Superintendent's Message

Dear Colleagues,

I am writing to provide an update on legislative action related to state education finance. With a little more than one week left in the regular legislative session, there is still much left to be resolved, even as the budget is trending in a positive direction.

Earlier this week, the Senate Finance Committee approved a budget that includes the original amount of funding sought by BESE for the Minimum Foundation Program (MFP). This includes pay raises of $1,000 for educators and $500 for support staff. It also includes a 1.375 percent increase in the base per pupil rate within the MFP formula. The budget will be heard on the Senate floor late this week. It will then go back to the House, which may either concur with the amendments or reject those amendments, initiating a series of negotiations on all provisions within the bill. If the size of the MFP appropriation in the budget is part of negotiations, changes made by the Legislature may necessitate changes to the BESE-adopted formula. However, there are still many steps to go before this is even a consideration. I will continue to provide updates on this issue.

The Senate committee also increased funding for early childhood education over appropriations made in the House version. As with the House budget, the version passed includes $8.8 million to prevent a severe cut to 4-year old services. But the Senate committee version also includes a more significant commitment to reducing some of the statewide child care waitlist, removing roughly 1,500 children from the waitlist. While roughly 4,000 children will remain on the waitlist, this is a step in the right direction.

Finally, the current version of the budget reduced the size of cuts to the Department of Education's operating budget. However, under the new version of the budget, the Department is still cut $800,000 and the Special School District is cut nearly $1 million. These are serious reductions, made after years of drastic cuts. They will result in reduction of personnel and services if they persist through the process, and will undoubtedly reduce the level of supports available to local school systems.

I will keep you informed as the process comes to a conclusion.

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

John
Action Items for Charter Schools

<table>
<thead>
<tr>
<th>Date</th>
<th>Action</th>
<th>Owner(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>5/31/19</td>
<td>Submit 2020 ESSA MOE and 2020 IDEA MOE Verification (eligibility review)</td>
<td>Business managers &amp; financial officials</td>
</tr>
<tr>
<td>5/31/19</td>
<td>Complete Special Education Leadership Survey</td>
<td>CEOs and SPED coordinators</td>
</tr>
<tr>
<td>ASAP or by 6/14/19</td>
<td>Register for the Teacher Leader Summit sessions of your choice in the Sched app</td>
<td>All Teacher Leader Summit attendees</td>
</tr>
<tr>
<td>6/30/19</td>
<td>Obligate Education Excellence Fund (EEF) funds</td>
<td>Grant managers for EEF fund recipients</td>
</tr>
<tr>
<td>6/30/19</td>
<td>Submit the Sponsor Site Information form</td>
<td>CEOs and school leaders of closing, changing or new schools</td>
</tr>
<tr>
<td>7/1/19</td>
<td>Submit the selection form for Pupil Progression Plans</td>
<td>CEOs and Pupil Progression Plan coordinators</td>
</tr>
<tr>
<td>7/15/19</td>
<td>Submit final 6/30 PERs for EEF funds</td>
<td>Grant managers for EEF fund recipients</td>
</tr>
</tbody>
</table>

LEA Support

New: June School System Planning Call

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

- Curriculum and instruction supervisors
- District test coordinators and accountability contacts
- Early childhood supervisors
- Federal program supervisors
- High school and career and technical supervisors
- Personnel directors
- Talent (Mentors, Content Leaders, Teacher Leaders) supervisors

- **Webinar Date and Time:** June 5 at 1:00 p.m.
- **Webinar Link:** https://ldoe.zoom.us/
- **Meeting ID#:** 398875849

Email districtsupport@la.gov with questions.

New: June Superintendents' Call

Superintendents are invited to participate in the Superintendents' Conference Call hosted by State Superintendent John White on June 4 at 10:00 a.m. Participants may begin dialing into the call 15 minutes in advance. Please follow the instructions below:

- **Webinar Date and Time:** June 4 at 10:00 a.m.
- **Webinar Link:** https://ldoe.zoom.us/j/726883527
- **Phone Bridge:** 877-475-0109
- **Meeting ID#:** 5287789

You will need to identify yourself in order to be placed into the meeting. Please enter your full name, and school system name when logging in.

Reminder: Attend the Pre-Summit Principal Track Kick-off Webinar

Please share with principals.

