

CHARTER SCHOOLS



January 22, 2020

Superintendent's Message

Dear Colleagues,

When you have big news in Louisiana, if you want that news to generate buzz and coverage, it's best that the news not be announced the same week the LSU Tigers romp their way to a national championship. Nevertheless, such a fate befell Chalmette High School's Chris Dier, who last week was quietly [named a finalist](#) for National Teacher of the Year. Now one of the final four nominees for the national honor, Chris is Louisiana's first finalist since 1989. It turns out Louisiana showed the country what it can do two times last week.

It's somewhat fitting that the announcement of Chris's extraordinary accomplishment would be muted by the wall of sound that escaped the Superdome last week and swept the entire state. Chris is remarkably modest about his unique gifts as a teacher, writer, and leader. He is the published author of a [work of historical non-fiction](#). His classroom was recently profiled on the [front page of the New York Times](#). Most important, he is a voice of civility, compassion, and conscience in a time when having a voice often implies bombast and aggression.

Honoring teachers like Chris has the power to inspire our state to care for its education system, to inspire young people to join our profession, and to inspire educators to develop their voices. While Chris's focus on history and justice is powerful, he is not the only state teacher of the year who has used the platform to advance critical causes. In the last several years alone, Louisiana teachers of the year have developed plans for STEM education, career pathways for aspiring teachers, new statewide science standards, and recommendations for increasing primary grade arts education.

School systems have done a great job expanding access to the [teacher of the year program](#) in Louisiana. I encourage you to continue that trend, honoring the talented, committed, visionary classroom leaders in your communities. Local school systems across the state recently nominated their top teachers to the state-level teacher of the year process. Congratulations to these outstanding educators. The Department will select semi-finalists and finalists this spring based on the strength of their written applications and virtual interviews. Over the summer, a panel of civic leaders and educators will convene to meet and independently select Louisiana's next Teacher of the Year.

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

John

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Action Items for Charter Schools

Date	Action	Owner(s)
1/22/20	Enter SY 18-19 Consolidated State Performance Report (CSPR) data for Title I, Part A & D	Data managers
1/24/20	Complete the School Health Survey	School leaders
1/31/20	Complete the accounting systems survey	Financial officials
1/31/20	Submit backlogged evaluation scores from 2012-2018 to the Compass team	School leaders
1/31/20	Submit Second Quarter Financial Report for FY2019-20	Business managers and financial officials
1/31/20	Apply for the Education of Homeless Children and Youth grant	School leaders and counselors
2/7/20	Complete SuperApp submissions	School leaders and grants managers
2/7/20	Submit designs for Teacher Leader Summit T-Shirt Contest	Teacher leaders
2/14/20	Complete Feb 1 MFP data submissions	Data managers
2/14/20	Report Teacher Student Data Link System (TSDL) spring data	Data managers
2/14/20	Certify senior mid-year graduates in SIS	Data managers
3/6/20	Order diplomas for 2019-20 graduates	School leaders, counselors and data managers
4/1/20	Submit nominations for the through the Principal Fellowship Cohort	School leaders and CEOs

LEA Support

New: School System Planning

February 7: Super App submissions are due in [eGMS](#).

As school systems begin to finalize their [Super App](#), leadership teams should be preparing for an approved and funded plan by:

- completing Contacts and Assurances in Central Data (eGMS); and
- entering data, including the Professional Development Plan and Early Childhood Coordinated Funding Request uploads, in Super App (eGMS).

Super App Office Hours will be held on **January 27 at 11:00 a.m.** for planning team members to review actions needed to complete plans and questions from teams. Webinar details are listed below.

- **Webinar Date and Time:** January 27 at 11:00 a.m.
- **Webinar Link:** <https://ldoe.zoom.us/j/405281497>
- **Webinar Phone Number:** 646-876-9923
- **Webinar ID#:** 405 281 497

Presentations from past Super App Office Hours can be found in the [School Improvement Library](#).

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

New: SuperApp Webinar for Charters

Super App is **due February 7** in eGMS. On **January 29 at 12:00 p.m.**, staff members at the LDOE will host a Super App webinar specifically for charter school administrators. This webinar will review the school system planning process, improvements to the academic strategy, and answer questions from participants. Webinar details are below.

Webinar Link: <https://ldoe.zoom.us/j/4340342587>

Meeting ID: 434 034 2587

Phone: 1-669-900-6833

All charter organizations are encouraged to have at least one representative join this call.

