

LDOE Weekly Newsletter



November 27, 2018

Dear Colleagues,

I write today to share updates on two issues about which Superintendents and the Department have been in dialogue in recent months.

The first update regards the conundrum of evaluating school system administrators serving in operational roles under state laws that cover only academic evaluations, and the challenge this requirement creates in renewing administrative licenses. You will recall that at a recent Superintendent Advisory Council meeting this issue surfaced. Council members and I agreed to convene Superintendents, personnel directors, and state leadership in an effort to find a solution.

That meeting took place this week, resulting in the following solution.

Under a proposal BESE will consider at its December 11 and 12 meetings, school systems will now have the flexibility to evaluate school system-level leaders with local evaluation instruments, satisfying state evaluation requirements and creating a new way for educators serving in operational roles to maintain and renew their certificates. The proposed policy will also allow teachers and school-based administrators serving in operational roles to “freeze” their certificates by requesting an “operational role” status. Having been frozen, the certificate will not expire while the educator is serving in this capacity. The proposal does not impact teacher or school-level leader evaluations in any way.

This proposal was developed in close collaboration with the Louisiana Association of School Superintendents and the Louisiana State Association of School Personnel Administrators, each of which contributed significantly to resolving this complex issue. Policy related to this issue will be posted for public review and will be discussed on the superintendent conference call next week.

Second, as you know, Louisiana school systems will now complete one application for formula and competitive grant funds rather than multiple applications, reducing red tape and focusing grant funds on one plan. In response to requests for more dialogue about this “Super App” system and more support in implementing it, the Department has taken a number of steps geared toward making the process as straightforward as possible for school system administrators:

- [November Supervisor Collaborations](#) focused on the School System Planning Process for 2019-2020 and the launch of the Super App.
- There are standing office hours for Super App every Monday from 11:00 a.m. to 12:00 p.m. Any administrator can join, and any participant can ask any question. You can find information linked in this newsletter.
- Administrators can email ldoe.grantshelpdesk@la.gov with any questions. The Department will respond within one business day.
- The Department will host a [webinar](#) on Super App specifically for Superintendents, Friday, December 7 at 10:00 a.m.

In order to ensure that Superintendents specifically have all of the information and support needed to lead their school systems through the grant application process, the Department is offering a customized review of individual school systems’ grants, including ESSA, IDEA, Perkins, and competitive funds. Please contact Assistant Superintendent [Catherine Pozniak](#) to schedule a customized review for your school system.

I appreciate greatly the voice of local Superintendents and other school system leaders in advocating for common sense solutions. The more we are in dialogue, the more we will accomplish.

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

John

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Important Dates for School Systems

Upcoming Events

- [Department ACT Test Administration Webinar](#): November 29 at 3:00 p.m.
- [Super App Weekly Office Hours](#): December 3 at 11:00 a.m.
- [Monthly Assessment and Accountability Office Hours](#): December 4 at 1:00 p.m.
- [December School System Planning Call](#): December 5 at 1:00 p.m.
- [December Superintendents Call](#): December 6 at 10:30 a.m.
- [Monthly Data Coordinator Webinar](#): December 6 at 1:00 p.m.
- [December Special Education Leader Monthly Webinar](#) **CANCELED**

Important Deadlines

- [2017-2018 EOY Dropout Correction](#) reporting deadline: December 3
- [SLTs due in CIS](#) by: December 3
- [2017-2018 SPS Appeal/Waiver Form](#) completion deadline: December 4

School System Support

New: December School System Planning Call

The **December School System Planning Call** will take place on **December 5 at 1:00 p.m.** The following school system supervisors should participate:

- Curriculum and instruction supervisors
 - District test coordinators and accountability contacts
 - Early childhood supervisors
 - Federal Program supervisors
 - High school and career and technical supervisors
 - Personnel directors
 - Talent (Mentors, Content Leaders, Teacher Leaders) supervisors
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- **Webinar Date and Time:** December 5 at 1:00 p.m.
 - **Webinar Link:** <https://ldoe.zoom.us/>

- **Meeting ID#:** 398875849

Email districtsupport@la.gov with questions.