The Teacher Leader Summit will include a tailored sequence of sessions for principals to ensure they have the tools they need to support teachers in 2019-2020. The Department will host a Pre-Summit Principal Track Kick-off Webinar to:

- introduce school systems and school leaders to the 2019-2020 school system support strategy;
- share a preview of the principal track summit session, "Academic Strategy and School System Support for 2019-2020;" and
- provide information and answer questions to ensure principals are prepared to attend the principal track offerings at the Summit.
It is recommended that all CIR/UIR-A principals and school system staff attend the webinar below. The webinar will be recorded and made available on Louisiana Believes.

- **Webinar Data and Time:** May 30 at 3:15 p.m.
- **Webinar Link:** [https://ldoe.zoom.us/j/946346448](https://ldoe.zoom.us/j/946346448)
- **Meeting ID:** 946346448

Please contact your network team with questions.

**Reminder: 2019-2020 Pupil Progression Plan**

Please share with superintendents and Pupil Progression Plan Coordinators.

Pupil Progression Plans are the policies and guidelines local school systems use to determine whether students will be promoted to the next grade, retained in the current grade, or advanced to higher grades. The plans also outline the criteria for high school graduation.

For 2019-2020, school systems will have the following options as it relates to the Pupil Progression Plan (PPP):

- Retain the locally approved Pupil Progression Plan for the 2019-2020 school year
- Submit a locally approved addendum outlining Pupil Progression Plan updates for the 2019-2020 school year no later than July 1
- Submit a new locally approved Pupil Progression Plan for the 2019-2020 school year no later than July 1

By July 1, school systems should either submit the selection form indicating they will retain the previously approved Pupil Progression Plan, submit an addendum, or submit a new plan. All submissions should be sent to ppp@la.gov.

Please contact ppp@la.gov for more information.

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**Assessment and Accountability**

**New: 2018-2019 SPS Calculator Updates**

Please share with accountability contacts.

The 2018-2019 SPS calculator has been updated in [Accountability Resources](#), and school systems now have two calculator options.

- **2018-2019 SPS Calculator:** This calculator no longer includes ELP progress since this index will not be included in the SPS until 2020. Both calculators were updated to expand the high school progress index table to include two years of data. In 2018-2019, the high school progress index will include points earned from growth demonstrated in 2017-2018 and 2018-2019 in ELA (LEAP 2025 English I and II scores) and math (LEAP 2025 Algebra I and Geometry scores).
- **2018-2019 SPS Calculator with ELPT Simulation:** ELPT results are now included in a separate calculator which enables schools and systems to estimate a simulated SPS for 2019 that includes the ELP progress measure. This calculator should only be used to inform planning since the SPS will not include ELP progress until 2020.

Please contact assessment@la.gov with questions.

**New: For District Testing Coordinators**

**General:**

- The [2018-2019 Assessment Month-by-Month Checklist](#) is located in the [Assessment Library](#).
- All changes to secure shipping addresses, DTCs, or Accountability Contacts must be submitted to the Department using the [DTC and Accountability Contact Update](#) form found in the [Assessment Library](#).
- The updated Central Office Testing Site Manager is now available for download in eDIRECT under the Downloads tab.
  - Central Office will replace the TSM for the 2019-2020 school year and must be installed prior to August. TSM 9.2 will no longer work on June 30.

**K-2 Pilots**

- **Due May 31:** Districts participating in this pilot should finalize observations in the K CLASSportal.

**Birth-Grade 3 Assessments**

- **Due May 31:** GOLD® Spring Checkpoint
  - Administrators and teachers can refer to the support guidance, [10 Tips for Successfully Completing Your Checkpoint](#), for...
Administrators and teachers can refer to the support guidance, 10 Tips for Successfully Completing Your Checkpoint, for step-by-step assistance.

For schools that want to add additional items to their assessment: While the Department does not require programs to use the comprehensive set of GOLD® objectives/dimensions, administrators are welcome to enable these settings for a site that is planning on using the full assessment tool. For more information on enabling the comprehensive set of GOLD® objectives/dimensions, please watch this support video for step-by-step instructions for administrators.

LEAP 2025

- Spring high school LEAP 2025 scores for non-seniors are now posting in eDIRECT.
- June 17-21
  - June 7: Summer high school LEAP 2025/EOC test setup and additional materials window opens
  - DTCs should train STCs on test security and administration.

LEAP 360

- School systems that use LEAP 360 during the 2019-2020 school year will not be required to pay an annual fee; however, they will be required to sign a Memorandum of Understanding (MOU) to protect the item and test content. Submit the signed MOU to assessment@la.gov.