New: National School Counseling Week

Please share with administrators and counselors.

Today's school counselors are an integral part of a school's education team. They support academic achievement, career development, and social/emotional development, ensuring students become productive, well-adjusted adults. National School Counseling Week (NSCW) is a time for school systems to highlight the tremendous impact school counselors have on students. Sponsored by the American School Counselor Association (ASCA), NSCW is always celebrated the first full week of February. NSCW 2020 is February 3-7.

Please visit the ASCA National School Counseling Week [website](#) for ideas and inspiration and download additional resources from the [Counselor Support Library](#).

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

New: ELA Guidebooks 9-12 (2020)

An informational session dedicated to the new Louisiana ELA Guidebooks 9-12 (2020) will be offered at the [February Collaborations](#) for content directors.

At the [2020 Teacher Leader Summit](#), the Department will offer professional development specific to the new Louisiana ELA Guidebooks 9-12 (2020).

See the updated [Louisiana ELA Guidebooks 9-12 \(2020\) Overview](#) for the most up-to-date information related to:

- draft text lists for each unit,
- draft Culminating Tasks for each unit,
- Louisiana's open source platform launch,
- text access and purchasing, and
- professional development opportunities.

Please contact elaguidebooks@la.gov with questions.

Reminder: Streamlined State Instructional Materials Review Process

The Department is working to streamline the state instructional materials review (IMR) process, making better use of technology to carry out the process more efficiently.

The following IMR materials and resources are now available:

- Updated [Comprehensive Tiered Reviews Report](#)
- Updated [Weekly Report](#)
- Updated IMR submission timelines in the [Publisher's Guide for IMR Submission](#)

Please contact louisianacurriculumreview@la.gov with questions.

Reminder: February Collaborations

School system collaborations in February will target a limited, specific audience including chief academic officers, talent officers, and content directors for ELA, science, and PK-2. [Session](#) and [registration](#) information is now available. ***The February 6 collaboration has been canceled due to low registration. Registrants for that day have received an email with instructions to register for a different day.***

Dates and Locations:

- February 4 in Ruston
- ~~February 6 in Baton Rouge~~ *canceled*
- February 7 in Baton Rouge

Please contact classroomsupporttoolbox@la.gov with questions.

Reminder: 2020 Teacher Leader Summit T-Shirt Design Contest

Please share with teacher leaders.

The Department is seeking inspiration for the 2020 Teacher Leader Summit t-shirt design! Educators with an artistic flair are encouraged to submit their design for consideration by **February 7** to doecommunications@la.gov. The winning school will receive

\$1 per shirt sold. Last year's school, Montegut Middle, was awarded \$968 from The Inkwell Press.

The winning design will be announced in the March edition of the Teacher Leader newsletter. Reference the [contest rules](#) for details or contact louisianateacherleaders@la.gov with questions.

Reminder: 2020 Environmental Education State Symposium

The Louisiana Environmental Education Commission and the Louisiana Environmental Education Association invite educators to attend the **Environmental Education State Symposium on March 6-7**. The event will be held at Fontainebleau State Park in Mandeville and will focus on outdoor learning.

Please review the [attendee](#) and [exhibitor](#) information documents to register and contact stem@la.gov with questions.

Assessment and Accountability

New: For District Testing Coordinators

Important: ELPT Exemptions

- The ELPT testing window is February 3-March 13. **All** students who are identified as English learners in SIS must test and be included in accountability calculations in 2020.
- Requests for exemptions from the ELPT listening and/or speaking domains are now due to the Department. Please send completed requests to assessment@la.gov.
- The additional materials window opened today, January 22. Reminder: There is no K-1 writing supplement used in ELPT this year.
- Please review the [ELPT Accessibility and Accommodations Manual](#) as plans are made for students with accommodations.
- Please contact jennifer.baird@la.gov with questions.

Important: English III EOC School System Administration Materials

- An English III test materials folder is now available on the secure FTP, which includes all materials needed to administer and score English III assessments provided three times yearly through a process determined by the school system. Included in the folder are manuals that include specific directions.
- Requests for braille forms of the test are provided as needed by the Department and should be addressed to assessment@la.gov.
- Please contact jennifer.baird@la.gov with questions.

LEAP Connect

- The LEAP Connect testing window is February 3-March 13. All students who are eligible to take alternate assessment should now be identified with documentation in SER.

