

CHARTER SCHOOLS



August 14, 2019

Superintendent's Message

Dear Colleagues,

With a school year upon us again, I write today to encourage vigilance in the care and protection of our children.

This need for vigilance was tragically reinforced on multiple occasions this summer. Cyber criminals penetrated the data systems of a number of Louisiana school systems, temporarily impairing the school systems' capacity to operate effectively. Affected school systems responded swiftly, working with state officials to remediate infected areas. Other school systems have strengthened their systems through working with state officials to insulate their systems from being violated. You can demonstrate vigilance as this school year starts by joining these school systems in securing your data systems. If you have yet to do so, please contact [Carol Mosley](#) as soon as possible to install the highest level of protection, and visit our [cyber security library](#) for guidance and tools. To further protect school systems' critical servers from future attacks by cybercriminals, the Department of Education, with support from the Office of Technology Services, will provide all public school systems with a full year of Carbon Black predictive endpoint security. This software will detect and provide analytics for mitigating and stopping future cyber threats.

We were reminded also this month of the horrible potential for mass violence in our society. The mass shootings in Dayton and El Paso were unfortunate reminders of the terror visited on elementary and high schools in the past. From policy makers to community members, prevention necessitates vigilance across our society. In our roles as governmental and educational leaders, and in addition to other precautions, it is essential that we [align our crisis management and response plan](#) with local law enforcement. Please ensure that all school safety plans, for all facilities, have been reviewed with local police and sheriffs and that they continue to be reviewed and updated on a regular and ongoing basis. As part of a federal grant secured by the Department, LSU is offering free training this month to K-12 school personnel in four different locations across the state on creating and maintaining school crisis plans and emergency operations plans. Information on the locations and registration links are included in the newsletter today.

These are both unfortunate issues for our schools to have to confront, but they are signs of our times, across our society and country. They bring only destruction to all involved. Please do all that you can to protect children and community alike.

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

John

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Action Items for Charter Schools

Date	Action	Owner(s)
8/15/19	Register for Migrant Education Program training	CEOs and school leaders
8/16/19	Complete the LDOE Cyber Security survey	Technology coordinators
8/16/19	Finalize and submit ACT data certifications	Testing coordinators
8/21/19	Update passwords for TIDE login.	Testing coordinators
8/23/19	Summit 2019-20 Communications Survey and Charter Assurances	CEOs and Board Chairs
8/23/19	Submit Teacher and School Leadership Surveys	CEOs, school leaders and teachers
8/30/19	Complete the 2018-19 Career Development Fund End of Year report	School leaders and Jump Start coordinators
8/31/19	Submit test security plans	Test coordinators of LEAs testing for the first time
9/6/19	Submit 2018-19 teacher evaluations in CIS	School leaders
9/13/19	Complete Louisiana School Contact Form	Personnel directors
9/13/19	Submit mentor teacher and resident data	School leaders
9/13/19	Register SCA/Course Choice for the 2019-20 school year	School leaders and counselors of high schools
9/13/19	Submit Child Nutrition Program Administrative Review forms	Child Nutrition Supervisors
9/30/19	Submit AFR and financial data	Business managers and financial officials

LEA Support

New: Complete the Charter School Communications Survey and Charter Assurances

All charter CEOs and board chairs received an link to the 2019-20 Communications Survey last week. The Communications Survey collects contact information for staff and board members as well as documents such as student handbooks, board bylaws, and [charter assurances](#). **The charter assurances document should be signed by your organization's board chair and submitted along with the Communications Survey.**

New: August Superintendents Call

Superintendents are invited to participate in the Superintendents Conference Call hosted by State Superintendent John White on August 21 at 10:30 a.m. Participants may begin dialing into the call 15 minutes in advance. Please follow the instructions below:

- Webinar Date and Time: August 21 at 10:00 a.m.
- Webinar Link: <https://ldoe.zoom.us/j/240763276>
- Phone Bridge: 877-475-0109
- Meeting ID#: 28 833 25

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.

New: 2020 Student of the Year Recognition Program Guidelines

Each year, the Department recognizes the outstanding accomplishments of our students through the Louisiana Student of the Year Awards Program. The **application for the 2020 Student of the Year program is now open**, and all school systems are encouraged to participate.

To participate, please review the recently revised [written guidelines](#) for the program and current [logistics memo](#) for 2020 and complete the following steps:

1. Complete the [School System Information Form](#) and email it to Marian Johnson by October 1. This information will enable the Department to determine zone and regional sites, and to communicate directly with coordinators on upcoming events

and activities related to this program.

