

# CHARTER SCHOOLS



January 17, 2018

## Superintendent's Message

Dear Colleagues,

First and foremost, as we are currently experiencing severe winter weather throughout the state, it is my hope that every one of you is staying safe, warm, and off the roads. Our office, as well as other state offices, are closed through Wednesday, and I hope that each of you are also continuing to monitor the weather to keep your staff and students safe.

Nearly one year ago today, school system leaders from across Louisiana met with organizations that support school improvement at the state's [School Redesign Summit](#) in New Orleans. The goal was to begin the process of conceiving plans for comprehensive support of persistently struggling schools under the Every Student Succeeds Act, or ESSA.

In the time since, the state's ESSA plan has been approved. More important, dozens of schools and school systems created plans that demonstrate their use of strong curriculum, aligned assessment, and focused professional learning. They sought and partnered with organizations from across the state and the country to support those plans. And they presented their plans for review in the first of two rounds by the state Department of Education.

As a result of this process, many districts and charter schools will soon have plans approved for the 2018-2019 school year. Many of these plans merit funding, and the Department will propose to BESE next week that this funding be allocated, so that work can start immediately.

Those plans that did not meet the standard have more time and will be resubmitted [in round two](#), due to the state by March 1. In this round, the Department will expand the number of schools eligible for plan approval and funding by expanding its focus from struggling schools alone, to also including groups of students within schools who warrant more focused strategies and support.

The process of improving long struggling schools will take time. On an annual basis, BESE and the Department will review plans and funding decisions, evaluating each school's progress. Those schools that make consistent gains, exiting classification under the federal law, will no longer be required to go through this review. Schools that continue to struggle will remain in dialogue with the state. In each case, the goal will be clear: steady progress and, when it's not happening, make an adjustment.

What I have seen of plans on track for approval is inspiring. It is great to see so many of you thinking boldly on behalf of the students who need it most. I look forward to the progress that will follow.

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

John  
Twitter [@LouisianaSupe](#)

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## Action Items for Charter Schools

Date	Action	Owner(s)
1/19/18	Submit IDEA Alternate Assessment Monitoring Documentation for SY 2017-2018	School leaders at impacted schools
1/22/18	Submit <a href="#">Principal &amp; Teacher of the Year</a> applications	CEOs and School leaders
1/31/18	<a href="#">Submit</a> Second Quarter Finance Reports FY 2017-18	Business Managers and Financial Officials of Type 2, Type 3B, and Type 5 charter schools
1/31/18	Submit <a href="#">applications</a> for Louisiana Team Nutrition Training Grant	School leaders
2/1/18	<a href="#">Submit</a> Intent to Form a Title III Consortium	School leaders
2/1/18	Submit Pupil Progression Plans	CEOs and School Leaders
2/9/18	Complete Health, Physical Education and Vending <a href="#">Survey</a>	CEOs
3/1/18	Submit <a href="#">School Redesign</a> Applications	CEOs and School Leaders
3/19/18	Submit initial transportation plan to Charters@la.gov	CEOs and School Leaders of Type 2 charters

## LEA Support

### **New: February School System Planning Call**

The date for the February School System Planning Call has been changed to February 14 and is reflected in the updated [schools system support calendar](#).

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

### **New: 2017 Technology Readiness Report**

In a [report](#) shared with the Legislature on January 12, the Department outlined the great strides Louisiana schools have made in increasing student access to technology in the past year.

According to the report:

- 86 percent of school systems now meet the Federal Communications Commission's minimum bandwidth target of 100 Kbps per student, a gain of 13 percent since 2016.
- 93 percent school systems have exceeded the minimum device goal of five students to one device and 29 percent of school systems have met the ideal standard of one device for each student. In 2016, only 8 percent of school systems reported a one to one ratio.

The 2017 Technology Readiness [school system and school reports](#) have been posted in the Technology Footprint library.

### **Updated: January Superintendents' Call**

The January Superintendents Conference Call has been moved to January 25 at 10:30 a.m. due to state office and school system closures tomorrow. Superintendents may begin dialing into the call 15 minutes in advance.

To join the January Superintendents' Meeting:

1. Go to <https://louisianaschools.adobeconnect.com/suptscall/>
2. Dial into the Phone Bridge: 877-475-0109
3. When prompted, please give the Meeting ID #5695769
4. You will need to identify yourself in order to be placed into the meeting.

### **Reminder: 2017-2018 Pupil Progression Plan Update**

Please share with school system supervisors.

