

CHARTER SCHOOLS



March 4, 2020

Superintendent's Message

Dear Colleagues,

I am writing today regarding two issues requiring immediate attention.

First, as you likely know, there have yet to be any reported cases of the Coronavirus in Louisiana. At the same time, school system leaders are right to have concerns and to be proactive about resolving them. For information regarding the Coronavirus itself, you may wish to consult the [Louisiana Department of Health](#) website, which has regularly updated information about the disease, prevention, and any occurrences in Louisiana. The Department of Education has also created a brief [Frequently Asked Questions](#) document that is specific to the concerns of school systems and that will be regularly updated as the Coronavirus impact becomes better known.

Second, the MFP Task Force met two weeks ago in order to create a recommendation to BESE regarding the 2020-2021 MFP formula. The Task Force, whose recommendations are non-binding, debated the issue at length, ultimately recommending that the board develop a formula that increases the base per pupil cost in the MFP by 2.75 percent. The Task Force further recommended that school systems whose average teacher salary does not meet or exceed the Southern regional average dedicate at least 50 percent of the increase in base per pupil revenue to increases in educator pay.

The non-binding recommendation from the Task Force is one source of information the Department will use in recommending a formula to BESE. By close of business Friday, March 6, the Department will post a recommended formula and will send to school systems an estimate of the financial impact this recommended formula would have on each local school system. BESE will then take up the recommended formula at its committee meetings Tuesday, March 10. Upon BESE's approval, a formula will be submitted to the Legislature for its consideration.

I appreciate your attention to both of these important matters.

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)
3/6/20	Address SuperApp clarifying questions in eGMS	Grants coordinators
3/6/20	Order diplomas for 2019-20 graduates	School leaders, counselors and data managers
3/13/20	Submit applications for Jump Start Construction Scholars Program	School leaders
3/13/20	Register for SPED Fellow Mentor-Coach Interest Survey	SPED coordinators
4/1/20	Submit nominations for the through the Principal Fellowship Cohort	School leaders and CEOs
4/7/20	Complete the whitelist next steps for Teach Leader Summit	IT Coordinators
4/9/20	Complete applications for Outstanding School Support Employee (OSSE) Awards	School leaders and CEOs
5/11/20	Register for Super Summer Institute	CTE supervisors, professional school counselors, CTE teachers

LEA Support

New: School System Planning

Super App: School systems received a letter via email with clarifying questions last week to be addressed within [eGMS](#) by this Friday, March 6. In early March, school systems will also receive feedback on their Professional Development Plan from their network coach.

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

New: ELA Guidebooks 9-12 (2020)

The first round of new Louisiana ELA Guidebooks 9-12 (2020) will soon be available on Louisiana's open source digital platform.

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

- text access and purchasing,
- Teacher Leader Summit, and
- professional development opportunities.

Please contact elaguidebooks@la.gov with questions.

New: School Support Institutes

To support school-based leadership teams from CIR and UIR-A schools in ensuring teachers plan for and deliver instruction in a way that meets the needs of their students, the Department launched the School Support Institutes (SSIs) in the fall of 2019. Year one of SSIs concluded in February. All resources from Days 1, 2, and 3 of the SSIs are posted in the [School Improvement Library](#), including a recap of all pathways and next steps for school systems.

To continue supporting schools implement their improvement plans, the Department will resume the SSIs at the Teacher Leader Summit in May. Attendees will dive deeply into the creation of a Leadership Action Plan by attending one of the following pathways: Building Leadership, Effective Common Planning, and Observation & Feedback.

Please contact delaina.larocque@la.gov with questions.

New: Leadership Learning Series Webinars

This week, the Department hosted a webinar announcing the Leadership Learning Series as part of the Teacher Leader Summit and shared plans for year two of the School Support Institutes (SSIs).

The Leadership Learning Series is a series of sessions at the Teacher Leader Summit that will equip school leaders and their leadership teams of CIR and UIR-A schools to develop strong school-based academic plans. Principals of CIR/UIR-A schools should now be [registering](#) their three-person leadership team to attend the Teacher Leader Summit and [registering](#) their team for the Leadership Learning series. Both registrations are separate and required. The registration for the Leadership Learning series should be completed only once by the principal.

The webinar deck is posted in the [School Improvement Library](#).

Please contact delaina.larocque@la.gov with questions.

Reminder: Every Child Counts - 2020 Census

Census Day is observed nationwide on April 1 . By this date, every home will receive an invitation to participate in the 2020 Census.

