

# CHARTER SCHOOLS



July 11, 2018

## Superintendent's Message

Dear Colleagues,

Earlier this week you received statewide reports for 2017-2018 LEAP 2025 results in English language arts, mathematics, and social studies. You also received individual student-level reports 10 days ago, in late June.

As with LEAP 360 outcomes, [LEAP 2025 results](#), released yesterday, provide fields of information with which to evaluate what is working and what is not, at the school, classroom, and student levels. I'm proud to note that the percentage of students achieving mastery or higher in social studies increased this year. The percentage of students reading at higher levels increased modestly as well. In math, results were constant, the second consecutive year in which performance did not move forward in this subject. In each case, it is important to probe subgroup and sub-claim outcomes, to compare performance across classrooms and across schools, and to derive from the data hypotheses as to what lies behind successes and struggles.

It is also important that we communicate early and often with parents about their children's work in school. LEAP 2025 results provide just one source of information that, put together with others, can help teachers and parents discern together the supports children need in the year ahead. The [Parent Guide to the LEAP 2025 Student Reports](#) can help facilitate these conversations, and is available in [translated versions](#).

Finally, please note that this week's release is one of many to come this summer and fall, each with its own story to tell about progress in our schools. Subsequent releases will include indicators of high school success, such as Advanced Placement and CLEP outcomes. This year's series will also include for the first time, an August report on the LEAP 2025 growth attained in each school. Growth is now a significant dimension of the [state's school rating system](#), and growth scores will therefore be a part of the summer release schedule, informing school communities and the public about the progress made by individual students and schools in the recently ended school year.

A great deal of work goes into a school year. Test results cannot capture all of that effort, or everything students learned. But they tell an important story of improvement and effort, of struggle and change. I look forward to learning more from this year's results in the weeks ahead.

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)
7/15/18	Complete <a href="#">2017-2018 CDF EOY Report template</a>	School leaders
7/15/18	Submit final 6/30 Periodic Expense Reports (PERs) for EEF	Grants coordinators
7/15/18	Submit 2017-18 ACT and WorkKeys payments.	CEOs, finance contacts and DTCs
7/15/18	Submit 2017-2018 High Cost Services (HCS) Round 1 and 2 Reimbursement Requests	Special education and grants coordinators
7/20/18	<a href="#">Register</a> for Louisiana Principal Fellowship Program	School leaders
7/20/18	Complete DTC and Accountability Contact <a href="#">Survey</a>	DTC and accountability contacts
7/23/18	Complete <a href="#">BESE Tuition Program for Teacher fall 2018 application</a>	School leaders and STEM teachers
7/31/18	<a href="#">Email</a> Test Irregularity Review Committee nominations	CEOs and school leaders
7/31/18	Submit FY2018-19 Annual Operating Budget	Type 2 and Type 5 charter school business managers and board presidents

## LEA Support

### **New: Department Transitions to Zoom Platform for All Webinars**

**Please share this information with all school system supervisors.**

Starting July 1, the Department began using [Zoom](#) for all of its webinars and will no longer use the Adobe Connect platform. Therefore, school system leaders should pay close attention to the new links and meeting IDs for upcoming webinars, as all previously used links for regularly scheduled meetings are no longer valid.

Webinar participants are also encouraged to logon to their first Zoom webinar 10-15 minutes early to ensure that they are able to successfully open, or if needed download, the Zoom application.

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

### **Reminder: SRCL Subgrants to Support K-2 Performance Tools Pilots**

The Department invites school systems to apply for SRCL subgrants to support implementation of high-quality curriculum, assessments, and professional development up through grade 5, with a special focus on piloting a system of age-appropriate, standards-aligned tools to evaluate K-2 classroom experience and student mastery of fundamental skills.

[Applications](#), which include [SRCL Application Guidance with links to FAQs, webinar, and allowables](#), are due **July 23**.

Please contact [jill.slack@la.gov](mailto:jill.slack@la.gov) with any questions.

### **Reminder: Statistical Reasoning Approved as a Core Math Credit**

In their recent joint meeting, BESE and the Board of Regents approved Statistical Reasoning as a core math credit for students on both a TOPS University Diploma and Jump Start TOPS Tech Diploma. School systems/schools interested in implementing this course can contact [Dr. Guillermo Ferreyra](#) for information regarding teacher training and curriculum materials.