2. Make the [logistics memo](#) available to the parents of students eligible to participate in the program.

Please read the revised [Student of the Year Guidelines](#) concerning charter school submissions and the grade 12 selection guidelines, and join the webinar on August 22 at 10:00 a.m. Pre-registration is not required.

- Webinar Date and Time: August 22 at 10:00 a.m.
- Webinar Link: <https://ldoe.zoom.us/j/737716036>
- Webinar Phone Number: 669-900-6833
- Meeting ID#: 737 716 036

Please contact marian.johnson@la.gov with your inquiries.

Reminder: Cyber Security Prevention Status - Quick Action Required

Please share with technology coordinators.

The State's Office of Technology Services is continuing to work with all schools systems to implement the six phases of the preventative steps found in the [Emergency Cyber Incident Prevention Critical Task List](#). This task list provides recommended protocols to prevent cyberattacks and viruses from spreading throughout a school systems network. School systems who have not completed all of the preventative steps still remain at serious risk.

All school systems **who have not already completed Phase 6** and reported their status must take the following steps:

1. Superintendents, or their designee, should **complete or update the school system's status via [this survey](#) by this Friday, August 16 at 5:00 p.m.** The survey takes approximately two minutes to complete and tracks the completion of each phase within the [Emergency Cyber Incident Prevention Critical Task List](#). If you are unable to access the survey for any reason, you can reach out via email to edtech@la.gov.
2. If Phase 6 of the survey has not been completed by the time it is submitted, please bookmark the survey and submit a new updated survey every time a phase is completed.
3. The survey also includes an open-ended question to indicate whether you are in need of additional guidance or information. Selecting "yes" will prompt a representative from the state Office of Technology Services to contact you for more individualized assistance.
4. If, at any time, you believe there may be signs of a cyber-incident within your school system network, call Carol Mosley at 225-588-5584.

Reminder: Louisiana School System Contact Form

Please share with personnel directors.

In order to streamline the process of collecting contact information from school system supervisors, and to ensure timely information is sent to school systems throughout the year, the Department has created the [Louisiana School System Contact Form](#).

Personnel directors will serve as the key point of contact for the form within school systems and will be responsible for entering and updating contacts. **Each school system should submit contact information for school system supervisors by August 30.**

Access this [guide](#) for more information and contact ldoecommunications@la.gov with questions.

Reminder: School Support Institutes

School leadership teams play an important role in ensuring teachers plan for and deliver instruction in a way that meets the needs of their students. The Department will host [School Support Institutes \(SSI\)](#) during the 2019-2020 school year to support school leaders in this role.

Each CIR and UIR-A school can bring up to three leadership team members to the School Support Institutes. School system staff are also invited to participate. Participants will choose one of three pathways for the entire training sequence. School teams can choose different pathways for team members to attend or select one pathway to attend together.

The Department recommends attendees include one building-level administrator and two others who support teachers in planning and instruction. School systems are allotted seats based on the number of CIR/UIR-A schools in their system. School systems that have no CIR/UIR-A schools will be allotted two school system-level seats.

On August 27 and 29, the Department will host a webinar to provide additional information on the SSI registration process, and the three pathways available.

- **Date and Time:** August 27 at 10:00 a.m.
- **Webinar Link:** <https://ldoe.zoom.us/j/256704896>
- **Meeting ID#:** 256 704 896

- **Date and Time:** August 29 at 1:00 p.m.
- **Webinar Link:** <https://ldoe.zoom.us/j/463597706>
- **Meeting ID#:** 463 597 706

Please email all questions related to School Support Institutes to delaina.larocque@la.gov.

Reminder: School Improvement Parent Meetings

In the 2019 regular session, the Legislature [updated and clarified the requirements](#) for school systems related to parent involvement in school improvement plans. School systems are required to take two actions:

1. Present the 2019-2020 approved school improvement plans to families within 60 days of the start of the school year. A draft presentation which school systems may adapt is [available](#).
 - As required by law, the Department will report to the Legislature on each school's meeting date by March 1. School systems must report their meeting dates to the Department using [this survey](#) by December 1.
2. Consult with parents when developing school improvement plans within the Super App for 2020-2021.

Please contact districtsupport@la.gov with questions.

Reminder: Louisiana Youth Summit on Opioid Awareness Registration

Please share with counselors.

[Registration](#) is now open for the [South Louisiana Youth Summit on Opioid Awareness](#), which will take place on October 1st at the Lakefront Arena in New Orleans from 9:30 a.m. - 12:30 p.m. This free event, hosted by the [Mark Wahlberg Youth Foundation](#) and [DEA 360](#), will educate middle and high school students about the dangers of opioid addiction and encourage them to be part of the solution to ending this epidemic. The Summit empowers students to take action in their schools to promote prevention and encourage their peers to seek the benefits of leading a healthy lifestyle.

