

# CHARTER SCHOOLS



August 22, 2018

## Superintendent's Message

Dear Colleagues,

Earlier this summer, school systems were provided achievement data - the percentage of students scoring Mastery and above on last year's LEAP 2025 assessments. These data provide an important gauge of the overall readiness of our students. However, they do not necessarily provide information about the degree to which students progressed academically last year. As part of Louisiana's ESSA plan, the Department and BESE committed to a more robust set of progress measures - aligned for teachers, schools and school systems - that better capture when students are making strong progress over the course of an academic year.

The progress results, provided to school systems, schools, and teachers last Friday, illustrate exceptional growth happening in schools and classrooms across our state. School progress summary files were share via the FTP today, outlining what the Department will report for your school system and schools. The results are scheduled to be shared publicly next week. As you work with your school leaders to study and utilize these data in your improvement efforts, the Department stands ready to support you.

Finally, we are happy to announce that Superintendent White and his wife welcomed a healthy baby girl into the world this week. He is taking time off to care for both his wife and daughter, and will return in a few weeks. If you have any immediate needs, please contact Vicky Thomas at [vicky.thomas@la.gov](mailto:vicky.thomas@la.gov).

Regards,

The Louisiana Department of Education Team

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## Action Items for Charter Schools

Date	Action	Owner(s)
8/27/18	Register for Kindergarten CLASS Observer Training	School leaders and CEOs participating in the CLASS pilot
9/4/18	Remove former employees from CIS	School leader and Compass evaluators
9/6/18	Register for <a href="#">Supervisor</a> and <a href="#">Teacher Leader</a> Collaborations	School leaders and teacher leaders
9/7/18	Enter student learning target ratings and teacher evaluation scores	School leader and Compass evaluators
9/14/18	Complete <a href="#">registration</a> for Course Choice	SCA coordinators and counselors
9/15/18	Submit General Fund budget	Business managers and finance officials
9/28/18	Apply for <a href="#">Quality Science &amp; Mathematics Grant</a>	Mathematics and science supervisors, coaches, and teachers
10/1/18	Submit Annual Financial Report (AFR)	Business managers and finance officials

## LEA Support

### **New: Registration for September Supervisor and Teacher Leader Collaborations**

Registration for the September [Supervisor](#) and [Teacher Leader](#) Collaborations opened on August 17 in Wisdomwhere and will close September 6.

- Supervisors can [register](#) for the event using the key code **"SUPC2018."**
- Teacher Leaders should [register](#) directly in Wisdomwhere. No code is required.

This year, each collaboration will begin with a general session that will frame the Department's priorities for the 2018-2019 school year. Sessions will be focused on two areas: supporting the implementation of School System Redesign Plans for 2018-2019 and planning for 2019-2020 to support early childhood, curriculum and instruction, special education, assessments and accountability, workforce, and high school opportunities.

The Collaborations will be offered on the following dates and locations:

- September 10: Claiborne Building, 1201 North Third St, Baton Rouge
- September 13: Jefferson Parish School Board Building, 501 Manhattan Blvd., Harvey
- September 17: Claiborne Building, 1201 North Third St, Baton Rouge
- September 18: Trinity United Methodist Church, 1000 Woodward Avenue, Ruston

The Supervisor Collaboration sessions run from 8:00 a.m.-12:00 p.m, and the Teacher Leader Collaboration sessions run from 12:00 p.m.-4:00 p.m. at each event. Additional details, including session information, are available in the [Supervisor](#) and [Teacher Leader](#) overview documents.

Please contact [districtsupport@la.gov](mailto:districtsupport@la.gov) if you have any questions regarding these events.

### **New: QSM Grant Application Period Opens**

**Please share with mathematics and science supervisors, coaches, and teachers.**

[The Quality Science & Mathematics Grant Program \(QSM\)](#) was established by R.S.17:374 of the Louisiana Legislature in the summer of 1992 for the purpose of providing materials and equipment to mathematics and science public school teachers. The QSM program has funds to award approximately \$162,000 in grants to eligible classroom teachers for the 2018-2019 school year. Grants of up to \$1,000 for approved materials and equipment will be awarded on a competitive basis to individual classroom teachers. The [application](#) deadline is September 28.

Contact [jam05@bellsouth.net](mailto:jam05@bellsouth.net) with questions.