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

## Family Engagement

### **New: Family Engagement Back-to-School Meeting**

**Please share with family engagement coordinators.**

In preparation for the start of the 2018-2019 school year, the Department is hosting a meeting for family engagement coordinators to review back-to-school materials, and new legislation that will impact families this year.

School system family engagement coordinators are encouraged to attend this meeting on July 25, either in person or virtually.

- Meeting date: July 25 from 9:00 a.m.-11:30 a.m.
- In-person meeting location: Claiborne Building, 1201 N. Third Street, Baton Rouge, Arkansas Room
- Virtual meeting location: <https://ldoe.zoom.us/j/261499663>

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

## Assessment and Accountability

### **New: LEAP 2025 Data Released**

The Department released the [2018 LEAP 2025 results](#) earlier this week. This release is the first step in a series of student progress data releases. Here is the detailed timeline:

- **Friday, July 6:** 3-7 growth-to-mastery 2018-2019 target rosters were released in eDIRECT portal (for planning). The rosters provide student growth targets for the 2018-2019 school year.
- **August:** Annual rates of progress from one year to the next for students, schools, and school systems
- **Fall:** School performance scores that combine proficiency rates and progress rates, reported in School Finder

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

### **New: Bulletin 118 Update**

**Please share with school test coordinators and principals.**

[Bulletin 118](#) has been updated and the following changes regarding ACT WorkKeys will be in effect for the start of the 2018-2019 school year:

- Students shall be subject to a 30-day wait period before retesting on WorkKeys assessments, during which time LEAs shall provide remediation.
- For schools or systems that administer WorkKeys assessments on non-LDOE realms, there is a new [addendum to the ACT data sharing agreement](#) that can be signed and returned to [ldedata@la.gov](mailto:ldedata@la.gov).

Bulletin 118 also states that school systems must administer all assessments according to the testing schedule dates approved by BESE. The BESE approved testing window for WorkKeys is:

- October 1, 2018 - April 12, 2019 (CBT)
- October 1-12, 2018 - (PBT for fall accommodated paper)
- March 13-27, 2019 - (PBT for spring accommodated paper test)

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

## New: Achievement Level Descriptors

### **Please share with principals and teachers.**

Achievement level descriptors (ALDs) are available in the [Assessment](#) library for grades 3-8 English language arts, mathematics, and social studies, and the English I, English II, Algebra I, and Geometry high school courses. After standard setting, the U.S. History ALDs will be finalized and added to the Assessment library in the fall. Biology and grades 3-8 science will follow in fall 2019.

ALDs provide educators with more detailed descriptions of the knowledge and skills the average student performing at each achievement level is expected to demonstrate on the LEAP 2025 test. Educators can look to ALDs to help answer questions like:

- What can I expect this student performing at Basic to know and demonstrate?
- What is the difference in expectation to move a student from Basic to Mastery?
- What instructional changes would support that movement?

[Additional information](#) is also available, by content area, on how ALDs can provide additional insight to educators when reviewing LEAP 2025 student performance.

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

## New: Action Items and Important Information for District Testing Coordinators

### **General**

- Data certification for ACT and DCAI will begin in early August. It is very important that all changes to district test coordinators (DTCs) or accountability contacts be submitted to the Department using the [DTC and Accountability Contact Update](#) form found in the Assessment Library.
- On June 28, DRC released an updated version of its DRC INSIGHT secure browser software. This is a required update, and it applies to all operating systems (Windows, MacOS, ChromeOS, and iOS). If LEAs configured devices to auto-update when INSIGHT was installed, the software will automatically download and install this update upon launch. If LEAs did not configure INSIGHT to auto-update, LEAs will need to manually install INSIGHT before completing any testing.
- In June BESE approved the Test Irregularity Review Committee comprised of national, state, and local testing experts. Any superintendent/charter leader wishing to nominate their accountability representative should email the individual's resume to [assessment@la.gov](mailto:assessment@la.gov) by July 31.
- The State Placement Test Coordinator Manual is posted in [eDIRECT](#). Test setup and the additional materials window open on August 3.
- The deadline for DTCs and accountability contacts to complete the [End of Year Survey](#) is July 20.

### **LEAP 360**

- Diagnostic and Interim Quick Start Guides are posted in the [LEAP 360](#) Library.
- Diagnostic and Interim test setup for 2018-2019 will be available on July 16 in [eDIRECT](#).

### **LEAP 2025**

- High School Practice Test Teacher Access is live. Teachers may access the online practice tests by copying and pasting the [teacher access link](#) into Google Chrome. The usernames and passwords are located in the [Practice Test Quick Start Guide](#).

