

CHARTER SCHOOLS



August 8, 2018

Superintendent's Message

Dear Colleagues,

Welcome back to school! I know this is a busy time. Best of luck to you this week and this year.

Thursday, the Department will announce that high school students across the state earned a record number of college-credit qualifying scores in 2018 through Advanced Placement, or AP, exams. In 2017, 6,519 students earned qualifying scores for college credit, this year 7,330 students earned qualifying scores statewide, an increase of over 12 percent. Since 2012, the number of students earning qualifying scores has increased nearly 167 percent, demonstrating more students are advancing to college at an earlier, faster pace than ever before.

This extraordinary effort to challenge students and to continue education after high school is just one part of Louisiana's progress in this area. Next week, the Department will announce results from 2018 College Level Examination Program, or CLEP, exams. That story similarly will show more students demonstrating high levels of proficiency on difficult assessments.

Interestingly, both stories show that, while the initiatives are statewide, successes are driven by local leaders. Leaders at the district level in certain places have prioritized AP and CLEP, setting an inspiring vision for their communities. Leaders in schools have taken hold of that vision and have implemented it in their schools, supporting teachers and involving parents in the mission. The stories of these individual schools, teachers, and students, some of which will be told later this week, are the real story behind this progress.

Success stories remind us not only of what is possible but also of what is being done already. In the year to come, let's strive for a vision of education after high school - in universities, in community college, and on the job - for every student, in every community. We can do this. We can help students launch into their future.

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

John
Twitter [@LouisianaSupe](https://twitter.com/LouisianaSupe)

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Action Items for Charter Schools

Date	Action	Owner(s)
8/10/18	Complete the School System Safety survey	School leaders and CEOs
8/10/18	Complete interest survey for Assessment Development Educator Review Committees	School leaders and teachers
8/17/18	Complete the Communications survey.	School leaders, CEOs and board chairs
8/30/18	Enter Student Learning Target and Compass evaluation scores	School leader and Compass evaluators
9/4/18	Remove former employees from CIS	School leader and Compass evaluators
9/14/18	Complete registration for Course Choice	SCA coordinators and counselors
10/1/18	Submit Annual Financial Report (AFR)	Business managers and finance officials
10/5/18	Submit student applications for U.S. Senate Youth Scholarship	School leader and school counselors

LEA Support

New: Template for School Redesign Parent Meeting Released

During the 2018 Legislative Session, [Act 555](#) was passed requiring schools with state-approved school improvement plans to present these plans within 60 days of approval to families at a public meeting.

Act 555 requires that schools communicate the following to families in these meetings:

- the school and student performance data that caused the department to identify the school as being in need of improvement;
- detailed overview of the improvement plan;
- timelines for implementation of the plan and attainment of performance goals; and
- implications of the plan for students, families, and educators.

To support schools in holding these meetings, the Department created a [customizable template](#) that meets all of the requirements of the law. Schools are encouraged to use this template and document how and when they are communicating to families about this meeting.

Email erin.bendily@la.gov with questions.

New: U.S. Senate Youth Scholarship Opportunity

Please share with principals and school counselors.

The Louisiana Department of Education and the William Randolph Hearst Foundation are pleased to announce the launch of the 2019 United States Senate Youth Program. Two outstanding students from Louisiana will be selected to spend a week in Washington, D.C. in March of 2019, and will each receive a \$10,000 scholarship from the Hearst Foundation.

Please distribute information on the program to juniors or seniors who hold elected or appointed offices in school or community groups listed in the [national program brochure](#). The [logistics memo](#) includes application and selection procedures. For test security reasons, essay topics will only be released to school systems. High school personnel should contact marian.johnson@la.gov as soon as a student begins the application process and has made a request for the essay topics.

The names of the students selected and their application portfolios must be sent to marian.johnson@la.gov no later October 5. Finalists will be notified by October 25.

Reminder: Communications Survey for Type 2, 4, and 5 Charter Schools

School leaders, CEOs, and board chairs received an email regarding the annual Communications Survey for charter schools. This survey ensures that communication from the LDOE reaches the correct person at each school every time, and should be completed by Friday, August 17th.

Our team has taken school feedback from previous years into account and has created an online form to streamline this process. This online form, which was linked in the email sent last week, will also ask you to provide contact information for your board as well as the links to your school's calendar and student handbook found on your school website. The entire process is estimated to take 10-15 minutes.

If you are a school leader, CEO, or board chair and did not receive the link to the Communications Survey via email, please reach out to Charters@LA.gov.

Family Engagement

Reminder: Family Engagement Coordinator Meeting

The Department hosted a back-to-school meeting for Family Engagement Coordinators on July 25. Below are the materials shared during this meeting.

- [Family Engagement Coordinator Meeting presentation](#)
- [2018-2019 Educator Resource Guide](#) highlighting instructional priorities and resources to support educators with the start of the 2018-2019 school year.
- [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.

* Newly added to the [Family Support Toolbox Library](#) on August 6.

Please email annie.morrison@la.gov with questions.