### **Reminder: Training Opportunities for Tier 1 Science Curriculum**

**Please share with principals and science educators.**

The 4th grade Great Minds PhD science curriculum is the first science curriculum to be rated Tier 1 in the Louisiana IMR process. While only grade 4 has been completed and reviewed, 3rd and 5th grade units will be released throughout next year. Grades 3-5 educators can [register](#) to attend a one-day training session in Baton Rouge and New Orleans using the registration codes below. Teachers who attend the training will have the opportunity to access the curriculum this year. Registration is now open.

- September 25: Baton Rouge, registration code: GM2018a
- September 26: Baton Rouge, registration code: GM2018b
- September 27: New Orleans, no registration code needed

School systems can contact [margaret.goodner@greatminds.org](mailto:margaret.goodner@greatminds.org) for information regarding adoption.

Contact [ClassroomSupportToolbox@la.gov](mailto:ClassroomSupportToolbox@la.gov) with questions.

### **Reminder: Registration for Kindergarten CLASS Observer Training**

Registration for Kindergarten CLASSobserver training is now open for school systems participating in the CLASSpilot. Participants must register through [WisdomWhere](#) for one of the two-day trainings (see link for dates and training locations). Slots are available on a first come basis, and are reserved for staff who will use the tool to observe kindergarten teachers and need certification.

The deadline for registration is August 27. Please direct questions to the contact listed in the registration link.

### **Reminder: 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, has been charged with creating a vision and framework for the future of early childhood care and education in Louisiana. The Commission hosted its inaugural meeting on August 1. The [recording](#) and [presentation](#) from this meeting are now available.

For additional information about the Early Childhood Care and Education Commission, please email [earlychildhood@la.gov](mailto:earlychildhood@la.gov).

## Family Engagement

### **Reminder: Pre-K-2nd Grade Back-to-School Parent Guide Available**

**Please share with principals and early childhood teachers.**

The Department has released a [Back-to-School Parent Guide for children in pre-kindergarten to 2nd grade](#). The guide explains what learning will look like in these early grades and assists families in supporting their child's learning at home.

Please email [earlychildhood@la.gov](mailto:earlychildhood@la.gov) with questions.

## Assessment and Accountability

### **New: Release of 2017-2018 Student Progress Rosters**

The 2017-2018 Progress Index Rosters are now available in [La Data Review](#). The file provides school systems with results for students who are eligible for inclusion in the progress index portion of the school performance score (25 percent K-8; 12.5 percent high school).

The Department will also provide school system and school-level progress summary files, via the FTP, that will be shared as part of the public release. The file name is 2018 LEAP 2025 Progress Summary.

Email [assessment@la.gov](mailto:assessment@la.gov) with questions.

### **New: Reminders for District Testing Coordinators**

#### **General**

- Fluency tests for grades K-7 are posted in [eDIRECT](#) under Fluency Practices in the General information tab.
- [eDIRECT Mini Trainings and One Pagers](#) are posted in the [Assessment Library](#) and [LEAP 360](#) page. Presentations, webinars, and one pagers are available for the following topics: Accessing the eDIRECT Dashboard, Setting up TSM and Devices, Managing Users, Managing Test Administrators, Managing Students/Accommodations, Managing Student Groups, Managing Test Sessions, Printing Test Tickets/Viewing Test Status, Unlocking Test Tickets, Navigating Interactive Reporting, Completing Educator Scoring, Accessing Reports, EAGLE 2.0: Accessing EAGLE, EAGLE 2.0: Creating a Test, EAGLE 2.0: Test Session/Test Status/Tickets, and Accessing K-2 Formative Tasks

- EAGLE 2.0: Test Session/ Test Status/ Tickets, and Accessing R-2 Formative Tasks.
- Last week, BESE also approved a [revision](#) to the state placement test policy for out-of-state, nonpublic, and home study students enrolling in grades 5 or 9. These students are still required to take the state placement test, but passing with Basic or above is no longer required. School systems should use a preponderance of evidence to determine promotion or retention.
- The updated [Assessment Calendar](#) is in the [Assessment Library](#). Updates include AP and CLEP dates, national and international assessment, and a date corrections for WorkKeys.

## LEAP 2025

- LEAP 2025 US History test results are available in eDIRECT. Schools should send home a copy of the [Parent Guide to LEAP 2025 Results](#) with the student reports. Spanish, Arabic, and Vietnamese versions are also posted in the [Assessment Library](#).
- Teacher Access forms for grades 5-high school are posted in [eDIRECT](#) under General Information.
- Teacher Access versions for high school practice tests are posted in [eDIRECT](#) under General Information.

