

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)
8/23/19	Complete new cyber security survey	All technology coordinators
8/23/19	Submit 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
9/30/19	Submit balanced budgets	Business managers and financial officials

LEA Support

New: Cyber Security Update

The Department would like to thank school systems for being diligent in taking preventative steps and, in unfortunate cases, responding swiftly and working with state officials to remediate infected areas.

The Governor has extended the declaration of emergency for an additional month to allow for the continued support of recovery efforts. He has also directed the Office of Technology Services to collect additional information on the current security and technology infrastructure status of school systems via a new [online survey](#). This survey needs to be completed by EOD Friday, August 23. This information will be used to provide additional state guidance and next steps to Superintendents and their IT staff during a meeting at the Claiborne Building in Baton Rouge on September 26 at 10:00 a.m. **This survey is different than other cyber security surveys school have been asked to complete, and all schools should take action.**

Additionally, in order to better prevent future cyberattacks, the Department, in coordination with the Office of Technology Services, will provide a full year of Carbon Black predictive endpoint security software to detect and provide analytics for mitigating and stopping future cyber threats. Additional details about Carbon Black will be provided to school system technology coordinators via a [webinar on Tuesday, August 27 at 9:00 a.m.](#)

New: Complete the Charter School Communications Survey and Charter Assurances

All Type 2, 4, and 5 charter CEOs and board chairs received a link to the 2019-20 Communications Survey. 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 initialed and signed by your organization's board chair and submitted along with the Communications Survey.**

New: Tips to Completing the New Louisiana School System Contact Form

Please share with personnel directors.

Earlier this month, the Department released the [Louisiana School System Contact Form](#) as a way to streamline the process of collecting contact information for key school system-level supervisors.

Based on feedback from school systems, the Department has updated the guide for personnel directors to provide definitions for certain roles collected in the form and offers the following tips for completion:

- All contacts should be entered as "new contact" initially. No contact information from any previous collection process will be carried over into the new form.
- The new contact form will replace all other processes for collecting contact information for school system supervisors starting October 1.
- If your school or school system is not listed in the form, please email ldoecommunications@la.gov.

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.

- August 27 at 10:00 a.m. <https://ldoe.zoom.us/j/256704896>
- August 29 at 1:00 p.m. <https://ldoe.zoom.us/j/463597706>

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

Reminder: 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.

Assessment and Accountability

New: Release of 2018-2019 CLEP Results

Please share with high school supervisors and principals.

The 2018-2019 College Level Examination Program, or CLEP, results were [released yesterday](#), highlighting that the number of Louisiana high school students earning college credit increased by 51 percent since last year and 558 percent since 2015. CLEP is a nationally recognized credit-by-examination program that provides students an opportunity to demonstrate their mastery of college-level materials in introductory subjects and earn college credit.

Please email assessment@la.gov with questions.

New: 2018-2019 Student Progress Release Timeline

In early July, the Department released 2019 LEAP 2025 results as the first in a series of student progress data releases leading up to the release of school and system performance scores this fall. On August 9, school systems received the second set of data in this series with the release of 2018-2019 value-added data in the Compass Information System.

Starting last week, the Department began releasing the final sets of data in the series with the release of 2018-2019 student-level

Starting last week, the Department began releasing the final sets of data in the series with the release of 2018-2019 student-level student progress data, and LEAP 2025 science and Biology results. Here is the timeline for this release:

Date	Data Released	Location
August 16	<p>LEAP 2025 science and biology results including:</p> <ul style="list-style-type: none"> individual student reports school rosters updated CSV files <p>These results may be shared with parents.</p>	DRC's INSIGHT Portal
August 16	<p>2018-2019 student-level progress index rosters providing school systems with final results for students who are eligible for inclusion in the progress index portion of the school performance score (25 percent K8; 12.5 percent High School)</p>	La Data Review
August 20	<p>2018-2019 school system and school-level progress results</p>	La Data Review
August 20	<p>Assessment subgroup summary file including 2019 assessment data disaggregated by subgroup and subclaim for all subjects</p>	DRC's INSIGHT Portal
August 22	<p>Preliminary pre-data certification school performance scores (for data certification purposes only; not public)</p>	FTP
August 27 at 10:30 a.m.	<p>2018-2019 state, school system, and school-level student progress public results and science and biology public results</p>	<p>Press release (student progress only) PK-8 Performance and High School Performance data libraries</p>

Superintendent White provided a briefing on statewide results as part of the Superintendent's monthly call. Assistant Superintendent Jessica Baghian will email the statewide results to school system leaders on Monday, August 26, including a list of "Top Growth" schools and school systems that will be highlighted in the media briefing on Tuesday.

Email 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 and DCAI data certification is open and school systems should be working to complete submissions by this Friday, August 23.
- Data certification opening announcements are only 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, including the State Placement Test and LEAP 360, 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

- ACT is providing Louisiana schools with an opportunity to upload the names of students taking accommodated WorkKeys paper tests into PearsonAccessNext. This upload will allow ACT to print barcode labels for students who are administered this form of ACT. Printing and affixing barcode labels to student answer documents will ensure more accurate reporting of student demographic data. While this step is not required, the Department strongly recommends it.
- [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 27 at 1:00 p.m.

- **Webinar Link:** <https://doe.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: 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.

Educator Preparation

Reminder: 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.

Please contact compass@la.gov with any questions.

Reminder: 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: Quest for Success Teacher Training

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

Quest for Success is an innovative, new, high school-level, career exploration course designed to prepare all Louisiana graduates for career and life success. **Individuals seeking to teach the Quest for Success course should attend the upcoming training located at the [Claiborne Building](#) in Baton Rouge on September 16-17 from 8:00 a.m. - 4:00 p.m. [Registration](#) will open on August 29 and close on September 5. Additional trainings in various regions of the state are forthcoming and will be publicized in upcoming newsletters.**

For more information, please contact tedrick.holmes@la.gov.

Reminder: 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 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.

Data

Reminder: 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

New: 2019-2020 General Fund Budget

Please share with business managers and financial officials.

Louisiana R.S.17:88 requires that school boards submit an adopted balanced budget to the Department no later than September 30 each year. The following items provide the guidance and documents to complete this task:

- [FY2019-2020 General Fund Budget](#)
- [Instructions and Signature Sheet](#)
- [FY2019-2020 General Fund Budget - Form A](#)
- [Steps for Budget Adoption](#) (Legislative Auditor document for reference)

Please contact schoolfinancehelpdesk@la.gov with questions.

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.

LDOE Contacts

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