New: December Superintendents Call

Superintendents are invited to participate in the Superintendents' Conference Call hosted by State Superintendent John White on Thursday, December 6, 10:30 a.m. Participants may begin dialing into the call 15 minutes in advance. Please follow the instructions below:

- **Webinar Date and Time:** December 6 at 10:30 a.m.
- **Webinar Link:** <https://ldoe.zoom.us/j/840608598>
- **Phone Bridge:** 877-475-0109
- **Meeting ID #:** 7392759
- You will need to identify yourself in order to be placed into the meeting. Please enter your full name and school system name when logging in.

New: 2019 PD Vendor Guide

The [2019 PD Vendor Guide](#), released on November 1, identifies vendors who specialize in helping school systems and schools with designing and implementing a cohesive academic system focused on high-quality curriculum, professional development, and assessment.

Updates to this guide include:

- a Table of Contents organized by curriculum, making it easier for school systems to identify all vendors providing training on their selected curriculum;
- specific call-outs for trainings that target approaches to support students who have been identified as English learners or student with a disability; and
- sample year-long partner plans to help school systems plan initial and ongoing support for teachers.

School systems should use the updated PD Vendor Guide to plan for the 2019-2020 school year. Please contact louisianacurriculumreview@la.gov with questions.

New: Allowability of Federal Funds Webinar Repeated During Super App Weekly Office Hours

The Department is offering recurring office hours for Super App support every Monday from 11:00 a.m. - 12:00 p.m. through January 28, 2019. **Please note: On December 3, the Allowability of Federal Funds Webinar will be repeated during the office hours.** Schools that have questions outside of this webinar are still encouraged to log in and send their questions to Department representatives.

- **Webinar Date and Time:** Every Monday at 11:00 a.m.
- **Webinar Link:** <https://ldoe.zoom.us/j/594569803>
- **Webinar Phone Number:** 669-900-6833
- **Meeting ID:** 594569803

Please contact ldoe.grantshelpdesk@la.gov with questions.

New: Nonpublic Equitable Share Webinar

All school systems are encouraged to send federal programs representatives to a Nonpublic Equitable Share Webinar held from 11:00 a.m. -12:00 p.m. on December 10. This webinar will address the funds received and distributed to nonpublics, timing for consultations, technical assistance, and budgets for the 2019-2020 Super App process.

This webinar will take place during the Weekly Super App Office Hours.

- **Webinar Date and Time:** Monday, December 10 at 11:00 a.m.
- **Webinar Link:** <https://ldoe.zoom.us/j/594569803>
- **Webinar Phone Number:** 669-900-6833
- **Meeting ID#:** 594569803

Please contact ldoe.grantshelpdesk@la.gov with questions.

New: Tier 1 Mathematics and ELA Webinars

Many Tier 1 math and ELA curriculum providers will be hosting [one hour webinars](#) during the month of December. Each webinar will provide an overview and introduction to each curriculum.

Please contact classroomsupporttoolbox@la.gov with questions.

New: Supporting Students Who Struggle in ELA and Mathematics

The Department believes that all students, including students with disabilities, English learners, and students who persistently struggle, can achieve grade-level standards. The following information is available to help support students who struggle in ELA or math:

- [Supporting Students who Struggle in English Language Arts](#) provides information about supporting students in ELA
- [Supporting Students who Struggle in Mathematics](#) provides information about supporting students in mathematics

Please contact classroomsupporttoolbox@la.gov with questions.

Family Engagement

New: Translated School and Early Childhood Performance Videos Released

Last week, the Department released translated versions of the [School Performance Score](#) and [Early Childhood Performance Profiles](#) animated videos that break down performance ratings for families. These videos are available in Spanish, Arabic, and Vietnamese on the Department's [YouTube channel](#) under the "Louisiana School Finder" playlist.

Email assessment@la.gov with questions.

Assessment and Accountability

New: 2017-2018 Results in the Secure Portal

The Principal and Superintendent Secure Portal (www.LouisianaSchools.info) is an interactive data exploration tool first launched in December 2017 to support school systems and school leaders understand their academic, early childhood, and workforce talent data.

Timeline for Release:

The Secure Portal will be updated with 2017-2018 K-12 and ECE accountability results by **December 6**. A secure portal user guide is [available](#) for reference.

