

CHARTER SCHOOLS



July 25, 2018

Superintendent's Message

Dear Colleagues,

I spent part of an afternoon this week with educators from 31 high schools around the state working as a cohort on an intensive school redesign process. It reminded me that the summer break is coming to an end and that schools are getting ready to start back up. For this particular group of schools, change will be a big part of the year ahead.

For all schools and educators, planning is essential. You play a lead role in this time of statewide planning and are in a position to make sure educators around the state, and the parents they serve, have access to essential information for starting the school year.

The [2018-2019 Educator Resource Guide](#) highlights essential priorities in the classroom and lists resources to support educators, especially at the start of the school year. The guide is located in the statewide [Toolboxes](#), each of which will be updated each month throughout the school year.

The [2018-2019 School System Support Calendar](#) provides a schedule of in-person trainings, tools, and communications that will support educators at every level of the system over the course of the year to come.

In your efforts to communicate with parents, you can use a [Back-to-School Night Presentation](#), which is customizable for your communities, to provide parents information on 2018-2019 academic goals, standards, and assessments. [Parent Back-to-School Guides](#) also provide families with information and resources to support learning at home for the 2018-2019 school year. Guides are currently available for parents of 3-12 students, English learners, and students with disabilities. A guide for parents of PK-2 students, as well as translated versions of all guides, will be available in early August.

The start of the school year can be a time of great excitement. But with that excitement comes some anxiety about what is to come. The best plan is to have a plan, and we leaders can assist in that process by disseminating information proactively.

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)
7/30/18	Register for the Louisiana Principal Fellowship Program	CEOs and school leaders
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
8/3/18	Download the EOY Statement of Affirmation Form, obtain the required signature and email to systemsupport@la.gov by August 3.	Data managers
8/10/18	Complete interest survey for Assessment Development Educator Review Committees	School leaders and teachers
9/14/18	Complete registration for Course Choice	SCA coordinators and counselors

LEA Support

New: Back-to-School Materials Released

Please share these resources with principals and teachers.

The Department is committed to providing all educators-teachers, principals, and school system leaders-with the supports and resources they need to continue raising the bar for students in Louisiana.

Here are resources released yesterday by Department to support the start of the 2018-2019 school year.

- [2018-2019 Educator Resource Guide](#) highlighting instructional priorities and resources to support educators with the start of the 2018-2019 school year. The guide is located in the [School System](#), [Principal](#) and [Teacher](#) Toolboxes and will be updated each month.
- [Updated 2018-2019 School System Support Calendar](#): Schedule of in-person trainings, virtual support, tools and resources, and communication streams designed to support educators
- [Back-to-School Night Presentation](#): Customizable presentation that school leaders and teachers can use to provide parents with information on 2018-2019 academic goals, standards, and assessments which help to meet ESSA parent engagement requirements
- [Parent Back-to-School Guides](#): provide families with information and resources to support learning at home for the 2018-2019 school year.
 - Guides are currently available for parents of 3-12 students, English learners, and students with disabilities.
 - Guide for parents of PK-2 students and translated versions of all guides will be available by early August.

Email doecommunications@la.gov with questions.

New: August School System Planning Call

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

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

To join the webinar:

- Logon to: <https://ldoe.zoom.us/>
- Telephone: 1-669-900-6833
- Enter Meeting ID: 398875849

Email districtsupport@la.gov with questions.

New: Early Childhood Care and Education Commission Meeting

Please share with early childhood supervisors and center directors.

The Early Childhood Care and Education Commission, established through [Act 639](#) of the 2018 Legislative Session, is charged with creating a vision and framework for the future of early childhood care and education in Louisiana.

The Commission will host its inaugural meeting on August 1 from 1:00 p.m. - 4:00 p.m. in the Thomas Jefferson room of the Claiborne Building, located at 1201 N Third Street in Baton Rouge. This meeting is open to the public, or can be viewed [live](#).

For additional information about the Ready Start Commission, please email earlychildhood@la.gov.

Assessment and Accountability

New: Assessment Development Educator Review Committees

Please share with principals and teachers.

The Department is now recruiting for [ELA Item Content and Bias Review Committees](#).

- Committees for ELA grades 3 and 4 will convene the week of September 22
- Committees for ELA grades 5-8 and English I and II will convene the week of October 22
- Selected participants will review newly developed ELA test items.

Committee participants have the opportunity to develop understanding of state assessments and ensure that tests are aligned to the standards, appropriate for the grade or course, and appropriate for Louisiana students. Additionally, the educators that do this work learn how to better use assessments in their classrooms or school systems.

