

CHARTER SCHOOLS



August 28, 2019

Superintendent's Message

Dear Colleagues,

Over the course of our years working together, it has been helpful at certain times to come together so that we can discuss complex issues as a group. I'm writing to invite you and colleagues to join me September 26 in Baton Rouge for such a meeting.

At 9:00 a.m. that morning, the Superintendent Advisory Council will have its regularly scheduled meeting at the Claiborne Building to review policy issues in front of BESE. After that meeting, I invite you to join me at a meeting of all superintendents statewide to review two critical issues.

The first discussion will start at 10:00 a.m. and will cover issues of planning for cyber security in school systems. We will be joined by leadership at the state Division of Administration and National Guard in order to discuss essential steps and investments the state and school systems should make to protect education information systems. Your IT directors are welcome to join us for this meeting as well.

The second discussion will start at 11:00 a.m. and will cover the current statewide discussion related to dual enrollment and other early college course options. We will be joined by Dr. Kim Hunter-Reed, commissioner of the Board of Regents, who will update us on the Dual Enrollment Task Force and will join us for a discussion of the intersection of higher education and high schools.

We do these statewide meetings sparingly, as it is a serious commitment of time, especially for those of you with long drives to Baton Rouge. I ask that you join us September 26 because of the critical nature of these issues and the need to collaborate in developing solutions.

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) |
|---------|---|--|
| 8/30/19 | Submit new ACT data certifications | Test coordinators |
| 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 | Complete the Prescription Drug Abuse Prevention module survey | CEOs and school leaders |
| 9/6/19 | Register for Louisiana Association of Principals conference | School leaders |
| 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 |
| 9/27/19 | Document enrollments with Course Choice and Dual enrollment providers for fall and full-year coursework | SCA administrators and counselors |
| 9/30/19 | Submit AFR and financial data | Business managers and financial officials |
| 9/30/19 | Submit balanced budget | Business managers and financial officials |

LEA Support

New: September School System Planning Call

The September School System Planning Call will take place on September 4 at 1:00 p.m. The following school system supervisors should participate:

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

- **Webinar Date and Time:** September 4 at 1:00 p.m.
- **Webinar Link:** <https://ldoe.zoom.us/>
- **Meeting ID#:** 398 875 849

Email districtsupport@la.gov with questions.

New: Early Literacy Commission

[Senate Resolution 182](#) and [House Resolution 222](#) established the Early Literacy Commission to study and make recommendations to develop and implement an aligned system to provide effective evidence-based reading instruction for children from birth through third grade.

All Early Literacy Commission open meetings will be held from 12:00 p.m. to 3:00 p.m. and are listed below.

- [September 9](#) (Full Panel Meeting)
- October 14 (Full Panel Meeting)
- November 20 (Small Workgroup)
- December 16 (Full Panel Meeting)

A recording of the webinars will be available on the [State Advisory Council](#) page. The commission's report of recommendations will be completed in January.

Please contact laurie.carlton@la.gov with questions.

New: SSD Launches New Accessible Educational Materials Program

The Department and the Special School District have partnered together to implement the Louisiana Accessible Educational Materials Program, or AEM. Louisiana AEM is a regional support program that provides school systems across the state with accessible materials, training, and outreach services.

School system leaders, assistive technology staff, special education directors, and other staff who work with students with low incidence disabilities are encouraged to attend one of the following webinars that will provide more information about AEM.

[Louisiana AEM: Supporting and Servicing School Systems](#)

- Webinar Description: This webinar will provide participants with information on AEM's services including accessible educational materials, assistive technology, deaf/hard of hearing and blind outreach, and support for diverse learners.
- Webinar Date and Time: September 24 at 12:00 p.m.

[Louisiana AEM: Building Assistive Technology Capacity](#)

- Webinar Description: In this webinar, participants will explore practical approaches to facilitate the use of assistive technology devices and services within their school system. Tangible examples and resources will be shared with all participants.
- Webinar Date: September 26 at 12:00 p.m.

Please complete this [form](#) to request a service from AEM, or email josh.miller@la.gov with questions.

New: Louisiana Association of Principals Annual Conference **Please share with principals.**

The Louisiana Association of Principals (LAP) Annual Conference will be held September 22-24 at the L'auberge Casino Hotel in Baton Rouge. LAP is pleased to have Todd Whitaker as the feature speaker this year.

[Register](#) by September 6 to receive an early registration member discount. For hotel reservations, call the L'auberge at 866-261-7777 and use the group code, RLAP19, to receive the conference rate. Rooms must be reserved by September 7.

Please contact debra.schum@laprincipals.org with questions.

New: Updated Personal Financial Literacy Instruction Clearinghouse

The updated [Personal Financial Literacy Instruction Clearinghouse](#) is available in the [Teacher Support Toolbox Library](#) under General Resources. The document reflects new legislation requiring instruction on the process and responsibilities, including repayment and default, or borrowing money to fund post education opportunities and more instructional resources for teachers.

Please email classroomsupporttoolbox@la.gov with any questions.

Reminder: 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 .

All contacts should be entered into the form by September 13. Please email ldoecommunications@la.gov with questions.

Reminder: Cyber Security Update

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.