Adding New Users:

For new principals and school system leaders who need access to the Principal and Superintendent Secure Reporting Portal, a user request form has been placed on the DM FTP in the Secure Portal Update folder under file name "Secure Portal User Request Form".

Data management FTP coordinators should retrieve the file and provide to superintendents for updating. Once the updates have been completed, the file should be renamed using the following naming guidelines and uploaded in the same location as the original: File Name: (LEACode)_(LEA Name)_Secure Portal User Request Form_Completed

Superintendents will also need to send an email to systemsupport@la.gov confirming the user requests and providing consent to the Department to grant access to those users. Permissions are updated bi-weekly.

Beginning in January 2019, district security coordinators will have authority to directly designate secure portal users. Additional information will be provided next month.

Please contact systemsupport@la.gov with questions.

New: For District Testing Coordinators

General

- The [2018-2019 Assessment Month-by-Month Checklist](#) is located in the [Assessment Library](#). The checklist identifies key dates and deadlines for statewide assessment programs and accountability processes for next school year; provides action steps to ensure readiness for administering statewide assessments; and recommends resources for school systems and school staff.
- 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](#).

LEAP 360

- [A District's Guide to LEAP 360](#) and the [eDIRECT Mini Trainings and One Pagers](#) have been updated to include training materials for Interactive Reporting and Student Groups.
- The new LEAP 360 Move Report provides a list of students who have entered or exited a school/school system. This report will be updated every Friday in [eDIRECT](#). The Move Report is posted in [eDIRECT](#) under Report Delivery, View Reports, Diagnostic/Interim 18-19, then Move Report.

LEAP 2025

- The [Practice Test Quick Start Guide](#) has been updated to include scoring and reporting improvements for the 2018-2019 school year.

LEAP Connect

- The [LEAP Connect Administrator Training](#) is posted to the [Assessment Library](#). This training provides an overview of the assessment design, details about accommodations and built-in supports, and detailed explanations of administrative documents.

ELPT

- ELPT Student Management opened on November 26 in TIDE. TIDE can be accessed through the [EL Portal](#) under the [ELPT tab](#). Reference the TIDE User Guide posted in the ELPT tab under Resources for directions on viewing/editing and adding students and accommodations.

ACT and WorkKeys

- A Department ACT Test Administration Webinar will be held on November 29 at 3:00 p.m. The webinar is designed for new test coordinators and will address high-level information about ACT, key dates, ACT's systems, and more.
 - **Webinar Date and Time:** November 29 at 3:00 p.m.
 - **Webinar Link:** <https://ldoe.zoom.us/j/353901946>
 - **Webinar Phone Number:** 669-900-6833
 - **Meeting ID#:** 353901946

- [PANext](#) is open for managing participation and shipping. No students will be in the system until late November. Schools must indicate participation in Spring ACT testing and choose material delivery dates. Please be mindful of school system holidays when choosing dates.
- All matters concerning WorkKeys administration on non-LDOE realms can be addressed by calling 800-967-5539 (800-WorkKey) or emailing actcareercurriculum@act.org. Please make it clear that your call is concerning your own realm or a sponsor's realm.

Assessment Administration Support and Training

The next Monthly Assessment and Accountability Office Hours will be December 4 at 1:00 p.m.

- **Webinar Date and Time:** December 4 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](#). Email assessment@la.gov with questions.

Reminder: LEAP 360 Planning for 2019-2020

LEAP 360 will be provided by the Department at no cost to school systems for the 2019-2020 school year. School systems that use LEAP 360 for the 2019-2020 school year will not be required to pay an annual fee; however, they will be required to sign a Memorandum of Understanding (MOU) to protect the item and test content.

More information, including the MOU and system release dates for the upcoming school year, will be shared in January.

Please contact assessment@la.gov with questions.

Reminder: 2017-2018 SPS Appeals and Waivers

The [2017-2018 SPS Appeal/Waiver Form](#) are available in the [Accountability Library](#) and must be completed by December 4 for 2018 SPS requests. Please remember that appeals and waivers cannot be based on data that could have been corrected during the data certification process.

Send questions to jennifer.baird@la.gov.

