this report. Please access [Comparability Instructions](#) for further details on how to complete the report. **The completed report should be submitted via eGMS no later than November 16.**

For assistance with completing this report, access the [Comparability FAQ](#) document or contact [dianne.smith@la.gov](mailto:dianne.smith@la.gov).

## Safe and Healthy Schools

### **New: Louisiana Farm to School Conference**

The 2018 Louisiana Farm to School Conference will be held October 10 at the Pennington Biomedical Research Center. The conference brings together farmers, food distributors, school administrators, school nutrition program staff, teachers, and parents in the interest of Louisiana agriculture, school gardens, and healthy school meals. All stakeholders are invited to attend and take advantage of the educational and networking opportunities. Please see the [event flyer](#) for additional information, including registration.

Please contact [melissa.campbell@la.gov](mailto:melissa.campbell@la.gov) with questions.