The 2020 Census count impacts the federal funds that communities receive each year for programs and services that are critical for schools, students, and younger children, such as:

- Special education, Head Start, after-school programs, and classroom technology.
- Food assistance, including free and reduced-price school lunches.
- Maternal and child health programs.

Completion of the census ensures federal funding to support Louisiana students. The Department encourages school systems to **explore the newly available [2020 Census Toolbox](#)** to find activities specially designed to be engaging and appropriate for each grade level, from counting for kindergarteners to examining career statistics for high schoolers. **School systems are encouraged to organize a [Statistics in Schools \(SIS\)](#) week this month to help students learn more about the importance of a complete count in the 2020 Census.**

Please contact ldoecommunications@la.gov with questions.

Reminder: Whitelisting Summit App Provider

The 2020 Teacher Leader Summit will take place May 27-29 at the Morial Convention Center in New Orleans. [Registration](#) is now open. The Department will release a full session list publicly on April 8. Participants will be required to pre-select their sessions in the Summit Sched app prior to attending the event. This is the same process as last year.

In order for Summit participants who have completed the Eventbrite registration process to receive an invitation to schedule their sessions on April 8, immediate steps are required by each school system.

School systems should immediately:

- require participants to register for the event using their official school-provided email address,
- work with their IT providers to whitelist "[@sched.com](#)," and
- work with their IT providers to whitelist all communications for the IP address 198.2.136.100.

Please contact ldoeevents@la.gov with questions.

Assessment and Accountability

New: For District Testing Coordinators

Cohort Graduation Data Certification

- Data certification for the 2018-2019 graduation cohort will open through Louisiana Data Review the week of March 16. All accountability contacts will receive an individual email with login credentials and resources. There will be a webinar immediately following the March 10 monthly call to review cohort graduation policy and to provide directions for using the online data certification system.

Updated Growth to Mastery Student-Level Rosters

- The growth to mastery student-level rosters are being updated to route students to the site code reported for them during the October 1 SIS collection. Updated rosters were made available on the secure FTP on February 7.

Important: ELPT Exemptions

- The ELPT testing window is now-March 13. **All** students who are identified as English learners in SIS must test and be included in accountability calculations in 2020.

- Included in accountability calculations in 2020.
- The additional materials window is now open. 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 now-March 13. All students who are eligible to take alternate assessment should now be identified with documentation in SER.

ACT and WorkKeys

- Recordings of the ACT Test Administration Q&As [1](#) and [2](#) can be accessed using the links provided.

Assessment Administration Support and Training Office Hours

The next **Assessment and Accountability Monthly Call** will be on **March 10 at 1:00 p.m.** Webinar details are listed below.

- **Webinar Date and Time:** March 10 at 1:00 p.m.
- **Webinar Link:** <https://ldoe.zoom.us/j/202189164>
- **Webinar Phone Number:** 646-876-9923
- **Meeting ID#:** 202 189 164

High School Pathways

New: 2020 Super Summer Institute - Save the Dates

Please share with CTE supervisors, professional school counselors, CTE teachers.

Super Summer Institute (SSI) will be offered regionally across the state to secondary and post-secondary educators. SSI provides educators the opportunity to attend training sessions with many offering the opportunity to earn statewide industry-based certifications aligned to Jump Start pathways.

Registration will open in Eventbrite on March 3 and will close on May 11 . Registration for National Emergency Services Academy (NEMSA) only will end on April 17. Registration costs must be paid through Eventbrite at the time of registration by credit card only. Lunch will be provided for educators attending SSI.

School systems are responsible for all travel expenses, textbooks, and the registration fee of \$250 per session. **School systems may use their Career Development Funds (CDF) or 2019-2020 Carl Perkins Funds to pay the fee.**

Information regarding locations, dates, and trainings currently scheduled are listed below.