High School Pathways

Reminder: 2019 Behavior Intervention Summit

Please share with school system administrators, school principals, child welfare and attendance staff, counselors, and behavioral interventionists.

[Registration](#) for the 2019 Behavioral Intervention Summit is now open until January 2, 2019. The summit will be held at the Raising Cane's River Center in Baton Rouge on January 30, 2019. Sessions at the convention will provide school systems with important information related to building effective multi-tier systems of support utilizing evidence based behavioral interventions.

Sessions include:

- Evidence-Based Behavioral Intervention
- Social Emotional Learning Curriculum and Strategies
- Implementing a Multi-Tier System of Support

- Trauma Informed Approaches
- Classroom Management
- Cross Cultural Competencies
- Alternative Education Redesign
- Data-Based Decision Making in Behavioral Intervention
- Bolstering School Climate and Culture
- Implementation Fidelity Measures for Effective Behavioral Interventions

A list of hotels offering a discounted rate is [available](#).

Please contact behaviorintervention@la.gov with questions.

Reminder: New Artist Scholarship

Please share with school system administrators, school principals, school counselors, and teachers.

Renowned New Orleans born artist Gustave Blache III is offering a \$25,000 per year scholarship opportunity for aspiring African American students to attend the School of Visual Arts (SVA) in New York City. The scholarship targets high school seniors seeking a Bachelor of Fine Arts (4-years), or artists wanting to pursue a Master of Fine Arts degree (2-years).

The scholarships, offered in a collaborative effort of the LA Endowment for the Humanities (LEH) and the School of Visual Arts, are described on the LEH [website](#). Applications and portfolios are due on **December 14**, with notification of awards expected on January 11, 2019.

Please contact karen.denby@la.gov with questions.

Educator Preparation

New: Upcoming Compass Deadlines

The **2017-2018 Leader evaluation scores should be uploaded into the Compass Information System (CIS) by December 21**. For guidance on uploading the data into CIS, please review [Leader Evaluation Uploads](#), a step-by-step PowerPoint outlining the uploading protocol. This resource is also available in the “Training Materials” section of the [Compass Library](#).

For the 2018-2019 Compass Information System (CIS) deadlines, please note the following 1st semester timeline:

Date	Action Item
November 26 - December 21	School System Level Compass Administrators upload 2017-2018 leader scores into CIS
December 3	Student Learning Targets (SLTs) are reviewed and accepted

For more information, please review the [2018-2019 CIS Timeline](#) located in the [Compass Library](#) in Louisiana Believes.

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

Reminder: Data Validation for 2018-2019 Educator Workforce Reporting

In preparation for the 2018-2019 educator workforce reporting in the [secure portal](#), as well as the 2017-2018 teacher attendance data reported in the [Louisiana School Finder](#), school systems will undergo a data validation process to review and validate teacher tenure status, teacher certification status, and teacher attendance data.

To support school systems during the data validation period this fall, the Department provided school systems with a second round of the following data via their FTP today, November 27:

- A teacher level file with **tenure status**, compass results, and employment information for 2018-2019 educators ([secure portal](#)).
- A preliminary appendix that shows classes taught by teachers and their **certification status** (appropriately certified, out-of-field, or uncertified) for 2018-2019 educators ([secure portal](#)).
Note: This is the same format used in previous releases of the educator workforce data.
- A preliminary **attendance** file with school and school system level attendance rates and attendance by categories of days missed for 2017-2018 educators ([secure portal](#) and [school finder](#)). Teacher attendance will be updated in Louisiana School Finder in spring 2019.

School systems should access and review these files closely to ensure information is entered correctly so that workforce data is reported accurately in the Secure Portal and School Finder. The Department will provide a supplemental guidance document to help school systems understand how to review and validate each file. School systems will receive two more rounds of data to review and validate during the weeks of December 3 and December 10. **The final set of data files will be provided the week of December 10.**

For more information about the educator workforce reporting, please email believeandprepare@la.gov. For more information about entering or reviewing teacher information in PEP, please email michael.zanovec@la.gov.

Special Education

New: December Special Education Leader Monthly Webinar Canceled

The Special Education Leader Webinar scheduled for December 6 has been canceled. The monthly webinar for school system directors, supervisors, and coordinators of special education will resume on January 10 at 2:00 p.m. Webinar and call in information will be provided two weeks in advance.