ACT and WorkKeys

- Now-January 31: Request accommodations and/or supports for eligible **ACT** examinees through the [Test Accessibility and Accommodations Systems](#) (TAA).
- The schedule of events for both ACT and WorkKeys spring 2020 are now posted on the [ACT State Testing](#) site. Please refer to these documents for all important dates and deadlines for both ACT and WorkKeys.
- The [ACT State Testing](#) site has an [Orientation](#) tutorial for ACT and [Configuration](#) tutorial for WorkKeys available.
- Resources can be found on the [ACT State Testing](#) site or by contacting the WorkKeys helpdesk at 800-967-5539 (800-WorkKey).

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 (SC) to support the administration of 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:
 - **Completed:** Schools with age 9 and age13 students have completed the PSI and E-filing processes
 - **January 31 (Extended):** Schools with age 17 students

Assessment Administration Support and Training Office Hours

The next **Assessment and Accountability Office Hours** will be on **January 28 at 1:00 p.m.** Webinar details are listed below.

- **Webinar Date and Time:** January 28 at 1:00 p.m.
- **Webinar Link:** <https://ldoe.zoom.us/j/202189164>
- **Webinar Phone Number:** 646-876-9923
- **Meeting ID#:** 202 189 164

Reminder: LEAP 360 Updates

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Given school systems' continued work to reduce unnecessary testing through the increased use of high-quality curriculum with embedded assessments, the LEAP 360 program is evolving to support school systems' efforts and will continue to be a Department-funded resource for school systems in 2019-2020 and 2020-2021. This means **educators will have continued, free access to K-2 formative tasks, diagnostics, and interims (ELA/math).**

	2019-2020	2020-2021
Cost	Free	Free
K-2 Formative Tasks	Available from DRC INSIGHT portal	Available from DRC INSIGHT portal
Diagnostics	Available from DRC INSIGHT portal	Available from DRC INSIGHT portal
Interims	One ELA form (Grades 3-HS) Two Math forms (Grades 3-8) Three Math forms (HS) Available from DRC INSIGHT portal	One ELA form (Grades 3-HS) • New Content Two Math forms (Grades 3-HS) • (1) New Content (aligned to mid-year administration) Available from DRC INSIGHT portal
EAGLE Item Bank	Available from DRC INSIGHT portal	Available from the Department's website . View a sample file . Note: Teachers should download self-made tests.

Action Item: The items from the EAGLE Item bank are being exported from the DRC INSIGHT portal and made available on the Department's website. Please click on the link in the table to see a sample file. The EAGLE platform will no longer be available beginning July 1. Teacher-created tests will not be exported and teachers are encouraged to download any self-made tests prior to June 30.

Please contact assessment@la.gov with questions.

High School Pathways

New: 2020 Jump Start Convention Reminders

Please share with administrators, counselors, and CTE leaders.

The 2020 Jump Start Convention is sold out. **There will be no onsite registration.**

- Fees to park in the garages surrounding the Raising Cane's River Center have increased to \$10.00 cash upon entry.
- Attendees to the convention are allowed to have a purse, backpack, i-pad, and/or laptop.
- Registration will open at 7:00 a.m.
- The event booklet will not be printed. A digital version of the [2020 Jump Start program booklet](#) is available.
- A [live stream](#) will be available for the opening session of the convention which begins at 7:40 a.m.

Please contact jumpstart@la.gov with questions.

Reminder: 2019-2020 Graduate Diploma Orders

Please share with principals, counselors, and data coordinators.

Please use the [Diploma Order form](#) to submit an order for the 2019-2020 graduates. All diploma requests must be submitted through the [Diploma Order form](#) by **March 6**. Only one form should be completed for each school system. The Department will cover the costs for the initial order and distribution.

Please contact jumpstart@la.gov for more information.

Educator Preparation

New: Nominations for 2020-2021 Principal Fellowship Cohort (NISL Cohort 6)

Nominations are now being accepted for 2020-2021 Principal Fellowship Cohort (NISL Cohort 6) through April 1. Please submit nominations through the [Principal Fellowship Nomination Form](#). Further information about the Louisiana Principal Fellowship can be found on the [Louisiana Principal Fellowship](#) webpage.

Please contact jennie.moctezuma@la.gov with questions.