ELPS

- Beginning August 1, ELPS will be Louisiana's required standardized entrance screener. All guidance and trainings are available in the Assessment Library.
- ELPS will be unavailable from July 13-31.

ACT and WorkKeys

- School Test Coordinators can now access student score reports in the Validus Online Reports Portal for students taking the WorkKeys assessments online. Score reports for WorkKeys assessments taken on paper will be available in the portal on May 15.
- The ACT Score Report Schedule and the WorkKeys Score Report Schedule can be found on the ACT State Testing site. Please refer to this schedule for estimated access and delivery dates.
- Student should begin checking their myworkkeys.com accounts for scores and NCRCs if earned. Students may contact the WorkKeys customer service helpdesk at 800-WorkKey (967-5539) for help accessing their accounts.
- No later than June 10: WorkKeys Summary Score Reports and Roster Score Reports will be available in the Online Reports Portal in Validus. The WorkKeys Online Reports Portal User Guide has descriptions of each report and instructions for running the reports.
- No later than July 2: ACT school and district level reports will be available through PANext.
  - Reports must be downloaded before PANext is activated for the 2019-2020 school year, which is usually the beginning to mid-August.

The next Assessment and Accountability call will be June 18 at 1:00 p.m. There are not any Office Hours in June or July. Regularly scheduled Office Hours will resume in August.

- Webinar Link: https://ldoe.zoom.us/
- Webinar Phone Number: 669-900-6833
- Meeting ID#: 393463942

The Office Hours Questions and Answers document is posted in the Assessment Library. Email assessment@la.gov with questions.

High School Pathways

Reminder: Financial Aid Planning Events

Please share with school counselors or other personnel responsible for financial aid planning.

The Department has staff available to assist with FAFSA submission and general financial aid information until the July 1 state priority deadline. Financial aid specialists can come to schools, senior events, libraries, community centers, or any regional location, and are also available on Saturdays. The Department has some regional events scheduled and can also advertise any events school systems are hosting via the Regional Financial Aid Calendar of Events. If school systems need assistance for seniors submitting a FAFSA, correcting applications with errors, or want to advertise an event, please contact ldefinancialaid@la.gov.

Reminder: Super Summer Institute - Late Registration
Reminder: Super Summer Institute - Late Registration
Please share with Career and Technical Education (CTE) supervisors, administrators, and instructors.

Late registration for the 2019 Jump Start Super Summer Institutes (SSI) will open July 1 and close July 5 for a limited number of July sites and sessions.

Late registration sites include Bossier, Livingston, and Operation Spark. Late registration seats, in the following sessions, are limited and additional seating will not be made available after late registration closes on July 5.

- Adobe Visual Design Specialist
- FAA License/Drone Applications
- Quest for Success
- Operation Spark Instructor Intensive

Late registration will also include an additional opportunity for Quest for Success training in Baton Rouge on July 29-30.

No refunds will be provided for late registration. No onsite registration will be available at any SSI sites.

For more information, please e-mail jumpstart@la.gov.

Educator Preparation

New: Department Announces the 2020 Teacher and Principal of the Year Finalists

On Wednesday, May 23, the 48 Teacher and Principal of the Year semi-finalists participated in a brunch reception hosted by First Lady Donna Edwards and Dream Teachers, LLC, at the Louisiana Governor's Mansion. During this event, the 2020 Teacher and Principal of the Year finalists were announced.

All 2020 Teacher and Principal of the Year finalists and semi-finalists will be honored, and the overall state-level winners will be announced at the 13th Annual Cecil J. Picard Educator Excellence Symposium and Celebration on July 19 at the Crowne Plaza Executive Center in Baton Rouge.

Congratulations to these educators!

Please contact excellenteducators@la.gov with questions.

New: Teacher Certification Renewal Process

For many teaching certificates, it is time to renew. Most certificates are renewable for calendar years. However, the following certificates are issued for a school session:

- Practitioner Licenses (1, 2, and 3)
- Extended Endorsement Licenses
- Temporary Employment Permits
- Resident Teacher Certificates
- Out-of-Field Authority to Teach

These certificates are not renewed until July 1 of each calendar year. For this reason, the Certification team will not begin processing issuance or renewal of these certificates until July 1.

Please note that any renewal applications for these certificate types submitted prior to July will be held until the July 1 date. Due to processing time, some certificates may show as lapsed or expired until they are processed by the Certification team. Once processed, they will show a retroactive start date of July 1 and no lapse of certification.

