

CHARTER SCHOOLS



January 17, 2018

Superintendent's Message

Dear Colleagues,

Yesterday, over 1,200 educators, employers, and advocates came together in Baton Rouge for the 4th annual [Jump Start Convention](#). We were honored to be joined by Governor Edwards, whose [comments](#) underscored the importance of the work at hand, to the state's prosperity and to the lives of future generations.

Now in its fourth year, [Jump Start](#) educators and students have achieved remarkable results. More students graduated in the class of 2017 than in any class in state history. In 2018, we anticipate more than 20 percent of graduates graduating due to their [Jump Start credentials](#). In fact, while in 2014-2015, students earned 14,000 industry-based credentials, in 2016-2017 students earned 63,000 such credentials.

There remain challenges. Most important, it continues to be the case that more regional credentials are awarded than statewide credentials. This is particularly true for health sciences and information technology, the two fastest growing high-wage fields in Louisiana. Both fields remain under-subscribed in Jump Start given the volume of quality jobs available.

However, as always, educators in our state are responding to critical challenges. Teachers are designing a new, Louisiana-specific curriculum to introduce students to the world of work. Directors of career and technical education are creating an academy to train the next generation of directors. LSU has designed STEM course pathways to provide students experiences in programming, engineering, and statistical modeling.

Finally, school systems around the state are expanding their Jump Start offerings to the summer months. In response, today the Department of Education released a [request for proposals](#) for school systems seeking to become a summer course provider, making their [Jump Start Summers](#) courses eligible for [Supplemental Course Allocation](#) funding.

Jump Start represents a collective mission to expand prosperity, to make the high school experience relevant, and to re-discover the joy of learning through work. It's [working](#). Let's keep it going.

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)
1/31/18	Submit Second Quarter Finance Reports for FY 2017-18	Business Managers and Financial Officials of Type 2, Type 3B, and Type 5 charter schools
1/31/18	Submit applications for Louisiana Team Nutrition Training Grant	School leaders
2/1/18	Submit Intent to Form a Title III Consortium	School leaders
2/1/18	Submit Pupil Progression Plans	CEOs and School Leaders, and/or board presidents
2/9/18	Complete Health, Physical Education and Vending Survey	CEOs
2/16/18	Submit Principal & Teacher of the Year applications	CEOs and School leaders
3/1/18	Submit School Redesign Applications	CEOs and School Leaders
3/16/18	Submit initial transportation plan to Charters@la.gov	CEOs and School Leaders of Type 2 charters

LEA Support

New: January/February Supervisor and Principal Collaborations

Registration for the January/February [Supervisor](#) and [Principal](#) collaborations has been extended to Friday, January 26 due to school closures last week.

Sessions will focus on supporting school systems in planning for the 2018-2019 school year. **All charter organizations are strongly encouraged to send multiple representatives to both collaboration events.**

[Supervisor Collaboration](#)

Key Code: **2018SUPR**

[Principal Collaboration](#)

Key Code: **none**

Date	Location	
<u>Tuesday, January 30</u>	<u>Claiborne Building</u> <u>1201 N.3rd St.</u> <u>Baton Rouge, LA</u> <u>70802</u>	<u>Baton Rouge</u>
<u>Thursday, February 1</u>	<u>Jefferson Parish Public School Board</u> <u>501 Manhattan Blvd. Harvey, LA</u> <u>70058</u>	<u>Harvey</u>
<u>Wednesday, February 7</u>	<u>Bayou Church</u> <u>2234 Kaliste Saloom Rd.</u> <u>Lafayette, LA</u> <u>70508</u>	<u>Lafayette</u>
<u>Thursday, February 8</u>	<u>Trinity Methodist Church</u>	<u>Ruston</u>

**1000 Woodward
Ave. Ruston, LA
71270**

[Supervisor Collaborations](#) 8:00 a.m.-12:00 p.m.
[Principal Collaborations](#) 12:00 p.m.-4:00 p.m.

Contact louisianateacherleaders@la.gov with questions.

New: February School System Planning Call Rescheduled to February 21

The date for the February School System Planning Call has been changed again to February 21 at 1:00 p.m. due to the Mardi Gras holiday and is reflected in the updated [schools system support calendar](#).

Please email districtsupport@la.gov with questions.

New: February Accountability Commission Meeting

The Accountability Commission will meet on February 2 at 1:00 p.m. in the Thomas Jefferson room at the Claiborne Building in Baton Rouge. The meeting will also be [live streamed](#) for individuals who are not able to attend the meeting in person.

Email assessment@la.gov with questions.

New: 2018 LA Regional Science Bowl Registration

The U.S. Department of Energy is looking for school teams to join the National Science Bowl being held at the University of New Orleans on March 10 from 8:00 a.m.-3:00 p.m.

- There is no registration fee for the event, but teams will be selected on a first come, first served basis.
- The top four teams will receive cash prizes.
- First place winners will be invited on an all-expenses paid trip to compete for the national title in Washington DC.

Reminder: 2017-2018 Pupil Progression Plan Update

Please share with school system supervisors.

The Department has developed a significantly 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.

Reminder: January Superintendents' Call

The **January Superintendents Conference Call will be held 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 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.

Email edtech@la.gov with question.