The Department has developed a significantly a streamlined [Pupil Progression Plan \(PPP\) template - Version 2.0](#) and [guidance document](#) based on recent promotion [policy revisions approved by BESE](#) in October for grades 4 and 8. As a result of the delayed release, the submission deadline has been extended to February 1, 2018.

In response to feedback received from local school systems, the Department will propose at the December 2017 BESE meeting that the recently approved revisions to Bulletin 1566 with regard to summer remediation be revised to allow for teachers rated "Effective: Proficient," in addition to those rated "Highly Effective," be able to serve as summer remediation instructors.

For additional information, please contact [ppp@la.gov](mailto:ppp@la.gov).

## **Reminder: January/February Supervisor and Principal Collaborations**

Sessions at the January/February [Supervisor](#) and [Principal](#) Collaborations will focus on topics relevant to school system leaders, including but not limited to accountability, school system planning, content area instruction, assessment, early childhood, and data systems.

Registration opened on Wednesday, January 3 in [Wisdomwhere](#) and closes on January 19.

[Supervisor Collaboration](#) Key Code: **2018SUPR**

[Principal Collaboration](#) Key Code: **none**

Date	Location	
Tuesday, January 30	Claiborne Building 1201 N.3rd St. Baton Rouge, LA 70802	Baton Rouge
Thursday, February 1	Jefferson Parish Public School Board 501 Manhattan Blvd. Harvey, LA 70058	Harvey
Wednesday, February 7	Bayou Church 2234 Kaliste Saloom Rd. Lafayette, LA 70508	Lafayette
Thursday, February 8	Trinity Methodist Church 1000 Woodward Ave. Ruston, LA 71270	Ruston
<a href="#">Supervisor Collaborations</a> 8:00 a.m.-12:00 p.m. <a href="#">Principal Collaborations</a> 12:00 p.m.-4:00 p.m.		

Please contact [LouisianaTeacherLeaders@la.gov](mailto:LouisianaTeacherLeaders@la.gov) with questions related to this event.

## **Reminder: Round 2 School Redesign Application Available**

Beginning in 2017-2018, ALL school systems must submit a School Redesign plan. At a minimum, this plan must describe how the school system will:

- spend [Direct Student Services \(DSS\) grant](#) (3% of Title I Part A allocation)
- address the needs of any schools labeled Comprehensive Intervention Required, if applicable

Direct Student Services and the competitive three-year, School Redesign grant help school systems implement plans to improve their struggling schools.

This year, school systems that would like to apply for additional funds to support schools labeled Urgent Intervention Required may choose to submit a plan for these schools. Beginning in 2018-2019, school systems will be required to submit a plan for any schools with this label.

Refer to the [2018-2019 School System Planning Guide](#) for more information about the School Redesign application, which is due March 1, 2018. All round 2 materials can be found in the [School Redesign library](#).

## **New: Transportation FAQ and Transportation Plans for Type 2 Charter Schools**

Beginning in the 2018-19 school year, BESE policy requires all state-authorized charter schools to provide transportation to and from school for all students living in the parish in which the school is located and who live more than 1 mile from the school.

The Office of Portfolio has created a [Transportation FAQ](#) document for all state-authorized charter schools to ensure that school leaders and boards have their questions answered and are informed of the specific responsibilities of providing transportation. This document will also assist schools that need to complete the RFP process for transportation providers for the 2018-19 school year.

Schools should review the [2018-19 Transportation Plan template](#) and submit an initial transportation plan by Wednesday, March 16th to [Charters@LA.gov](mailto:Charters@LA.gov).

Schools that have questions regarding transportation after reviewing the [Transportation FAQ](#) and initial Transportation Plan documents can reach out to [Charters@LA.gov](mailto:Charters@LA.gov).

## **Family Engagement**

### **Reminder: Family Engagement under ESSA Session Offered at Winter Collaborations**

**Please share with principals, Federal Program/Title I supervisors, and Family Engagement leads.**

In order to receive funding for Title I plans under the Every Student Succeeds Act (ESSA), schools and school systems must involve families in the development of family engagement policies and compacts. Therefore, the Department is offering a session for school system supervisors and principals at the January/February collaborations on the family engagement requirements under ESSA, and what a model process for developing school and family compacts looks like.

Please review the [Supervisor](#) and [Principal](#) Collaboration overview documents for more information or email [annie.morrison@la.gov](mailto:annie.morrison@la.gov).