To apply to be a participant, any interested educator needs to complete an interest survey themselves, and may complete surveys for more than one committee. Everyone who completes the interest survey is considered for selection but is not guaranteed a seat on the committee. Surveys close August 10, 2018.

Interest Survey Links:

- [ELA grades 3 and 4](#)
- [ELA grades 5-8, English I and English II](#)

Email michelle.mcadams@la.gov or kathleen.judy@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.
- The State Placement Test Coordinator Manual is posted in [eDIRECT](#). Test setup and the additional materials window opens on August 3.

- Districts should prepare to administer the kindergarten-readiness screener and a K-3 literacy screener within the first 30 days of school. School systems will submit Kindergarten Entry Assessment and K-3 literacy data with the SIS October 1 MFP Collection.
- The [2018-2019 Guidance on the Kindergarten Entry Assessment and K-3 Literacy Screening Assessment](#) has been released.

LEAP 360

- Diagnostic and Interim test setup for 2018-2019 opened on July 16 in [eDIRECT](#).
- LEAP 360 Diagnostic Teacher Study Guides are now available in [eDIRECT](#), including answer keys, scoring guides, and copies of the assessments. Teacher Study Guides can be found in General Information under Documents; select the Diagnostic/Interim 18-19 administration and the Teacher Study Guides document type.
- 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](#).
- As of July 23, DTCs can now begin managing users for LEAP 2025 in [eDIRECT](#).

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 [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. Reference the ELPS Test Administrator Overview and Training [webinar](#) or [presentation](#) for an overview of the screener design, setup, and administration.
- TIDE opened yesterday for user and student management for ELPS. Refer to the [TIDE User Guide](#) for detailed directions on adding users and students.
- ORS will close 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](#), [TA User Guide](#), [ELPS Test Administration Manual](#), and [ELPS/ELPT Accessibility and Accommodations Manual](#) 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.

ACT and WorkKeys

- 2017-2018 ACT payments were due by July 15 and overpayments, if applicable, will be refunded to school systems by July 30.
- All emails from ACT will now come from statetesting@operations.act.org. To continue receiving email from ACT, make sure your email system's list of allowed addresses (whitelist) includes all of the following: statetesting@operations.act.org, statetesting@act.org, @operations.act.org, or @act.org.
- [Bulletin 118](#) has been updated and effective beginning in SY 2018-19 as follows:
 - Students shall be subject to a 30-day wait period before retesting on WorkKeys assessments, during which time school systems 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.

High School Pathways

New: Louisiana STEM Advisory Council Statewide Summit

Please share with STEM Coordinators.

The inaugural LaSTEM Statewide summit will be held on September 7 at Pennington Biomedical Research Center in Baton Rouge. The Summit will:

- showcase some of the most effective, resourceful, and impactful STEM activities and programs in Louisiana, as well as some federal STEM agencies, through interactive exhibits and demonstrations;
- provide a venue for STEM teacher professional development programs to host up to a full day of training for K-12 STEM educators;
- host informative and engaging breakout sessions for educators, administrators, legislators and leaders from PK-Postsecondary education about STEM policy trends, school and industry partnerships, the creation and development of Regional STEM Hubs in Louisiana, and success stories of existing STEM ecosystems in Louisiana and throughout the country; and
- function as a fundraiser for the support of LaSTEM initiatives and LaSTEM-endorsed programs.

There is no cost to attend the event, but interested participants must [register](#) using their school system email address. Lunch will be provided.

For additional information please contact lastem@regents.la.gov.

New: Upcoming JAG-LA Meetings

Please share with JAG-LA Supervisors.

Below is information regarding JAG-LA meetings happening in August.

- **JAG-LA New Specialist Training:** JAG-LA New Specialist Training will take place August 6-8 at the Claiborne Building in room 1-150, located at 1201 N. Third Street in Baton Rouge.
 - Registration will begin at 12:30 p.m. on August 6 with the meeting beginning promptly at 1:00 p.m. and concluding no later than 4:30 p.m.
 - If you have a specialist in need of training, please email lisa.thomas2@la.gov prior to July 31, to confirm registration.
- **JAG-LA 1st Quarterly Meeting:** The JAG-LA 1st Quarterly Meeting, required for all JAG-LA Specialist, will be held August 27-29 at the Paragon Convention Center in Marksville. [Registration](#) is now open and will close on August 20.
- **JAG-LA Supervisor Meeting:** The JAG-LA Supervisor Meeting will also take place at the Paragon Convention Center in Marksville on August 28. [Registration](#) is now open and will close on August 20.

For more information, please email dianna.keller@la.gov.

New: College Board 2018 Fall Counselor Workshops

Please share with principals and school counselors.