Assessment and Accountability

Update: Release of 2017-2018 AP and CLEP Results

Please share with data coordinators.

The Department will release 2018 school system-level Advanced Placement (AP) files in the data management FTP tomorrow, August 8 titled LEA Code_LEA_2018_APStudentsbyExamTitle. School system leaders and accountability contacts will receive an email from Assistant Superintendent Ken Bradford tomorrow evening notifying them once the files are available.

State and school system-level results will be made public this Thursday, August 9, and will be available in the [High School Results library](#).

On Monday, August 13, the Department will release statewide 2017-2018 College Level Examination Program, or CLEP, results which will also be available in the [High School Results library](#).

Please email assessment@la.gov with questions.

New: ACT and DCAI Data Certification Begins

This week, accountability contacts will receive an email notification that the Louisiana Data Review System is open and ready for review of data that will be used to calculate the ACT index, the Dropout/Credit Accumulation Index (DCAI), and the new progress index. Next week, assessment data will be posted for to the system for review.

This is the final opportunity for school systems and schools to request documented changes to data before school performance scores are calculated.

It is very important that the Department have the most current contact information for accountability staff. Please submit the [Accountability Contact Information Form](#) to assessment@la.gov to report any changes.

Email assessment@la.gov with questions.

New: Action Items and Important Information for District Testing Coordinators

General

- LEAP 360, Practice Test, and State Placement Test setup and the additional materials window are available in [eDIRECT](#).
- Spanish, Arabic, and Vietnamese versions of the English Learner Checklist have been posted to the [Assessment Library](#).

LEAP 2025 and LEAP Connect

- DTCs can now manage users for LEAP 2025 and LEAP Connect for the 2018-2019 school year in [eDIRECT](#).

ELPT and ELPS

- ELPS administration opened 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 August 1 for user and student management for ELPS. Refer to the [TIDE User Guide](#) for detailed directions on adding users and students.
- ORS is currently closed. ORS will reopen at the end of August.

ACT and WorkKeys

- [Bulletin 118](#) has been updated as follows and effective starting with the 2018-2019 school year all students shall be subject to a 30-day wait period before retesting on WorkKeys assessments, during which time school systems shall provide remediation.
- **WorkKeys Accommodated (paper)Tests** are only for students with an IEP, IAP, or an EL plan. [The ACT@WorkKeys® Administration Manual for State Test](#) pages 3-8 give detailed information on assigning accommodations for WorkKeys.
- Now-August 24: Manage participation and shipping dates in PearsonAccessnext and place orders for initial test materials for accommodated WorkKeys

Assessment Administration Support and Training

Assessment and Accountability Office Hours will be held on August 14 at 1:00 p.m.

- Webinar Link: www.ldoe.zoom.us
- Webinar Phone Number: 1 (669) 900-6833
- Meeting ID#: 393 463 942

The [2017-2018 Assessment and Accountability Monthly Calls](#) are now located in one reference document in the [Assessment Library](#).

Reminder: Assessment Resources

Please share with principals and teachers.

The following assessment resources are available now or will be available soon.

Grades	ELA	Math	Science	Social Studies
3-8				
Available Now	<ul style="list-style-type: none"> • ELA Guidebooks • Assessment Guides • Rubrics • Practice Tests 	<ul style="list-style-type: none"> • Louisiana Guides to Implementing Tier I Math Curriculum • Assessment Guides • Practice Tests • Equation Builder Guides 	<ul style="list-style-type: none"> • Science Scope & Sequence Documents • Assessment Guides • LEAP 2025 Science Assessments Overview 	<ul style="list-style-type: none"> • Social Studies Scope & Sequence and Companion Documents • Assessment Guides • Sample item sets and task sets • Practice Tests
Coming Soon	<ul style="list-style-type: none"> • Practice Tests 			

	English I & II	Algebra I & Geometry	Biology	U.S. History
Available Now	<ul style="list-style-type: none"> • Assessment Guides • Practice Tests • Rubrics 	<ul style="list-style-type: none"> • Assessment Guides • Practice Tests • Equation Builder Guide • Desmos links 	<ul style="list-style-type: none"> • Assessment Guides • Practice Test • LEAP 2025 Science Assessments Overview 	<ul style="list-style-type: none"> • Assessment Guides • Practice Test • Sample Test Item Set and Task Set • US History Achievement Level Descriptors

Email assessment@la.gov with questions.

High School Pathways

Reminder: Distribution of 2018-2019 CDF Funds Distributed in July

Please share with finance personnel.

Based on requests from school systems, 75 percent of Career Development Funds (CDF) were distributed in the July 2018 MFP remittance. CDF was distributed based on whichever of the following allocations was greater:

- a) the minimum CDF allocation (\$25,000 for districts, \$10,000 for charter schools); or
- b) 75 percent of a school system's prior year's CDF allocation.

This early distribution of CDF enables school systems and schools to invest these funds immediately, maximizing student opportunities in the 2018-2019 school year. The balance of CDF will be distributed in February 2019 based on actual student enrollments.