## **Assessment and Accountability**

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

#### **LEAP 360**

- Math Interim Form 2 is now available for students. All supporting materials have been posted to [eDIRECT](#).

#### **English Language Proficiency Test (ELPT)**

- The ELPT assessment window is February 5 - March 16.
- DTCS should ensure that the ELPT secure browser is installed on all testing devices that will be used for ELPT testing. The ELPT secure browser can be downloaded [from the ELPT Portal](#).
- ELPT test administrators should review the [Test Administrator User Guide](#) prior to testing. The user guide supports test administrators who manage testing for students participating in the ELPT online tools training and operational tests.
- The Online tools trainings (OTT) is available for [ELPT](#). Students and test administrators must review these OTTs prior to testing.
- District and School Test Coordinators should review the Test Information Distribution Engine to understand how to perform the following functions:
  - Registering students for assessments
  - Establishing test settings and accommodations
  - Associating students with districts, schools and rosters
  - Creating and approving testing appeals
- The Test Administrator Manual is posted in the [ELPT Portal](#).
- Districts will receive materials January 23. The additional material window will open February 5.
- The ELPT [Accessibility and Accommodations Manual](#) is posted in the [ELPT Portal](#).
- Training Modules for the ELPT summative test are available in the Resources section of the [ELPT Portal](#)

- The LEAP Connect and LAA1 assessment window is February 5 - March 16.
- The Online tools trainings (OTT) is available for [LEAP Connect](#). Students and test administrators must review these OTTs prior to testing. OTT Directions for Administration are posted to [eDIRECT](#) under General Information, then Documents.
- Districts will receive materials January 26. The additional material window will open on January 29.
- The Student Response Check is available in INSIGHT through the LEAP Connect Online Tools Training (OTT), under the link "Student Response Check." The purpose of the SRC is to ensure that a test administrator can clearly identify the mode of communication a student uses.
- The LEAP Connect Procedures for Assessing Students Who Are Blind, Deaf, or Deaf-Blind guide is posted in [eDIRECT](#).

## ACT

- The ACT Online Plan has been posted to the [Assessment Library](#). This plan includes actions districts and schools need to take prior to testing.
- ACT is offering a test administration Q&A webinar for the ACT® test and ACT WorkKeys® for State testing. The registration deadline is 48 hours before the session start time and registration links are provided below.
  - In the webinar, ACT will answer questions about:
    - Staff and facility requirements
    - Preparation activities, such as handling test materials and completing the examinee non-test information
    - Managing information in PearsonAccessnext™
    - Test day policies and procedures
    - Returning test materials
    - Topics specific to state testing program
  - Both webinars will be offered from 1:00 p.m.-2:00 p.m. on [January 16](#) and [February 20](#).
- Resources for students preparing to take the ACT® can be found at [www.act.org/stateanddistrict/examinees](http://www.act.org/stateanddistrict/examinees)
- This month, a practice test with text-to-speech will be added to the ACT state testing website.
- ACT Match/No Match lists will be released to school systems via secure FTP this week.
  - The ACT Match List provides names of students in grade 12:
    - who already have an ACT score and can only be retested in spring at the expense of the school or system; and
    - for whom the state does not have an ACT score, and should be tested.
  - A zero will be applied to the ACT index portion of the school performance score for any student on the No Match list who does not test. The only students who are exempted from ACT testing are those who participate in LAA1 or LEAP Connect assessment.
  - ACT scores for these students can be updated during data certification in August. Please do not submit requests for changes at this time.

## Assessment Administration Support and Training

- The [2017-2018 Assessment Month-by-Month Checklist](#) has been updated to include additions to ACT, ELPT, and LEAP Connect action items.

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

## **Reminder: Translated School and Early Childhood Performance Score Videos Available**

The Department released new school and early childhood performance videos in Spanish, Vietnamese, and Arabic to help families breakdown the state's K-12 and early childhood accountability systems in order to better understand how schools and centers are rated.

K-12 School Performance Scores	Early Childhood Performance Profiles
<a href="#">Spanish</a>	<a href="#">Spanish</a>
<a href="#">Arabic</a>	<a href="#">Arabic</a>
<a href="#">Vietnamese</a>	<a href="#">Vietnamese</a>

Please share these links with all Spanish, Arabic, and Vietnamese speaking families. All videos are available on the "[School Finder](#)" [playlist](#) on the Department's [YouTube channel](#).