Please contact traynard@therendongroup.com with questions.

Assessment and Accountability

New: Science Test Session Reductions

After analyzing the spring 2019 assessment data and holding many conversations with stakeholders, the Department is shortening the LEAP 2025 grades 3 and 4 science summative assessments to reduce testing time by approximately 30 percent.

- The new designs of the grades 3 and 4 science assessments reduce the number of sessions from three sessions to two by eliminating the task set and making changes in the numbers of item sets and stand-alone items (differs by grade).
- The new designs of the grades 5 to 8 science assessments reduce the number of sessions from three to two by eliminating four stand-alone items and the embedded field-test portion of the tests. The grades 5 to 8 field tests will only be required for a sample of students, rather than all students statewide.

More specific test design information is detailed in the updated [science assessment guides](#), which are currently available. Although the 2019-2020 practice tests for science do not reflect the new science test designs, the [LEAP 2025 Science Practice Test Guidance](#) has been updated to include recommendations on how to address the design changes, especially in grades 3 and 4.

Please contact assessment@la.gov with questions.

New: For District Testing Coordinators

General:

- School systems testing for the first time during the 2019-2020 school year must submit test security plans to assessment@la.gov by August 31.
- ACT data certification is open and school systems should be working to complete submissions by this Friday, August 16. DCAI rosters were posted on August 12.
- Data certification opening announcements will only be sent to accountability contacts who are on file with the Department. 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](#)

- 2019-2020 administrations are now live in eDIRECT. DTCs should ensure all users have the appropriate permissions for the new administrations.
- DTCs should ensure that Central Office is installed prior to testing during the 2019-2020 school year. Testing cannot begin in the 2019-2020 school year until this is completed.
- DTCs should use the State Placement Test to administer placement tests for the upcoming school year for any student enrolling into grades 5 or 9 into a Louisiana public or charter school from out of state, non-public, or home school. For additional information, please reference the [State Placement Test Overview](#), located in the [Assessment Library](#).
- The [Parent Guide to the State Placement Test](#) is located in the [Assessment Library](#).

K-3

- Administer the [Kindergarten Entry Assessment and the K-3 Literacy Screeners](#) within the first 30 days of school
- **October 18:** Deadline for data managers to submit the KEA and K-3 data with the SIS K-3 Assessment Collection or in the Teaching Strategies Platform for GOLD
- Data Managers should reference pages 13-17 for [SIS K-3 Assessment Collection Guidance](#)

LEAP 360

- The 2019-2020 Diagnostic and Interim Quick Start Guides are now available in the [Assessment](#) and [LEAP 360](#) libraries.
- Diagnostic accommodated materials and teacher study guides are available in [eDIRECT](#).

LEAP 2025

- Practice test accommodated materials and teacher study guides are available in [eDIRECT](#).
- 2019-2020 Assessment Guides are now available in the [Assessment Guidance Library](#).

ELPT/ELPS

- The ELPS is Louisiana's required standardized entrance screener. All guidance and trainings are available in the [Assessment Library](#).
- The Department has executed and posted a [new data sharing agreement for ELPT/ELPS](#) on the Department's [Data Sharing Agreement](#) webpage. School systems should download the [addendum](#) from the site and sign, scan, and email the signed copy to ldedata@la.gov in order to ensure that they will be able to share student information with for administration of the ELPT purposes. Please email ldedata@la.gov with questions.

ACT and WorkKeys

- [PANext](#) will be open from August 5-23 for fall WorkKeys testing only.
- Schools must manage participation and order WorkKeys accommodated test materials for the fall accommodated testing window October 1-15.
- School systems must verify the shipping address is correct and make necessary changes if needed.

Assessment Administration Support and Training Office Hours

The next Assessment and Accountability call will be August 20 at 1:00 p.m.

- **Webinar Link:** <https://ldoe.zoom.us/>
- **Webinar Phone Number:** 669-900-6833
- **Meeting ID#:** 393 463 942

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

Reminder: Release of 2019 Advanced Placement Data

2019 state and school system-level Advanced Placement (AP) data has been posted in the [High School Results library](#). Additionally, unsuppressed school and school system-level data files titled LEACode_LEA_2019_APbySubgroupbyExamare also available in the data management FTP.

Please email assessment@la.gov with questions.

Reminder: Release of Science and Biology Scores

LEAP 2025 grades 3-8 science and high school Biology scores will be released on August 16 in the DRC INSIGHT Portal, pending BESE approval of scale score ranges that determine achievement levels.