Location	Date	Trainings
Lafourche	June 1 - 5	Quest for Success, Cyber Society, New Instructor Workshop (CTTIE), Certified Clinical Medical Assistant (CCMA), FAA Drone Part 107, Automotive Service Excellence (ASE) (specific modules TBD)
Winn	June 8 - 12	Quest for Success, Cyber Society, Adobe Visual Design Specialist, CompTIA IT Fundamentals, FAA Drone Part 107
Calcasieu	June 15 - 19	Quest for Success, Cyber Society, CompTIA IT Fundamentals, CIW Web Foundations Series, AutoDesk Inventor
Bossier	July 13 - 16 (10/hr day)	Quest for Success, Cyber Society, CompTIA A+, CIW Web Foundations Series, FAA Drone Part 107
Livingston	July 13 - 17	Quest for Success, Cyber Society, Adobe Visual Design Specialist, CompTIA IT Fundamentals, Certified Clinical Medical Assistant (CCMA)
NEMSA	May 4 - July 17	EMR Refresher, BLS Provider, BLS Instructor, EMR Initial Skills
Operation Spark	July 13 - 24	Fundamentals of JavaScript, Functional Programming and Web Development

Additional training opportunities for Universal courses are being developed. Please visit the [Jump Start Training Calendar](#) to learn about additional training opportunities related to NCCER, ESRI Industry-Based Certification, and other CTE related topics.

Please contact jumpstart@la.gov with questions.

New: 2020 Spring Counselor Institutes Please share with professional school counselors.

The semiannual Counselor Institutes are an opportunity for professional school counselors to receive important information from the Department and other agencies and meet with other school counselors in their region. Topics to be discussed during the Spring 2020 Institutes include school counseling resources, middle and high school updates, and Jump Start 2.0. [Registration](#) for the Department's Spring Counselor Institutes is now open.

Please click on the date in the chart below to register for the Spring Counselor Institutes. **All events are from 9:00 a.m. until 12:00 p.m.**

Please note that the date of the Counselor Institute in Acadia Parish has changed.

Date	Location
April 1	St. Charles Professional Learning Center 12727 US-90 Luling, LA 70070
April 2	Tangipahoa Parish School Board Office 59656 Puleston Road Amite, LA 70422
April 3 date change	Acadia Parish Education Center 2402 N. Parkerson Avenue Crowley, LA 70526

Network **North** POC: emily.bradley@la.gov

Date	Location
April 7	Bossier Parish School for Technology and Innovative Learning 1020 Innovation Drive Bossier City, LA 71111
April 8	Ouachita Parish School Board 1600 North 7th Street West Monroe, LA 71291
April 9	St. Landry Parish School Board 1013 E Creswell Lane Opelousas, LA 70571

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

Reminder: 2019-2020 Graduate Diploma Orders Please share with principals, professional school counselors, and data coordinators.

The deadline to order 2019-2020 diplomas and seals is **March 6**. Please use the new [Diploma Order Form](#) to submit an order for the 2019-2020 graduates. All diploma requests must be submitted through the [Diploma Order Form](#). 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 with questions.

Reminder: Jump Start Construction Scholars Program Please share with counselors.

The Louisiana Construction Education Foundation (LCEF) [Jump Start Construction Connect Scholars Program](#) is now accepting applications for a \$1,000 scholarship. The scholarship is geared toward students who have earned the Jump Start Diploma, earned a National Center for Construction Education and Research credential, and enrolled in an LCTCS campus on a construction

pathway or in an Associated Builders and Contractors training program.

This is the state's first and only scholarship dedicated exclusively to Jump Start graduates . This effort is a collaboration of the Louisiana Construction Education Foundation, Louisiana Community and Technical College System, and the Department.

Please contact jumpstart@la.gov with questions.

Special Education

New: SPED Fellow Mentor-Coach Interest Survey

The Department is recruiting mentor-coaches to support participants in Louisiana's Special Education Leader Fellowship. The Special Education Leader Fellowship is a year-long, comprehensive development program for novice special education leaders across the state. Mentor-coaches will build a strong relationship with their Fellows, provide expert guidance and feedback on the Fellows' executive learning project, deliver resources and coaching to Fellows based on their development, and facilitate self-reflection and growth.

Mentor-coaches should have extensive special education experience leading a school system's special education program (ex: director, supervisor) and should be able to demonstrate strong interpersonal relationship-building skills, a track record of effective leadership, an understanding of Louisiana's academic strategy, and a strong willingness to support the Fellowship. Mentor-coaches must commit to supporting the Fellowship from May 2020 to June 2021 and will receive a stipend to support their contributions to the Special Education Leader Fellowship.

Interested mentor-coaches should complete the [interest survey](#) by **March 13**. Phone interviews will take place in the following weeks.

Please contact specialeducation@la.gov with questions.

Reminder: March SPED Leader Webinar

The Department will hold its monthly webinar for school system directors, supervisors, and coordinators of special education on **March 5 at 2:00 p.m.** Topics will include upcoming deadlines, updates, guidance, and training opportunities. Pre-registration is not required.