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

# Student Opportunities

## **New: Promotion Policy: Frequently Asked Questions**

**Please share with school system supervisors.**

The Department has developed a list of [Frequently Asked Questions \(FAQ\)](#) to support school systems in developing a 2017-2018 Pupil Progression Plan (PPP) and to assist with implementation of the [recent promotion policy](#). The deadline to submit a 2017-2018 Pupil Progression Plan is February 1, 2018.

For more information or to request a deadline extension, please contact [PPP@la.gov](mailto:PPP@la.gov).

## **New: 2018-2019 Dual Enrollment Policy Update**

**Please share with school system supervisors and high school administrators.**

The Louisiana Board of Regents recently approved new [minimum requirements](#) for dual enrollment coursework. The new policy addressed course content and rigor, faculty qualifications, and student eligibility.

Additionally, the Board adopted a revision to the minimum requirements for entry-level, college-level mathematics and English. The [revised policy](#) defines the threshold for access to entry-level, college-level courses. The policy allows for a pilot on placement with co-requisite delivery.

**An informational webinar will be held to assist school systems in dual enrollment policy implementation for the 2018-2019 school year.** School system supervisors and high school administrators are encouraged to participate in one of the webinars scheduled:

- **January 24, from 1:00 p.m. - 1:30 p.m. or**
- **Tuesday, February 6, from 3:30 p.m. - 4:00 p.m**

To join the meeting:

- Go to <https://louisianaschools.adobeconnect.com/de/>
- Enter meeting room as a guest and provide your name

For additional information please contact [highschoolacademics@la.gov](mailto:highschoolacademics@la.gov).

## **Reminder: Regional Financial Aid Calendar of Events**

**Please share with school counselors.**

The LDOE wants your submissions for the [Regional Financial Aid Calendar of Events](#). This resource is updated weekly to inform students, parents, schools, and school systems of upcoming financial aid events in their areas. The calendar and financial aid resources are located on the Department's [Financial Aid web page](#).

Please email the event name, date, time, location, and a brief description to [LDEfinancialaid@la.gov](mailto:LDEfinancialaid@la.gov).

# Talent

## **New: Believe and Prepare: Resident and Mentor Data Collection Process**

The Department is beginning the second round of the 2017-2018 undergraduate resident and mentor data collection process. The purpose is to allocate funds to yearlong undergraduate residents, who begin their residency in January 2018, as well as to their mentors. This process will also be an opportunity to make any corrections to the October 2017 allocations. The process will be the same process used in August 2017.

### **Step 1: Preparation Provider Data Collection**

- The Department will send teacher preparation providers a data collection template **today, January 16** to complete by **January 24**.

## Step 2: School System Data Collection

- Partnering school systems will have access to this template through their FTP by **January 26**.
- Once access has been granted, school system leaders should confirm the data provided by preparation providers and add personally identifiable information for mentor teachers by **February 7**.

Detailed directions are included in the [data collection template](#). Please contact [believeandprepare@la.gov](mailto:believeandprepare@la.gov) for more information.

### **New: Teacher and Principal of the Year Application Deadline Extended**

The 2019 Teacher and Principal of the Year application deadline has been extended. Applications are now due via the online application portal by Monday, January 22, 2018. The Department encourages all school systems to identify at least one teacher and one principal to complete the application and participate in the state-level process.

All applications and materials may be found on the [Department's website](#). Candidate's may enter the application portal by following steps on the [online portal user guide](#). Please send questions to [excellenteducators@la.gov](mailto:excellenteducators@la.gov).

## Data

### **New FTP file: CSPR Part II Data Collection for Title I, Part A and Part D - LEADSPortal TIA and TID**

The CSPR Part II Data Collection for Title I, Part A and Part D - LEADSPortal TIA and TID files will be available via the Data Management FTP the week of January 15 (with user names ending in @datamgmt) named "LEACode\_LEAName\_CSPR Part II Data Collection" will remain on the FTP until February 1, 2018. Please supply this information to the Title I manager.

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

### **New: Data Coordinator Office Hours**

**Please provide this information to your data coordinator and data managers.**

The Department will hold office hours for data managers of SPC, SIS, STS, and SER on Thursday, January 18, 2018, at 1:00 p.m. The data management team will be on hand to answer questions regarding the Feb 1 MFP collection (SPC and SIS) and data submissions for SER and STS.

To join:

- Go to <https://louisianaschools.adobeconnect.com/dcw/>.
- Enter the meeting room as a guest and provide your name.
- Select the "listen only mode."