### **ELPT and ELPS**

- TIDE will close for the 2017-2018 school year on July 16. TIDE will open on July 23 for user and student management.
- ORS will close from July 18 - July 20 and in the first weeks of August. School systems should download any ELPT data that will be needed during these times.

### **ACT and WorkKeys**

- Superintendents, finance contacts, and DTCs received an email containing the 2017-2018 ACT and WorkKeys invoice. **Payments are due by July 15** and should be mailed to the following address including 2017-2018 ACT on the check (overpayments, if applicable, will be refunded to school systems by July 30):

Louisiana Department of Education  
Division of Appropriation Control  
PO Box 94064  
Baton Rouge, LA 70804-9064

### **Assessment Administration Support and Training**

The Assessment and Accountability Monthly Webinar will be held on **July 17 at 1:00 p.m.**

To join the webinar:

- go to <https://ldoe.zoom.us/> and enter meeting ID# 393 463 942; or
- dial 1 (669) 900-6833 and enter meeting ID # 393 463 942.

## High School Pathways

### **New: SCA Course Choice Fall 2018 Registration**

**Please share with professional school counselors and high school supervisors.**

The Louisiana Course Choice program provides students and schools with access to a broad variety of course offerings from online, face-to-face, industry training, and dual enrollment course providers. These course offerings enable schools to provide courses not currently available to students, including:

- career and technical preparation supporting the Jump Start program;
- academic work required to achieve TOPS;
- advanced coursework not available at the school due to limited resources;
- dual enrollment courses from colleges and universities; and
- intensive remediation for students struggling to stay on pace for graduation.

**Registration for Course Choice for the 2018-2019 school year opened on July 1 and will close September 14 at 5:00 p.m.** Please refer to the [Course Choice Registration Instructions](#) for details on this process.

Schools will register students directly with the course providers, and must document all Supplemental Course Allocation (SCA) Course Choice enrollments in the [Course Choice Registration System](#) by the end of registration deadlines in order to fund the courses using SCA.

For more information, please email [sca@la.gov](mailto:sca@la.gov).

### **New: Act 250 - Transition Courses**

**Please share with administrators and school counselors.**

Act 250 (2017) requires, beginning in 2018-2019, that each high school senior not having achieved the established college readiness standards for English and mathematics shall be given the opportunity to take an appropriate transition course.

The Department, in collaboration with public school governing boards and post-secondary management boards, has published a [list](#) of English and mathematics transition courses designed to improve identified student academic weaknesses. In addition to the list of approved transition courses, school systems may identify courses that are designed to improve student academic weaknesses in English or mathematics and are aligned to the Louisiana Student Standards. Courses applied to core credit requirements, which may vary by student and diploma pathway, may not be utilized to satisfy the transition course requirement.

An informational webinar for school leaders and counselors will be held on **July 17: 11:00 a.m. - 12:00 p.m.** to assist school systems with [Act 250 policy implementation](#). No pre-registration is required.

To join the webinar:

- go to <https://zoom.us/j/6191775107>; and
- enter meeting ID# 619-177-5107.

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

## **New: 2018-2019 Louisiana Principal Fellowship Program Registration**

The Louisiana Principal Fellowship Program is designed to support school leaders in their work as instructional leaders using the National Institute for School Leadership (NISL): Executive Development Program (EDP) model. This program is designed for principals, assistant principals, aspiring leaders, and school system staff. The cost per participant is \$7,100.

[Registration](#) is now open and will close on July 20.

Please reference the [2018-2019 Louisiana Principal Fellowship Program Guide](#) or contact [teri.roberts@la.gov](mailto:teri.roberts@la.gov) with any additional questions.

## **New: BESE Tuition Program for Teachers Fall 2018 Application Released**

The [BESE Tuition Program for Teacher fall 2018 application](#) was released yesterday. The program allows public school teachers to enroll in courses at any regionally accredited college or university in Louisiana at the state's expense.

The selection process will prioritize teachers in the science, technology, engineering and mathematics (STEM) fields, and those accepted to participate in the program who will be taking STEM-focused coursework will join a newly created cadre of educators called **STEM Fellows**, who will work with the Department and the [LaSTEM Council](#) to further STEM initiatives across the state.

The submission deadline for Fall 2018 is July 23, 2018, and acceptance and rejection decisions will be announced July 27, 2018. [Learn more about the program](#) or contact [STEM@la.gov](mailto:STEM@la.gov) with questions.