Practitioner License (PL) Renewals:

- The program provider applies for PL renewal only if the teacher is enrolled in the Practitioner Teacher Program (PTP) on a PL1.
- The employer applies for the PL renewal when the teacher candidate is enrolled in the Certification-Only Program (PL2) or the Master's Alternative Program (PL3).

As mentioned previously, these certificates are renewed after July 1 each school year.

Please email certification@la.gov with certification questions, or submit a question in our online portal at TeachLALive!

New: Compass Information System (CIS) Customer Service Line

The Department is offering a customer service line to assist with questions regarding evaluation uploads in the CIS system.
The call line will be available June 10 - June 21 between the hours of 10:00 a.m. - 12:00 p.m. to assist with non-VAM rated teacher uploads, and again on August 5 - August 16 between 12:00 p.m. - 2:00 p.m. to assist with all remaining teacher uploads.

Customer Service Line: (225) 342-3664

For more information, please contact the Compass helpdesk at compass@la.gov.

**Reminder: 2019 - 2020 Compass Evaluator Training Dates**

New Compass Evaluator trainings and Recertification for Evaluators will be offered this summer at Teacher Leader Summit on June 26 - 28. Additional online trainings will be available as indicated on the chart below. Registration for these online trainings will open July 10.

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
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<tbody>
<tr>
<td>July 30 (New Evaluator)</td>
<td>9:00 - 11:00 a.m.</td>
</tr>
<tr>
<td>July 31 (New Evaluator)</td>
<td>3:00 - 5:00 p.m.</td>
</tr>
<tr>
<td>August 1 (Compass Recertification)</td>
<td>9:00 - 11:00 a.m.</td>
</tr>
<tr>
<td>August 2 (Compass Recertification)</td>
<td>3:00 - 5:00 p.m.</td>
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</tbody>
</table>

Please contact compass@la.gov for more information.

**Reminder: 2019-2020 Louisiana Principal Fellowship Program Registration**

The Louisiana Principal Fellowship Program partners with the National Institute for School Leaders (NISL) to offer a yearlong executive development program for school and school system leaders in all stages of their careers.

The Registration Nomination Survey for Cohort 5 (2019-2020) of the Louisiana Principal Fellowship is open and available on the Louisiana Principal Fellowship website until May 31. The cost per person is $10,600. NISL will invoice for payment in the early fall.

**Principal Fellowship/NISL Orientation**

The orientation session for the 5th cohort of the Louisiana Principal Fellowship/NISL will be offered at two times and locations. Confirmed Principal Fellowship/NISL participants for the 2019-2020 school year should plan on attending one of the two orientation sessions:

- June 13 from 9:00 a.m. to 1:00 p.m. at the Rapides Parish School Board Media Center in Alexandria; or
- June 25 from 12:00 p.m. to 4:00 p.m. at the Convention Center in New Orleans (Day prior to Teacher Leader Summit)

Confirmed cohort members will receive further details for orientation in the coming weeks, including the schedule, cohort locations, and calendars for the remainder of the Fellowship.

Please contact teri.roberts@la.gov with questions.

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**Grants Management**

**Reminder: Submit Final PER for Education Excellence Fund (EEF)**

Schools or agencies that received a payment from the 2018-2019 Education Excellence Fund (EEF) this year should take note of the following important dates:

- June 30: Deadline for EEF recipients to obligate EEF funds
- July 15: Deadline for EEF recipients to submit their Final 6/30 PERs

Please note that Final PERs are used to calculate EEF allocations for the following year, so EEF recipients that do not submit a Final PER by July 15 may experience delays in accessing their EEF funds for 2019-2020.

An important reminder: when completing the PER, notice on the first tab, labeled "Expenditure Obligation Summary," that there is a box at the bottom with a checkbox for Final Expenditure. Check that; otherwise the PER will not be reported as final and it will have to be corrected and resubmitted.

For assistance in preparing Final 6/30 PER for EEF, see the Training section on the eGMS login page under "Tips & Reminders: Preparing the Periodic Expense Report (PER)."

Please contact tonya.johnson@la.gov with questions.
Reminder: Updated School Nurse Handbook
Please share with school nurses.

The School-Based Nursing Services in Louisiana Schools Handbook has been updated to reflect changes in vision screening and tracheostomy procedures.

Please contact michael.comeaux@la.gov for additional information.

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