Please direct any questions to specialeducation@la.gov.

Reminder: 2017-2018 Significant Disproportionality Results Released

Each year, federal regulations require the Department to analyze the likelihood that students with disabilities from one race or ethnicity will be subject to a certain outcome (over identification, restrictive placement, or exclusionary discipline) relative to students with disabilities from all other races and ethnicities, in each school system across the state.

School [significant disproportionality results 2017-2018](#) are now available. If a school system is identified as significantly disproportionate, they must set aside 15 percent of their IDEA Part B funding for coordinated early intervening services (CEIS) in Super App for the 2018-2019 school year. Additional information about CEIS is [available](#).

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

Data

New: Monthly Data Coordinator Webinar

Please share with data coordinators and data managers.

The Department will hold its monthly webinar for data coordinators and data managers of eScholar, SPS, SPC, SIS, SER, PEP, CUR, and STS on December 6 at 1:00 p.m. Topics will include 2018-2019 data submissions, upcoming deadlines, system enhancements, other updates and best practices.

- **Webinar Date and Time:** December 6 at 1:00 p.m.
- **Webinar Link:** <https://ldoe.zoom.us/j/976397929>

Please email systemsupport@la.gov with questions

Reminder: 2017-2018 EOY Dropout Correction

Please share with data coordinators and data managers.

The 2017-2018 EOY Dropout Correction collection is open for reviewing and making final online corrections for students identified as potential dropouts for the 2017-2018 school year. Failure to properly update student exits may result in dropouts being erroneously assigned to your school system. The reporting deadline is **December 3**.

Please email systemsupport@la.gov with questions.

Reminder: Oct 1 CLASS Collection

Please share with data coordinators and data managers.

The Oct 1 CLASS collection is open for submitting data to SPC, CUR, SIS and PEP. The reporting deadline is **December 7**. This collection is important for CTE/CDF funding, class size reporting, workforce and VAM. Validation reports/rosters will be dropped to the [DM FTP](#) this week for review. Please refer to the [2018-2019 Benchmark Calendar](#) for other important information regarding data submissions.

Please email systemsupport@la.gov with questions.

Finance

New: Excess Cost Requirement

Please share with business managers and financial officials of public school systems, charter schools, lab schools, and other entities and state agencies defined as an LEA for these purposes.

In adherence to federal regulations, local educational agencies (LEAs) including school systems, charters and lab schools must annually verify that their Individuals with Disabilities Education Act (IDEA), Part B funds are used in compliance with the Excess Cost Requirement published in IDEA, Part B Appendix A to Part 300.

Action Required: The LEA should access [Excess Cost Requirement published in IDEA, Part B Appendix A to Part 300](#), to determine if funds are appropriately budgeted to meet the fiscal requirement for FY 2018-2019 using current data.

The Department will calculate Excess Cost for FY 2017-2018 based on financial and student data (i.e. AFR, SIS, etc.) currently reported to the department for the corresponding year. LEAs will be notified of compliance or noncompliance for FY 2017-2018 Excess Cost requirements by letter after final data is available to complete the calculation.

Please contact nakia.jason@la.gov with questions.

Federal Programs

Reminder: Data Collection of Annual Counts for Title I, Part D

The Department must report SY 2018-2019 Annual Counts for Title I, Part D in order to determine funding for its neglected and delinquent facilities under the Every Student Succeeds Act (ESSA). Title I Directors/security coordinators can enter the data for the 2018-2019 school year (October count) in the [LEADSPortal](#). The LEADSPortal (TID - Annual Counts Table only) will be open from November 9 through December 7 for entering data. **This request is only for state agencies/school systems that receive Title I, Part D funds.**

Please contact edeltress.brown@la.gov for assistance.

Safe and Healthy Schools

New: School Health Survey

Please share with all school principals.

As required by state law, the Louisiana Department of Education monitors and evaluates health, recess, physical activity, and employee training in schools to provide an annual report to the Louisiana Legislature.

Participation is critical to providing accurate, high-quality data to the Senate and House Committees on health and welfare. Please have only one person complete the [survey](#) by or before December 15.

Please contact michael.comeaux@la.gov with questions.