School systems will be notified by email when the following reports become available:

- Individual student reports
- School Rosters
- Updated CSV (data) files

Please send questions to assessment@la.gov.

Reminder: ELPT Systems Password Reset

An updated version of TIDE is now open for the 2019-2020 school year. All users who have not already done so will need to complete the steps below to create a new password and gain access to TIDE.

- From the [Louisiana ELPT portal](#), select any test administration followed by the TIDE button. Select the "Request a new one for this school year" link just below the login prompt.
- On the "Reset Your Password" page, enter the email address used for all Louisiana ELPT systems and select the 'Submit' button.
- An email (from AIRAST-DoNotReply@airast.org) which contains a link to reset your password will be sent to the email address associated with the account. This link must be accessed within 15 minutes.
- Within 15 minutes, select the link in the email and follow the on-screen prompts to create a new password. Press the 'Submit' button.

Please contact assessment@la.gov with questions.

Educator Preparation

New: Mentor Teacher Stipend Data Collection Process

The Department is conducting a data collection process to determine allocations for undergraduate mentor stipends for 2019-2020. For every mentor supporting a yearlong undergraduate resident, the Department allocates \$1,000 per mentor. A webinar providing details about the data collection process will be held at the following date and time:

- **Webinar Date and Time:** August 21 at 10:00 a.m.
- **Webinar Link:** <https://ldoe.zoom.us/j/505414964>
- **Webinar Phone Number:** 646-876-9923
- **Meeting ID#:** 505 414 964

All school systems and their preparation provider partners should attend the webinar.

Data collection templates will be available to school systems via FTP on **September 4**. Mentor and resident data is due from school systems on **September 13**.

Please contact believeandprepare@la.gov with any questions.

New: 2018-2019 VAM Data Availability and Computer Information System (CIS) Helpdesk Service Line

2018-2019 value-added model (VAM) data has been uploaded into the Compass Information System (CIS). School systems can now submit final evaluation ratings for VAM teachers in CIS.

The deadline for submitting all 2018-2019 evaluation ratings for teachers in CIS is **September 6**.

The Department is offering a CIS helpdesk service line to assist with questions regarding evaluation uploads in the CIS system.

The call line is available now through August 23 between 12:00 p.m. - 2:00 p.m. to assist with all remaining teacher uploads.

CIS Helpdesk Service Line: 225-342-3664

Please contact compass@la.gov with any questions.

New: Certification Updates

Overview

Act 634 of 2018 requires the Department to issue a teaching authorization (TA) 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.

Updated Application Process

School systems that applied for a TA for a candidate that has a criminal background must now submit a **professional conduct form** and an **attestation form** as part of the [application](#). Any TAs on hold due to a Criminal Background Check (CBC) issue must also submit the **two new forms**. A new TA **is not** required each year as long as employment in the employing school system is continuous.

The [updated application](#) for teaching authorizations is now available on [Teach LA Live!](#) and should be used.

High School Pathways

New: NCCER Updates for School System and School Leadership

Please share with career and technical education (CTE) supervisors and school leadership.

The Office of Student Opportunities will host two webinars for career and technical education (CTE) supervisors and school leadership to review the National Center for Construction Education and Research (NCCER) [guidelines](#) for the 2019-2020 school year. In addition to reviewing the [guidelines](#), the hosts will share expectations and responsibilities, including the assurance letter, craft instructor requirements, Department processes, the "Helper" pathways, testing guidelines, facility visits, trainings, and the [registry](#).

- **Webinar Date and Time:** August 21 at 10:00 a.m.
- **Webinar Link:** <https://ldoe.zoom.us/j/960720956>
- **Meeting ID#:** 960 720 956

- **Webinar Date and Time:** August 21 at 2:00 p.m.
- **Webinar Link:** <https://ldoe.zoom.us/j/686093410>
- **Meeting ID#:** 686 093 410

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

New: NCCER Craft Instructor Webinar

Please share with NCCER craft instructors and school leadership.

The Office of Student Opportunities will host webinars to support National Center for Construction Education and Research (NCCER) craft instructors. The webinar will provide support for implementing [NCCER guidelines](#) at Accredited Training and Education Facilities (ATEFs) and will include review of instructor training, certifications, and processes, facility visits, testing guidelines, training module registration, and [registry](#) access.

- **Webinar Date and Time:** August 28 at 10:00 a.m.
- **Webinar Link:** <https://ldoe.zoom.us/j/211861830>
- **Meeting ID#:** 211 861 830

- **Webinar Date and Time:** August 28 at 2:00 p.m.
- **Webinar Link:** <https://ldoe.zoom.us/j/752025935>
- **Meeting ID#:** 752 025 935

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

Reminder: Jump Start Career Development Fund 2018-2019 End of Year Report

Please share with supervisors and administrators.