## LEAP 360

- The updated EAGLE 2.0 User Guide is posted in [eDIRECT](#) under General Information.
- Teacher Study Guides for Diagnostics are posted [eDIRECT](#) under Diagnostic/Interim 18-19 in General Information.
- [A Teacher's Guide to LEAP 360](#) and [A District's Guide to LEAP 360](#) have been updated to include links to trainings, sample reports, and a summary of EAGLE 2.0 items.
- New Social Studies, ELA, and mathematics items have been added to EAGLE. Information about new items is located in the Appendix of [A Teacher's Guide to LEAP 360](#).

## ELPT and ELPS

- 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](#), [ELPS/ELPT Accessibility and Accommodations Manual](#), and [DEI User Guide](#) are now posted for review.
- Students will need a LASID in order to take ELPS. Meet with your data coordinator to develop a plan for obtaining a LASID quickly for potential ELs.

## ACT and WorkKeys

- 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.

## Assessment Administration Support and Training

Assessment and Accountability Office Hours will be held on August 28 at 1:00 p.m.

- Webinar Link: [www.ldoe.zoom.us](http://www.ldoe.zoom.us)
- Webinar Phone Number: 1 (669) 900-6833
- Meeting ID#: 393463942

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

## **Reminder: LEAP 2025 U.S. History Results Posted**

The 2018 school system and school-level LEAP 2025 U.S. History results are now available in [eDIRECT](#). The 2018 LEAP 2025 public files have been updated to include this data and are available in the [High School Performance library](#).

Please send home a copy of the [Parent Guide to LEAP 2025 Results](#) with the student reports. Spanish, Arabic, and Vietnamese versions are available in the [Family Support Toolbox library](#).

Email [assessment@la.gov](mailto:assessment@la.gov) with questions.

# High School Pathways

## **New: 2018-2019 NCCER Craft Instructor Webinars**

Please share with NCCER Craft Instructors and school leaders.

The Department will host webinars to support National Center for Construction Education and Research (NCCER) craft instructors. The webinars will provide support for implementing [NCCER guidelines](#) at Accredited Training and Education Facilities and will include review of the following:

- Instructor training
- Certifications and processes
- Facility visits
- Training module registration
- [Registry](#) access

Please select the title to join the webinar at the date and time indicated:

- August 29 at 2:30 p.m. [NCCER Craft Instructors](#)
- August 30 at 2:30 p.m. [NCCER Craft Instructors](#)
- September 6 at 2:30 p.m. [So You Want to Train Another NCCER Craft Instructor](#)

For more information, please email [bryan.bertucci@la.gov](mailto:bryan.bertucci@la.gov).

## **New: Quest for Success Course**

**Please share with Career and Technical Education (CTE) supervisors and school leadership.**

The Department is excited to announce the launch of a new course, [Quest for Success](#)- an innovative, new, high school-level, career exploration course being piloted this fall. The new course will help students to:

- develop essential 21st century workforce skills - the ability to communicate, collaborate, and lead;
- explore new and exciting careers and industry sectors; and
- learn about themselves and their interests to successfully navigate high school, postsecondary education, and career pathways.

The course will eventually replace the current Journey to Careers course, and was written by leading educators from across the state as part of the [Louisiana Educator Voice Fellowship](#), a partnership between the Department and [America Achieves](#), a national non-profit organization.

This fall, the course will be piloted by teachers who received Quest for Success training at Jump Start Super Summer Institute. Any school system interested in administering this course during the 2019-2020 school year should reach out to [tedrick.holmes@la.gov](mailto:tedrick.holmes@la.gov) for additional information.

## **Reminder: Register for the Fall Counselor Collaborations**

**Please share this information with the counselors in your school system.**

Each year the Department hosts the biannual Counselor Collaborations in order to give middle and high school counselors an opportunity to meet with representatives from the Department and network with other school counselors in their region. Topics to be discussed in the fall 2018 collaboration include reminders for school testing coordinators, individual graduation plans, and policy updates. Please encourage the counselors in your school system to register in [Wisdomwhere](#) for one of the collaboration events listed below.

- [October 16 at University View Academy](#), 9:00 a.m.-12:00 p.m.
- [October 17 at St. Charles Professional Learning Center](#), 9:00 a.m.-12:00 p.m.
- [October 18 at Acadia Parish Educational Center](#), 9:00 a.m.-12:00 p.m.
- [October 29 at Bossier Instructional Center](#), 8:00 a.m.-11:00 a.m.
- [October 29 at Monroe City School Board](#), 1:00 p.m.-4:00 p.m.
- [October 30 at Avoyelles Parish Media Center](#), 9:00 a.m.-12:00 p.m.

Please email [leslie.gilliland@la.gov](mailto:leslie.gilliland@la.gov) if you have questions about these events.