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

Educator Preparation

New: Teaching Authorizations Legislative Update

[Act 634](#) of the 2018 Legislative session went into effect and requires the Department to issue teaching authorizations to substitute teachers in public schools, as well as to substitute teachers, teachers, and administrators in public charter schools and nonpublic schools in which teaching certification is not required.

As a result of this legal requirement, school systems must apply for a teaching authorization for all substitute teachers hired on or after July 1, 2018. The application for the authorization will be available on [Teach LA Live!](#) by August 15.

The Department will hold webinars after the application is released to provide additional details about the application. The invitation for the webinar will be sent directly to HR Directors.

Please contact certification@la.gov with questions.

New: 2017-2018 Compass Information System (CIS) Close Out

Please share with principal and Compass evaluators.

Below are key dates for finalizing teacher evaluations in CIS for the 2017-2018 school year.

By mid-August 2018

- VAM scores released

By August 30 at 5:00 p.m.:

- All Student Learning Target and Compass evaluation scores must be entered into CIS.
- CIS will rollover and schools will no longer be able to enter or delete data from 2017-2018.

By September 4:

- 2018-2019 CIS will be ready for new roster entry for the 2018-2019 school year.
- All schools must remove any employees no longer employed at the school from CIS.
- 2017-2018 finalized evaluation scores will be visible in CIS.

Please contact compass@la.gov with questions.

New: 2018-2019 Compass Evaluator Training

Between August 13 and September 12, all Compass evaluators must register for one of three virtual trainings, pursuant to [Bulletin 130](#). New evaluators must register for a "New Evaluator Training" and veteran evaluators must register for a "Recertification Training."

New Evaluator Training:

- August 13, 1:00-3:00 p.m.
- August 16, 9:30-11:30 a.m.
- September 11, 1:00-3:00 p.m.
- New evaluators must register for one of these webinars at this [link](#).

Recertification Training:

- August 14, 9:30-11:30 a.m.
- August 15, 1:00-3:00 p.m.
- September 12, 1:00-3:00 p.m.
- Veteran evaluators must register for one of these webinars at the [link](#).

All participants will need to register for the webinar as space is limited to 100 per call, and are encouraged to download the Zoom app prior to webinar to insure a smooth connection process.

These sessions will be recorded for those who cannot attend. Links to recordings and surveys to mark attendance will be provided in the LDOE Weekly Newsletter.

Please contact compass@la.gov with questions.

New: Support for New Criminal Background Check Requirements

The Department is working with Louisiana State Police to implement new state laws related to criminal background checks for new school employees. If your school system is not set up to submit applicants' fingerprints electronically, please contact certification@la.gov to assist in receiving completed background checks in a timely manner.

Finance

Reminder: FY2017-2018 Annual Financial Report (AFR) Collection Timelines

Please share with all business managers and financial officials.

Louisiana R.S. 17:92 requires that local school systems and schools provide financial data to the Department no later than September 30 each year. Since September 30 is on a Sunday this year, AFRs are due Monday, October 1. The financial data is submitted via the LEADS portal, which will be open for submissions on August 13. Please review the [AFR documents](#) for assistance in the submission of your data.

If you have any questions concerning the preparation of financial information or account classification,

contact satoiya.jones@la.gov.

For questions regarding technical issues such as the electronic submission or online update process, contact yaxin.lu@la.gov.

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 was 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](#)

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.

Federal Programs

New: Foster Care Meeting Notice

The Department will host a joint meeting with the Department of Children and Family Services (DCFS) to discuss educational stability of children in foster care. Topics will include:

- ESSA and IDEA requirements;
- an overview of foster care system; and
- best practices for and challenges of ensuring educational stability of foster children, including those in group homes.

School system foster care staff should attend one of the following meetings.

August 20 from 10:00 a.m. - 3:30 p.m.

Rapides Parish School System Media Center
619 6th Street, Alexandria, LA

August 28 from 10:00 a.m. - 3:30 p.m.

Jefferson Parish School System
601 Manhattan Blvd, Harvey, LA

For further information, contact melanie.mayeux@la.gov.

Data

Reminder: 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. Topics will include 2018-2019 startup information for data submissions, upcoming deadlines, system enhancements, other updates and best practices.

- Meeting Date & Time: August 9 at 1:00 pm.
- Webinar Link: <https://ldoe.zoom.us/j/976397929>
- Phone: 1-408-638-0968
- Meeting ID: 976 397 929

Please email systemsupport@la.gov with questions.

Safe and Healthy Schools

Update: Louisiana School System Safety Survey

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.

School systems are being asked to complete the [Louisiana School System Safety Survey](#) as soon as possible to assist the Louisiana State Police, the Louisiana Department of Education and the Governor's Office of Homeland Security and Emergency Preparedness in determining statewide gaps for school safety. Results of the survey will not be shared beyond these agencies due to homeland security sensitive information.

Please email erin.bendily@la.gov with any questions.

LDOE Contacts

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