To encourage growth and sustainability of AP® programs statewide, the Department is inviting school counselors to participate in the 2018 Fall College Board Counselor Workshops which will include:

- updates on the SAT, the PSAT/NMSQT, and AP Programs;
- an in-depth presentation on financial aid;
- counseling tips from seasoned counseling practitioners; and
- practical resources and tools to assist counselors in their daily work.

Upcoming On-Site Counselor Workshops:

- August 31: Lamar University - Beaumont, TX
- September 19: Millsaps College - Jackson, MS
- September 25: University of New Orleans

Registration and start times can be found on the [College Board website](#). For additional information, please contact highschoolacademics@la.gov.

Reminder: 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:

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.

- 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.

Special Education

New: High Cost Services State Plan for the 2018-2019 School Year

The Department has established a High Cost Services (HCS) grant to support school systems and schools who serve students with the most intensive needs. The 2018-2019 school year HCS [State Plan](#) is now available. School systems should use this plan to guide development of their upcoming HCS applications.

If you have questions, please contact ldoe.grantshelpdesk@la.gov.

New: August Special Education Leader Monthly Webinar

The Department will hold its monthly webinar for school system directors, supervisors, and coordinators of special education. Topics will include upcoming deadlines, updates, guidance, and training opportunities. Pre-registration is not required.

- Meeting Date & Time: August 2 at 2:00 p.m
- Webinar Link: <https://ldoe.zoom.us/j/670515231>
- Phone: 1-408-638-0968
- Meeting ID: 670515231

For more information, please email specialeducation@la.gov.

New: SER Evaluation Results and Alternate Assessment Training

Please share with special education leaders, SER data managers, and pupil appraisal leads.

The Department will hold a training for system directors, supervisors, and coordinators of special education on new SER requirements related to documentation of student evaluation results and eligibility for the alternate assessment.

- Meeting Date & Time: July 30 at 1:00 p.m.
- Webinar Link: <https://ldoe.zoom.us/j/934105439>
- Phone: 1-408-638-0968
- Meeting ID: 934105439

Please email specialeducation@la.gov or systemsupport@la.gov with questions.

Educator Preparation

New: Department to Name 2019 Teacher and Principal of the Year State-Level Winners

This Friday, July 27, the Department will celebrate the 2019 Teacher and Principal of the Year state-level honorees and name the Teacher and Principal of the Year grade-level and statewide winners at the [12th Annual Cecil. J. Picard Educator Excellence Awards Gala](#) at the Crowne Plaza Hotel in Baton Rouge, cosponsored by [Dream Teachers](#).

All school systems are encouraged to attend the gala and join the Department in celebrating the incredible work of our 2019 [semi-finalists](#) and [finalists](#), or watch the [live stream](#) starting at 6:00 p.m.

Please contact excellenteducators@la.gov for more information.

Update: 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.

The [Registration](#) deadline has been extended to July 30.

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

Finance

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: 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](#) prior to the webinar.

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

Policy

New: Policy 2018 Legislative Update

Please review the [overview](#) of the 2018 Regular Legislative Session. Email erin.bendily@la.gov with any questions.

Data

New: eScholar Training

Please share with eScholar data managers.

The Department will hold systems training for eScholar Uniq-ID and DirectMatch data managers. Pre-registration is suggested, but not required.

- **Meeting Date & Time:** July 26, August 2, and August 21 at 1:00 pm.
- **Webinar Link:** <https://ldoe.zoom.us/j/807129966>
- **Phone:** 1-408-638-0968
- **Meeting ID:** 807 129 966

Please email systemsupport@la.gov with questions.

Reminder: End of Year Final Validation Report and Statement of

Affirmation

Please share with SIS data managers.

The 2017-2018 EOY FINAL Validation Report and EOY Statement of Affirmation Form (last page of the report) is available on the [Data management FTP](#) in the Data Validation folder.

SIS data managers should download the EOY Statement of Affirmation Form, obtain the required signature and email to systemsupport@la.gov by August 3.

Please email systemsupport@la.gov with questions.

Reminder: SIS Dropout Correction Period

Please share with SIS data managers.

The 2017-2018 EOY SIS dropout correction period is now open for correcting data for any students identified as potential dropouts and not corrected during the normal data collection periods. Please refer to the 2017-18 EOY Dropout Correction Guidance information located on the [LDOE INSIGHT Coordinator Portal](#).

Please email systemsupport@la.gov with questions.

Reminder: February 2018 Data File of Economically Disadvantaged Students

The Department released 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 is 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.

Safe and Healthy Schools

Reminder: 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.

LDOE Contacts

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

LDOE Links

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