# Educator Preparation

## **Reminder: Teaching Authorizations Legislative Update**

[Act 634](#) of the 2018 Legislative session requires the Louisiana Department of Education to issue teaching authorizations to substitute teachers, teachers, and administrators in public charter schools and nonpublic schools in which teaching certification is not required. ~~This act applies to all uncertified personnel hired after July 1, 2018.~~

is not required. This act applies to all uncertified personnel hired after July 1, 2016.

Schools may apply for authorization for impacted personnel on [Teach LA Live!](#)

Please contact [certification@la.gov](mailto:certification@la.gov) with questions.

## **Reminder: 2017-2018 VAM Release and Compass Closeout**

**Please share with principals and teachers.**

**2017-2018 value-added (VAM) results for teachers were released in the Compass Information System on August 17.** For teachers in grades 4-8, VAM will account for 35 percent of their evaluation score for the 2017-2018 school year. Please refer to the [2017-2018 VAM Release FAQ](#) for more information.

**The deadline to enter and finalize student learning target ratings and overall teacher evaluation ratings for the 2017-2018 school year has been extended to 5:00 p.m. on September 7.** All teacher evaluation scores must be entered by this date, as CIS will roll over for the 2018-2019 school year immediately after the deadline.

Please contact [compass@la.gov](mailto:compass@la.gov) with additional questions.

## **Reminder: Believe and Prepare Mentor and Resident Data Collection Process**

In October 2016, BESE approved a three-year transitional funding package to support the transition to new teacher preparation guidelines, which includes a yearlong residency.

Funding includes a \$2,000 stipend for undergraduate residents participating in a yearlong residency and a \$1,000 stipend for mentors of undergraduate residents.

This month, the Department has been running a data collection process using the [2018-2019 Mentor and Resident Data Collection Template](#) to allocate funding to school systems with undergraduate residents. The Department hosted a webinar on this process on August 15 and a copy of the [2018-2019 Mentor and Resident Stipend Data Collection Process](#) presentation can be found in the [Believe and Prepare Preparation Library](#).

Please contact [believeandprepare@la.gov](mailto:believeandprepare@la.gov) with questions.

# Finance

## **New: 70% Instructional Requirement (FY2016-17)**

**Please forward to charter school business managers.**

Per the MFP Resolution, local school boards must ensure that 70% of the local school system general fund expenditures are in the areas of instruction and school administration, at the school building level. The 70% Instructional Requirement calculation is complete for FY2016-17. An overview of the 70% Expenditure process is provided [here](#). A summary of this data was presented to BESE at the June Finance Committee Meeting.

The items listed below have been posted and are available in each LEA's "edfin" FTP site.

1. 70% Calculation Summary - 2016-17.pdf - A one-page summary of your LEA's 70% Instructional Requirement Calculation.
2. Funds Proration.xls - Provides a line-by-line item account of how each expenditure is allocated and the basis for that allocation.
3. Salary Distribution.xls - Provides proration percentages by functional area based on PEP general fund salaries used to allocate AFR salaries, benefits, and certain other expenditures.
4. Staff-Student Distribution.xls - Provides proration percentages by functional area based on PEP staff full-time equivalents (FTE) and separate percentages comprised of staff FTE and SIS student counts. These percentages are applied as indicated in the funds proration document.

If you have any questions or need additional information, please email [schoolfinancehelpdesk@la.gov](mailto:schoolfinancehelpdesk@la.gov).

## **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

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](mailto:satoiya.jones@la.gov).

For questions regarding technical issues such as the electronic submission or online update process, contact [yaxin.lu@la.gov](mailto:yaxin.lu@la.gov).

## Data

### **New: Monthly Data Coordinator Webinar**

The Department will hold its monthly webinar for data coordinators and data managers of eScholar, SPS, SPC, SIS, SER, PEP and STS on September 6 at 1:00 p.m. Topics will include 2018-2019 data submissions, upcoming deadlines, system enhancements, other updates and best practices.

- Meeting Date and Time: September 6 at 1:00 p.m.
- Webinar Link: <https://doe.zoom.us/j/976397929>

Please email [systemsupport@la.gov](mailto:systemsupport@la.gov) with questions.

## Policy

### **New: August BESE Meeting Summary**

The Board of Elementary and Secondary Education (BESE) met on August 15 and approved a number of bulletin revisions and recommendations. A [summary](#) of the approvals that directly impact the activities of school systems is now available.

Please email [ryan.n.gremillion@la.gov](mailto:ryan.n.gremillion@la.gov) for more information.

### LDOE Contacts

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

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