Reminder: Updating 2012-2018 Evaluation Uploads for the Compass Information System (CIS)

The Department will offer a **one-time** opportunity to submit backlogged evaluation scores from 2012-2018 to the Compass team. Submissions will be accepted January 6-31 following these guidelines:

- All submitted scores must be received via password protecting the [2012-2018 Evaluation Score Report Spreadsheet](#) available under training materials in the [Compass Library](#) at compass@la.gov no later than **January 31**.
- CIS can only accept scores from the years **2012-2018**.
- Updating scores for prior years in CIS requires CIS to shut down the current 2019-2020 school year. **The 2019-2020 CIS system will be shut down for the month of February** to allow the Department to upload the submitted scores.
- For the upload to work, all certified personnel need to be at the site for the year being reported. If they are not listed, please add them to the spreadsheet and notate they should be added.

A [video](#) explaining the upload procedures can be found in the [Compass Library](#). Office hours will be held **January 21-31** from **9:00 a.m.-10:00 a.m.** To schedule a time, contact compass@la.gov.

Please contact compass@la.gov with questions.

Federal Programs

Reminder: Data Collection of CSPR for Title I, Part A & D

The Department must report in the Consolidated State Performance Report (CSPR) its progress and compliance with the areas and initiatives set forth under the Every Student Succeeds Act (ESSA). In order for the Department to comply with the reporting requirements for Title I, Part A and Title I, Part D, data on student participation and staff information is required.

The Department is requesting that all Title I Directors/Security Coordinators enter the data for this reporting period in the [electronic system](#) for SY 18-19. The deadline for entering data is **January 22**.

Please contact edeltress.brown@la.gov with questions.

Reminder: Homeless Subgroup Population Performance Data Available

Last week, the Department provided school system and state level data for each LEA's homeless subgroup population on the datamgmt FTP site. Generally, this data is beneficial for any LEA that would like to review a comprehensive data analysis of their homeless subgroup population. More specifically, this data can be used to help competing LEAs complete the [Needs Assessment Guide](#) for the 2020-2023 Homeless Competitive Grant, which is due **January 31**.

Please note: This information only includes the performance data which are numbers 1, 2, and 3 in the guide. All other LEA specific information should be gathered at the LEA level.

For those LEAs that will be submitting the Request for Applications (RFA), please review data with your application committee and select high priority areas to design your McKinney Vento program. All data managers should access the word document entitled: *LEA Code_LEA Name_2019 Homeless Subgroup Data* on the datamgmt FTP site and share with their homeless liaisons.

Please contact antiqua.hunter@la.gov with questions.

Finance

FY2019-2020 Second Quarter Financial Report

Please forward to Business Managers and Financial Officials of Type 2 and Type 5 Charter Schools.

The Second Quarter Financial Report for FY2019-20 is due January 31, 2020. The [quarterly report form](#), along with the [Statement of Affirmation](#), are included for your reference and should be submitted to CharterFinanceHelpdesk@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, 2019, student count to the October 1, 2019, 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, 2019, student count as reported in SIS. The Second Quarter Financial Report shall contain year to date actual data from July 1, 2019 through December 31, 2019 along with budgeted data for FY2019-20 (July 1, 2019 through June 30, 2020.) 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 McCary](#) or call 225-342-3776.

New: Business Manager Accounting Survey

Please share with financial officials of Type 2 and Type 5 charter schools.

The LDOE is in the planning phase of creating a new Annual Financial Report (AFR) system to be implemented in the future and would like to begin gathering information from business and financial officials on the current accounting systems and processes in place at the LEA level. The purpose of this survey is to focus on gathering information on the technical capabilities of LEA accounting systems. Please complete the [accounting systems survey](#) for your LEA by Friday, January 31st.

If you have any questions or require further information, contact Reynaldo.Valldejuli@la.gov or call 225-342-3590.

New: January 2020 MFP Payments

Please share with school system business managers.

The January 2020 MFP Payments have been adjusted to include the reconciliation of the FY2019-2020 Pay Raises based on the Profile of Educational Personnel (PEP) data as of October 1, 2019.

The adjusted January 2020 MFP Payments can be found in the [MFP Library](#) on the Department's website.

Please contact ldoemfhelpdesk@la.gov with questions.

Safe and Healthy Schools

Reminder: School Health Survey

As required by state law, the Department 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 one person per school complete the [School Health Survey](#) by **this Friday, January 24**. Each school should complete the survey.

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

LDOE Contacts

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