Although not required, questions can be forwarded ahead of time to [systemsupport@la.gov](mailto:systemsupport@la.gov).

### **Reminder: ACT Match/No Match Roster**

**Please provide this information to school leaders and test coordinators.**

ACT Match/No Match Lists will be available the week of January 15 with file name 2017-2018\_LEA Code\_LEA Name\_ACT Match\_No Match Roster.

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

## Finances

### **Reminder: FY2017-2018 Second Quarter Financial Report**

**Please forward to Business Managers and Financial Officials of Type 2, Type 3B, and Type 5 Charter Schools.**

The Second Quarter Financial Report for FY2017-18 is due January 31, 2018. The [quarterly report form](#), along with the [Statement of Affirmation](#), are included for your reference and should be submitted to Karen McCarvy at [Karen.McCarvy@la.gov](mailto:Karen.McCarvy@la.gov).

- The MFP Resolution provides for a mid-year adjustment equal to the total per pupil amount times the number of students gained or **lost** from the February 1, 2017, student count to the October 1, 2017, student count.
- School Boards must revise their budget, as necessary, to maintain a balanced budget and accurately reflect the revenues

and expenditures based on the October 1, 2017, student count as reported in SIS. The Second Quarter Financial Report shall contain year end data through December 31, along with budgeted data for FY2017-18 (July 1, 2017 through June 30, 2018.) If your organization operates more than one charter school, you must submit the financial reports for each individual school.

If you have any questions or require further information, contact [Karen McCarty](#) or call 225-342-3776.

## Federal Programs

### **New: Consolidated State Performance Report**

The Department must report in the 2016-2017 Consolidated State Performance Report (CSPR) its progress and compliance with the No Child Left Behind Act of 2001. Additionally, school systems must submit student and staff data for Title I, Part A (TIA).

This year, school systems can verify their schoolwide counts for Title I Part A on the FTP prior to submitting on the [LEADSPortal](#). Title I directors must receive access to the [LEADSPortal](#) from their local security coordinators in order to enter the data for the 2016-2017 school year.

The [LEADSPortal](#) is now open for data submission through January 31.

Please find additional information for entering data at [CSPR - TIA Title I, Part A](#).

If any additional information is required, please contact your point of contact ([POC](#)) for further assistance.

### **Reminder: Guidelines for Forming 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 a local educational agency (LEA) if the amount is less than \$10,000. However, LEAs that do not meet the \$10,000 threshold may form a consortium to qualify for these funds. LEAs must designate a member of the group to serve as the fiscal agent.

LEAs interested in forming a Title III consortium should review the following documents:

- [Consortium guidelines](#)
- [Intent to Form a Title III Consortium](#)

The [Intent to Form a Title III Consortium](#) form must be completed and emailed to [Idegrants@la.gov](mailto:Idegrants@la.gov) on or before February 1.

For further assistance, contact at [melanie.mayeux@la.gov](mailto:melanie.mayeux@la.gov).

## Statewide Monitoring

### **Reminder: IDEA Alternate Assessment Monitoring SY 2017-2018**

As required under [ESSA](#), the Department is monitoring school systems to ensure compliance with federal and state requirements for the participation of students with disabilities in the alternate assessment. School systems that met or exceeded a 1.7% ELA alternate assessment participation rate are scheduled to participate in the 2017-2018 alternate assessment monitoring this month.

The IDEA Alternate Assessment monitoring packet-including instructions and student files to be reviewed by the Department's monitoring staff-is now available via FTP for every LEA selected to participate in the alternate assessment monitoring. If there is no information dropped to your school system's FTP folder, then your school system will not participate in alternate assessment monitoring this year.

All required student-specific documentation must be submitted to the Department via the FTP on or before January 19, 2017. If you have any questions about this process, please contact [angela.randall@la.gov](mailto:angela.randall@la.gov).

## Safe and Healthy Schools

### **New: Health, Physical Education, and Vending Survey**

As part of Revised Statute 17:17.4 and Senate Resolution 146, the Department is required to monitor and evaluate health and physical education and vending machine activities in school systems and provide an annual report to the Louisiana Legislature.

Therefore, **the Department is asking schools systems to complete a [survey](#) by February 9** to provide quality, accurate statewide data to the Senate and House Committees on Health and Welfare. Although school systems may collect information from multiple staff, only one person should complete the survey.

Please contact [michael.comeaux@la.gov](mailto:michael.comeaux@la.gov) with questions.

## LDOE Contacts

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## LDOE Links

[LDOE Website](#)  
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