- **Webinar Date and Time:** March 5 at 2:00 p.m.
- **Webinar Link:** <https://ldoe.zoom.us/j/836904974>
- **Webinar Phone Number:** 646-876-9923 (for dial-in only)
- **Meeting ID#:** 836 904 974

Please contact specialeducation@la.gov with questions.

Data

New: 2019-2020 Teacher Roster Verification for VAM

Please share with principals and teachers.

The [Curriculum Verification and Results \(CVR\) Reporting Portal](#) roster verification ensures that teachers are assigned to the correct courses and classroom rosters of students for the purposes of value-added (VAM) analyses. The data in CVR will be used to calculate a teacher's VAM score even if the teacher and/or the principal do not verify the roster. Teachers instructing ELA, math, science, social studies (grades 4-8), and Algebra, Geometry, English I and English II courses (all grades) should verify their rosters as they are eligible to receive VAM scores.

March 3-16 (2 weeks): CVR Open for View-only

- Users can view and check the roster data for accuracy and make changes in the source system (SIS, CUR, PEP). The CVR Help Desk will be able to assist with any issues that a school system must correct in the source data systems.

May 4-22 (3 weeks): CVR Open for Roster Verification

- This process is required and allows teachers and principals the ability to verify and correct records for specific courses and students. Data managers will track verification completion at the school level in the system.

An updated user guide for CVR is [now available](#).

Please contact ldoecvr@la.gov with questions.

Finance

Reminder: Instructional Material for Agriculture Courses Additional Guidance

The Department is providing additional guidance related to the Agricultural Science [allocation](#) that was recently released to school systems. Please refer to the attached [FAQ](#) to answer some of the commonly posed questions.

Please contact schoolfinancehelpdesk@la.gov with questions.

Reminder: FY2019-2020 Final MFP - Career Development Fund (CDF) Payments

Final MFP - CDF payments for FY 2019-2020 were recently released by the Department. Additional details regarding these payments are available for reference in the [MFP Library](#).

Please contact ldoemfphelpdesk@la.gov with questions.

Federal Programs

New: FY19-20 High Cost Service Round 1 Allocations

Allocations for Round 1 of the High Cost Services grant have been loaded in [eGMS](#). School systems that have been approved through the application process must now create a budget by creating an amendment in the High Cost Services Round 1 application in eGMS. Amendment 1 must be created in order to budget for all students for whom an allocation was received.

Reminder: Only budget for those students, items, and services that have been deemed eligible and allowable.

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

Program Monitoring

New: Consolidated Monitoring Schedule for 2019-2020SY (Third Quarter)

The Department conducts annual monitoring of school systems to ensure compliance with federal and state requirements. To assist school systems in thoughtful planning and preparation for a scheduled monitoring event, the Department has released

the [consolidated monitoring schedule for the 2019-2020 school year](#). This schedule remains tentative as the agency reserves the right to make adjustments as necessary.

Quarterly updates will follow this newsletter announcement. Additionally, the assigned Program Monitoring Team Leader will send a more detailed monitoring notification reminder, along with any necessary planning documents or instructions, directly to Superintendents and Federal Program Directors of each school system appearing on the monitoring schedule. The [third quarter monitoring schedule](#) is also available.

Please contact tasha.anthony@la.gov with questions about the monitoring schedule or program monitoring related to the Every Student Succeeds Act (ESSA). For questions related to the Individuals with Disabilities Education Act (IDEA), please contact iris.jones@la.gov.

Safe and Healthy

Reminder: Annual Vaccination Assessment

In accordance with [RS 17:170](#), chief administrators of schools are responsible for electronically reporting student immunization or exemption information to the Office of Public Health (OPH). School immunization requirements help safeguard children and adolescents by making sure they are protected when they get to school, where the potential for vaccine-preventable disease transmission is higher. School immunization assessments identify products of under-vaccinated students

disease transmission is higher. School vaccination assessments identify pockets of under-vaccinated students.

The [Annual Vaccination Assessment Memo](#) and ranked parish reports for both [kindergarten](#) and [grade 6](#) for school year 2019-2020 are now available. Please note: These reports reflect parish-level results for the percentage of complete records and, for the first year, exemption data is available for [kindergarten](#) and [grade 6](#).

Maps depicting these results are on the [LDH Immunization](#) webpage under "Data & Charts." In collaboration with Public Health Informatics, the Immunization Program anticipates being able to share data to the school-level within the next month.

Please contact stacy.hall@la.gov with questions.

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