

CHARTER SCHOOLS



July 18, 2018

Superintendent's Message

Dear Colleagues,

More than being a program or an initiative, [Jump Start](#) is a movement in our state. It looks different in different places, dependent on local traditions and needs. The student experience varies in some respects from school to school. But the movement is universally about dignifying work as part of the educational experience and about connecting young people with jobs, the engine of prosperity in our society.

This summer, the Jump Start movement convened hundreds of times and in dozens of places, across three different pillars.

The first, [Jump Start Summers](#), engages students in workplace-based learning, while earning credentials and a summer wage. It is a win-win for employers, school systems, and, most of all, students. This summer, 1,530 students completed Jump Start Summers, averaging a four-week experience and earning wages between \$200 and \$2,000. Educational organizations like [Associated Builders and Contractors](#) and [Operation Spark](#) provided coursework in some parishes. Prominent [employers](#), including CenturyLink, Dow, GE, Performance, Roy O. Martin, and Turner, also signed on to provide workplace-based experiences. Looking ahead, Jump Start Summers could become an essential part of the high school experience for tens of thousands of Louisiana youth.

Next is the [Super Summer Institute](#), which this summer split into regional institutes in order to meet demand. As you know, SSI provides teachers industry-based certifications aligned with [Jump Start statewide pathways](#). The final two institutes of the year started earlier this week in Lafayette, Gonzales, and Livingston. All told, 600 teachers will gain industry credentials this summer.

Finally, a new contributor to the movement launched this summer, the [CTE Leadership Academy](#), a thirteen-month, cohort-based intensive experience that will prepare local career and technical education to expand high-quality CTE pathways, workplace-based learning and career opportunities for all Louisiana students. Last fall the Academy launched its first semi-annual regional meetings and its first online implementation modules. Last week more than two dozen CTE thought leaders from across Louisiana came to the first-ever in-person training session to instruct and mentor our 34 participants from the Academy's inaugural cohort. Academy graduates will gain a comprehensive understanding of Jump Start policy, including how to maximize CTE funding and how to structure Jump Start programs to maximize results for all students.

Every one of these efforts was launched by Jump Start educators. It is their fuel that makes the movement's engine run faster and harder with each passing day. Best of all, as the movement expands, so does opportunity for the next generation of Louisiana leaders.

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)
7/20/18	Register for Louisiana Principal Fellowship Program	School leaders
7/20/18	Complete DTC and Accountability Contact Survey	DTC and accountability contacts
7/23/18	Complete BESE Tuition Program for Teacher fall 2018 application	School leaders and STEM teachers
7/31/18	Email 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

Reminder: 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 with questions.

Family Engagement

Reminder: 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 with questions.

Assessment and Accountability

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.
- 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 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 **this Friday, 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 is now available in [eDIRECT](#).
- Student data and accommodations will be managed via eScholar and SIS/SER. Updates to eScholar and SIS/SER will be refreshed nightly in [eDIRECT](#). Student data can be viewed/edited through the Student Management tab in [eDIRECT](#).
- Through the Student Groups tab in [eDIRECT](#), student groups can be created to associate students and teachers. Through this association, teachers can quickly access their students' information, testing status, and reports.

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](#).

LEAP Connect

- The LEAP Connect Online Tools Training (OTT) is now posted for ELA and math grades 3-8 and 11. The OTT can be accessed through the INSIGHT Portal or through the [LEAP OTT site](#), and the OTT DTAs and OTT Reference materials are posted in [eDIRECT](#) under Documents in General Information.

ELPT and ELPS

- ELPS administration will open on August 1.
- TIDE closed July 16 for the 2017-2018 school year and will open on July 23 for user and student management.
- ORS will close starting today through this Friday, July 20 and in the first weeks of August. School systems should download any ELPT data that will be needed during these times.
- The [Louisiana ELPT Portal](#) has been updated to include ELPS materials. The ELPS Training Modules, [ELPS Step Two Speaking Scoring Document](#), [TIDE User Guide](#), and [TA User Guide](#) are now posted for review.
- The [AIR Secure Browser](#) must be installed on all devices that will be used for ELPS Administration. Reference the [Secure Browser Installation Manual](#) for detailed directions.
- Students taking the ELPS will need headsets with microphones for interacting with the online platform. The headsets are the same ones required for taking the ELPT. Specifications for headsets are located on pages 5-6 of the [Technology Requirements](#) document in the [Assessment Library](#).
- The [ELPS Test Administrator Overview and Training Webinar](#) reviews the following: identifying students as potential ELs, performing ELPS setup in TIDE, administering ELPS, accessing scoring/reporting, and classifying students as EL. The [ELPS Test Administrator Overview and Training Presentation](#) is also posted in the [Assessment Library](#).