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](#).

Charter Monitoring

Reminder: 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.

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

Assessment and Accountability

New: Reminders for District Testing Coordinators

General

- INSIGHT now includes a Desmos graphing calculator for all high school summative and nonsummative assessments. Updated Help files will be included for high school math Online Tools Trainings. Supervisors can learn more about the new Desmos online graphing calculator at the January/February collaborations.
- All changes to the role of District Test Coordinator, Backup District Test Coordinator, Accountability Contact, or Backup Accountability Contact must be submitted to LDOE using the [DTC and Accountability Contact Update](#) form.

LEAP 2025

- Teacher Access versions for grades 3-8 practice tests are now available in eDIRECT.

LEAP 360

- LEAP 360 Grades 3-8 Math Interim 2 is now available in INSIGHT for students.
- Interim School and Test Session Summary Reports are now available in [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](#).
- The Student Response Check is available in INSIGHT through the LEAP Connect Online Tools Training, 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.
- 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 Training is available for [ELPT](#). Students and test administrators must review these trainings 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. Additional material orders are placed through [TIDE](#).
- 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](#).

LEAP Connect/LAA1

- The LEAP Connect and LAA1 assessment window is February 5 - March 16.
- The Online Tools Training 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. TAs should review the LEAP Connect DTA up to two days prior to the test to ensure they are prepared to administer the assessment.
- The Student Response Check is available in INSIGHT through the LEAP Connect Online Tools Training, 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](#). The directions for grades 3-4 Foundation Reading sections will be securely shipped to LEAs.
- The LEAP Connect Test Administrator Quiz is posted in [eDIRECT](#). DTCs and STCs should use this as a part of test administration training.

ACT

- February 2 is the deadline to:
 - verify and upload students in to PANext
 - submit requests for ACT-approved accommodations in TAA
 - order ACT accommodated materials
 - install ProctorCache software and setup proctor caching in PANext for ACT online testing only
- DTCs are required to make changes to any school test coordinators in the district in PANext. Refer to the [PANext User Guide](#).

Assessment Administration Support and Training

Assessment and Accountability Office Hours

- Tuesday, January 30, 2017, at 1:00 p.m.

- Webinar link: <https://louisianaschools.adobeconnect.com/assessment-accountability/>

- Phone Number: 1-646-307-1380; Participant PIN code: 89147656

Please email assessment@la.gov with questions.

Student Opportunities

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:

- **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.

Talent

New: Teacher and Principal of the Year Application Deadline Extended

The 2019 Teacher and Principal of the Year application deadline has been extended to Friday, February 16, 2018. All applications and materials may be found on the [Department's website](#). Candidates may enter the application portal by following steps on the [online portal user guide](#). Please send questions to excellenteducators@la.gov.

All charter associations are asked to select at least one teacher and one principal to participate in the state-level process.

For charters that have not already begun this process, please send your candidate information to ExcellentEducators@la.gov, by Monday, January 29, 2018.

- Candidate's name (first and last)
- Charter association name
- Charter school name
- Candidate's email address
- Contact phone number

For questions, contact excellenteducators@la.gov.

Reminder: 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 for more information.

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 with FTP 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.

- 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 McCarvy](#) or call 225-342-3776.

Federal Programs

Reminder: 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 on or before February 1.

For further assistance, contact at melanie.mayeux@la.gov.

Safe and Healthy Schools

New: Flu Season Update

The Louisiana Department of Public Health has released a [memo](#) updating Louisiana schools and day care centers of the severe flu season occurring across the state. Schools and centers are advised to take all precautions to ensure that students and staff exhibiting flu-like symptoms are sent home promptly and remain at home until they are fever-free for at least 24 hours.

The memo includes helpful information about how to identify flu-like symptoms, and steps to take to prevent a flu outbreak in schools. If school or center leaders suspect a flu outbreak in their school or daycare, they should immediately contact the Louisiana Office of Public Health Infectious Disease Epidemiology Hotline at 800-256-2748 for assistance.

Reminder: 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 with questions.

Reminder: Team Nutrition Training Grant Application

The LDOE and Louisiana Department of Health (LDH) have teamed up to support healthier schools with funding from the U.S. Department of Agriculture's Team Nutrition Training Grant. The three-year grant will allow the Department and the LDH to support environments that are conducive to healthy eating and physical activity through resources, funding, and professional development to schools.

We encourage all schools that meet the grant requirements to apply for the grant. The Department and the LDH will select 15 schools that will be awarded \$5,000 (\$2,500 in 2018-2019 and \$2,500 in 2019-2020) to implement the following strategies:

- incorporating nutrition education into the classroom;
- communicating health messaging across multiple channels;
- implementing Smarter Lunchrooms strategies; and
- other changes that will help create a healthier school environment.

The grant information is included below:

- [Louisiana Team Nutrition Overview](#)
- [Grant Guidelines](#)
- [Grant Application](#)

All applications should be submitted by January 31. Please contact stephen.guccione@la.gov if you have any questions or visit the [Louisiana Fit Kids website](#).

LDOE Contacts

[John White](#)
State Superintendent of Education
(toll-free) 877.453.2721
Twitter @LouisianaSupe

LDOE Links

[LDOE Website](#)
[Contact Us](#)

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