School systems, charter schools, and special schools are reminded to complete the [2018-2019 Career Development Fund \(CDF\) End of Year \(EOY\) Report](#) and submit it to jumpstart@la.gov. The deadline has been extended to August 28.

[End of Year \(EOY\) Report](#) and submit it to jumpstart@la.gov. The deadline has been extended to August 30.

There is a minimum CDF allocation of \$25,000 per school system or \$10,000 per charter/special school. Please note that details regarding object code descriptions should be included in the narrative description. This should include IBCs supported with CDF monies.

For questions regarding CDF, please contact jumpstart@la.gov.

Special Education

Reminder: Professional Development and Direct Services Supports - Request for Applications

The Department is accepting [applications](#) from organizations interested in partnering with school systems to support the unique needs of students with disabilities. The application is open to:

- organizations that can provide high-quality professional development in targeted areas of specialized support; and
- organizations that provide direct services to students defined in their individual education plans.

The deadline to submit this application is **August 16**.

For more information, please contact specialeducation@la.gov

Data

New: Dropout Corrections Training

Please share with data managers and accountability contacts.

To assist data teams better understand the dropout correction process, two trainings have been scheduled. The training will identify what students will be considered potential dropouts, the timelines for correcting dropout data, and guidelines for reviewing potential dropout rosters for error correction.

- **Date and Time:** August 22 and 29 at 1:00 p.m.
- **Webinar Link:** <https://ldoe.zoom.us/j/711178912>
- **Webinar Phone Number:** 408-638-0968
- **Meeting ID#:** 711 178 912

Please contact systemsupport@la.gov with questions.

Finance

Reminder: FY2018-2019 Annual Financial Report (AFR) Collection Timeline

Please share with business managers and financial officials.

Louisiana R.S. 17:92 requires local school systems and schools to **provide financial data** to the Department **no later than September 30** each year. The financial data is submitted via the LEADS portal. The LEADS portal became **available for submissions beginning August 12**. The AFR documents that are needed to assist with the submission of data are now [available](#).

Please contact satoiya.jones@la.gov with questions concerning the preparation of financial information or account classification, and systemsupport@la.gov with questions regarding electronic submission or the online update process.

Reminder: FY2019-2020 Initial MFP - Career Development Fund (CDF) Payments

Please share with business managers.

Initial MFP - CDF payments for FY 2019-2020 were released by the Department on July 30. Funds should appear in LEA bank accounts within one to three business days depending on the banking institution with which an LEA conducts business. Additional details regarding these payments are [available](#) for reference.

For more information, please contact ldoemfhelpdesk@la.gov.

Federal Programs

Reminder: 2019 Annual Fall Migrant Education Program Training

[Registration](#) is now open for the Migrant Education Program's (MEP) annual fall training August 20-22 at the Rapides Parish Media Center, 619 6th Street, Alexandria. The deadline to register is August 15.

The training is required for all local MEP staff. Instructional or management staff who work with migratory children or the MEP are encouraged to attend. Topics will include identification and recruitment of migratory children and youth, migrant data management, immigration issues, services for migrant students, and parental engagement of migratory parents. Some of the sessions will be available via ZOOM.

For more information, please contact melanie.mayeux@la.gov.

Reminder: Developing School Emergency Operations Plans Workshop

The [LSU NCBRT/Academy of Counter-Terrorist Education at Louisiana State University](#) is holding a unique [training opportunity](#) for school and school system representatives to learn about developing School Emergency Operations Plans. Important information will be shared as well as instructions on creating and maintaining school crisis plans and emergency operations plans. Training is free to all Louisiana K-12 school personnel and community partners, but seating is limited. Please register below.

Date and Time	Location and Registration
August 16 from 9:00 a.m. - 4:30 p.m.	Westside Regional Library 5416 Provine Place Alexandria, LA
August 19 from 9:30 a.m. - 5:00 p.m.	Calcasieu Public Library-Central Branch 301 W. Claude Street Lake Charles, LA 70605
August 20 from 9:30 a.m. - 5:00 p.m.	Calcasieu Public Library-Central Branch 301 W. Claude Street Lake Charles, LA 70605
September 12 from 8:30 a.m. - 4:30 p.m.	Bossier Parish School for Technology and Innovative Learning 1020 Innovation Drive Bossier City, LA 71111

Please contact catherine.pozniak@la.gov with questions.

LDOE Contacts

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