ACT and WorkKeys

- 2017-2018 ACT payments were due by this Sunday, July 15. Overpayments, if applicable, will be refunded to school systems by July 30.
- See information about [Bulletin 118](#) updates below.
- 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.

Reminder: LEAP 2025 Data Released

The Department released the [2018 LEAP 2025 results](#) earlier this month. 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 with questions.

Reminder: 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.

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 with questions.

Reminder: 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 with questions.

High School Pathways

New: Supplemental Course Allocation (SCA)/Course Choice Registration and Webinar

Please share with school and school system SCA coordinators and professional school counselors.

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.

Additionally, the Department will hold a webinar for school and school system SCA coordinators to learn about the allocation of SCA/Course Choice, and program policies and protocols for 2018-2019. Important program information will be shared as well as instructions on using the mandatory SCA portal for reporting. The webinar will be offered on four different days.

- July 25, 2:00 p.m.: <https://ldoe.zoom.us/j/442268691>
- August 1, 2:00 p.m. <https://ldoe.zoom.us/j/744666298>
- August 8, 2:00 p.m. <https://ldoe.zoom.us/j/713338208>
- August 15, 2:00 p.m. <https://ldoe.zoom.us/j/416418831>

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

Educator Preparation

Reminder: 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 with any additional questions.

Reminder: BESE Tuition Program for Teachers Fall 2018 Application Released

The [BESE Tuition Program for Teacher fall 2018 application](#) was released earlier this month. 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 with questions.

Finance

New: Fiscal Monitoring in eGMS Training Webinar

Please share with business managers and federal program supervisors.

The Department has developed an interactive portal in eGMS to better support risk-based fiscal monitoring audits. To ensure a smooth transition to the new portal, the Department will offer a training for Business Managers and Federal Program Supervisors on how to use the application.

Meeting Date & Time: July 26, 2018 at 10:00 am

- **Webinar Link:** <https://ldoe.zoom.us/j/511779120>
- **Phone:** 1-408-638-0968
- **Meeting ID:** 511 779 120

Webinar participants should review the [eGMS Fiscal Monitoring User Guide](#) and the [Audit Review Process in eGMS Instructional](#) prior to the webinar.

Please contact nakia.jason@la.gov with questions via email or by phone at 1-225-342-4989.

Reminder: 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 31st 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.McCarvy@la.gov.

If you have any questions or require further information, contact Karen McCary at 225-342-3776 or via email at Karen.McCarvy@la.gov.

Reminder: 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 ldoemfhelpdesk@la.gov.

Data

New: February 2018 Data File of Economically Disadvantaged Students

The Department will release the February 2018 data file of economically disadvantaged students, *LEA Code LEA Name Feb 2018 Economically Disadvantaged*, for each school system on July 20 and it will be available through October 1 on the Data Management FTP site. FTP coordinators should locate their individual school system file and share it with their federal program and finance staff. These data will be used by the Department to inform grants, federal funding, and subgroup determinations.

Please email systemsupport@la.gov with questions.

New: Monthly Data Coordinator Webinar

The Department will hold its monthly webinar for data coordinators and data managers of eScholar, SPS, SPC, SIS, SER, PEP and STS on July 19 at 1:00 p.m. Topics will include 2018-2019 startup information for data submissions, upcoming deadlines, system enhancements, other updates and best practices. No pre-registration is required.

Webinar participants are encouraged to logon 10-15 minutes early to ensure that they are able to successfully open, or possibly download, the Zoom application.

- **Meeting Date and Time:** July 19 at 1:00 p.m.
- **Webinar Link:** <https://ldoe.zoom.us/j/976397929>

Please email systemsupport@la.gov with questions.

Reminder: School Sponsor Site (SPS) Updates

Please forward to SPS coordinators.

School Systems should continue making SPS updates for the 2018-19 school year (administrator name, website links, clubs/sports, etc.). Sponsor and Site information for the 2018-19 school year should be certified online in SPS no later than September 30. **This is necessary to ensure data reported to the source systems is accurate and complete as it will be displayed in School Finder.**

Please email systemsupport@la.gov with questions.

Safe and Healthy Schools

New: Newly Released School Safety Guide

Please share with principals and facility supervisors.

Last week the U.S. Department of Homeland Security's National Threat Assessment Center released a new operational [guide](#) and [briefing](#) developed by the United States Secret Service, for preventing school violence on school campuses through use of a threat assessment model.

Please visit the [National Threat Assessment Center](#) for more information or contact erin.bendily@la.gov with any questions.

Reminder: 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 for more information.

Reminder: 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 with any questions.

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