## **Reminder: Value-Added Results and Renewal Guidelines for Level 1, Level 2, and Level 3 Certificates**

In order for professional level certificates to be renewed, teachers must successfully meet the standards of effectiveness pursuant to state law and [Bulletin 130](#). This year, the final evaluation ratings for teachers with value-added data will be available in mid-August.

For teachers with value-added data, the Department will process applications for renewal of professional level certificates in mid-August, once the final evaluation ratings are available in the Compass Information System (CIS).

For non value-added teachers, the Department will process applications in the order in which they are received if their effectiveness ratings are verifiable in CIS.

For questions, please contact [certification@la.gov](mailto:certification@la.gov).

## **Finance**

### **New: July 2018 Budget Letter**

**Please share with business managers and finance managers.**

A revised final [FY2018-2019 MFP](#) July allocation is now posted on the Department's website. The updates include slight revisions to audit adjustments.

For assistance with questions regarding the MFP allocations and these related matters, please email [ldoemfphelpdesk@la.gov](mailto:ldoemfphelpdesk@la.gov).

### **Reminder: June 2018 Budget Letter**

**Please share with business managers and finance managers.**

The [final MFP allocations for FY2017-2018](#) are available on the Department's website. Information on the [June 2018 MFP allocations and payments](#) is also available.

For assistance with questions regarding the MFP allocations and these related matters, please email [ldoemfphelpdesk@la.gov](mailto:ldoemfphelpdesk@la.gov).

## **FY2018-19 Annual Operating Budget**

**Please forward to Type 2 and Type 5 charter school business managers and board presidents.**

The FY2018-19 Annual Operating Budget is due Tuesday, July 31, 2018. If the Annual Operating Budget submitted by July 31<sup>st</sup> is not adopted in accordance with the Louisiana Local Government Budget Act, submittal of the budget adopted in accordance with the Budget Act is required no later than September 30. The following documents are attached for your reference:

[Annual Operating Budget and CSPC Indicator Form](#)

[Statement of Affirmation](#)

[Steps for Adopting Local School Board Budgets](#)

[Revised Statutes 39.1301 through 1315](#)

[Revised Statute 17.88](#)

The forms should be submitted via email to Karen McCary at [Karen.McCarv@la.gov](mailto:Karen.McCarv@la.gov).

If you have any questions or require further information, contact Karen McCary at 225-342-3776 or via email at [Karen.McCarv@la.gov](mailto:Karen.McCarv@la.gov).

## **Policy**

### **Reminder: June BESE Meeting Summary**

The Board of Elementary and Secondary Education (BESE) met on June 20 and approved a number of bulletin revisions and recommendations. A [summary](#) of the approvals that directly impact the activities of local education agencies is available.

Please email [ryan.n.gremillion@la.gov](mailto:ryan.n.gremillion@la.gov) for more information.

## **Grants Management**

### **New: 2017-2018 High Cost Services (HCS) Round 1 and 2 Reimbursement Requests**

**All reimbursement requests for HCS Rounds 1 and 2 must be submitted by July 15 in order for payment to be made.** The majority of HCS Round 1 funding and all HCS Round 2 funding is from FY2017-2018 state funds (MFP). These funds expired on June 30.

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

## **Safe and Healthy Schools**

### **New: 2018-2019 Child Nutrition Program Administrative Review (AR) Schedule**

**Please share with child nutrition supervisors.**

As part of the Department's USDA Child Nutrition Program monitoring, the Department has released the [Annual Administrative Review Schedule for 2018-2019](#).

The Department's AR team leader will contact each school system that is scheduled for review. The **off-site [Administrative Review Forms](#) are due on September 10.**

Please email [shanna.legier@la.gov](mailto:shanna.legier@la.gov) for more information.

## **New: School Safety & Security Evaluations**

**Please share with principals and facility supervisors.**

As part of the Governor's Blue Ribbon Commission on School Safety, Louisiana State Police (LSP) has been tasked with supporting all public schools in ensuring that important safety and security measures are in place at the beginning of the 2018-2019 school year.

The [School Safety and Security Checklist](#) will assist principals in making these preparations for the start of the school year. LSP representatives will be contacting schools next week, starting with high schools, to schedule a site visit with law enforcement to review the checklist and discuss ways in which needs can be addressed. Please note that any records associated with these visits will remain confidential in accordance with state law.

Please email [erin.bendily@la.gov](mailto:erin.bendily@la.gov) with any questions.

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