A [webinar](#) was held this morning to provide school systems with information on deploying and utilizing this new software. If you missed the webinar, please reach out edtech@la.gov for additional details and support.

Superintendents and Technology Directors are also encouraged to attend a meeting at the Claiborne Building in Baton Rouge on

September 26 at 10:00 a.m. for additional support and guidance on how to prevent future attacks.

Please contact carol.mosley@la.gov with questions or concerns.

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.

The Department will host a [webinar](#) on August 29 at 1:00 p.m. to provide additional information on the SSI registration process and the three pathways available.

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

Assessment and Accountability

New: Data Certification

Data certification for ACT will close this Friday, August 30 for new submissions. All submissions that are currently in the system will be reviewed, but school systems will not be able to create new submissions.

Data certification for DCAI will not close as planned due to difficulties with SIS. However, please note that school systems should not send requests for changes to 2017-2018 dropout flag as they can no longer be changed. School systems should also not send requests for increased credits. The Department will only update credits based on new information posted to the transcript in STS.

School systems should be working to review and **request changes to the assessment, progress, and EL progress rosters** now. All requests should be submitted to Louisiana Data Review **no later than September 6.**

Any data that are not submitted for review as part of this process cannot be used as grounds for appeal of the official SPS that will be issued later this fall.

Please contact assessment@la.gov for assistance.

New: Release of 2018-2019 Student Progress Data

Earlier this week, the Department released 2018-2019 state, school system and school-level student progress data highlighting annual growth rates for students. These data are available in the [Elementary and Middle School Performance](#) and [High School Performance](#) data libraries.

Congratulations to the [2018-2019 "Top Growth" schools and school systems.](#)

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.
- 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 LEAP 360 assessment 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

- 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 PearsonAccess^{Next}. 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.
- 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 Office Hours** will be September 3 at 1:00 p.m.

- Webinar Link:** <https://ldoe.zoom.us/j/202189164>
- Webinar Phone Number:** 646-876-9923
- Meeting ID#:** 202 189 164

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

Reminder: 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](#) 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.

High School Pathways

New: C.A.T.E. Update

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

To assist school systems with verifying that Career and Technical Education (C.A.T.E.) data has been uploaded into data systems, the Department is closing the C.A.T.E. software system at 5:00 p.m. on September 5 in order to update data. The system will reopen for data entry on September 9. It will close for 2018-2019 data entry cycle on September 13.

will reappear for data entry on September 5. It will close for 2018-2019 data entry cycle on September 15.

For more information, please e-mail jumpstart@la.gov.

New: Fall Counselor Institutes

Please share with middle and high school counselors.

Counselors should save the date for the fall Counselor Institutes (formerly Counselor Collaborations) listed below. These events are designed to provide middle and high school counselors with information and resources to support them in their work throughout the year.

| North Region | |
|---|-------------------------------|
| Date and Time | Location |
| October 15 from 9:00 a.m. to 12:00 p.m. | Bossier Instructional Center |
| October 16 from 9:00 a.m. to 12:00 p.m. | Monroe City School Board |
| October 17 from 9:00 a.m. to 12:00 p.m. | Avoyelles Parish School Board |

| South Region | |
|---|---|
| Date and Time | Location |
| October 22 from 9:00 a.m. to 12:00 p.m. | Acadia Parish Educational Center |
| October 23 from 9:00 a.m. to 12:00 p.m. | Jefferson Parish Public School System Administration Building |
| October 24 from 9:00 a.m. to 12:00 p.m. | David C. Treen Instructional Technology Center in St. Tammany |

For more information, please contact leslie.gilliland@la.gov.

New: Supplemental Course Allocation (SCA)/Course Choice

Please share with SCA administrators and counselors.

MFP allocations for SCA/Course Choice can be found in [Table 4 of the 2019-2020 MFP documentation](#). SCA allocations can be used for academic, AP/honors/advanced, career-focused, remedial, or dual enrollment coursework.

Enrollments with Course Choice and Dual enrollment providers for fall and full-year coursework should be documented in the [SCA Portal](#) by September 27 at 5:00 p.m.

Please email sca@la.gov with questions.

Reminder: 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. to 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.

Educator Preparation

New: Updated Teaching Authorization Application Forms

Overview

Act 634 of 2018 amending R.S.17:7 (10), R.S. 17:7 (6)(h), R.S. 17:15, and R.S. 17:3996(B)(45), requires the Department to issue a teaching authorization (TA) to substitute teachers in public schools, as well as to substitute teachers, teachers, and administrators

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!](#).

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

New: Praxis Exam Changes

Please share with teachers, school leaders, and school system leaders.

In response to recommendations made by the Louisiana Association of Colleges for Teacher Education (LACTE), BESE approved revisions to the Social Studies PRAXIS exam (5086) score in June. The current required score is 160. Approved policy revised the required score to 153.

Educational Testing Service (ETS) is retiring or changing several exams in 2019-2020. At the August meeting, BESE considered and approved the following updates:

- Adoption of a new PRAXIS Core Academic Skills for Educators: Reading (5713), Writing (5723), and Mathematics (5733)
- Adoption of a new PRAXIS Teaching Reading Exam (5206)
- Adoption of a new PRAXIS School Superintendent Assessment (6991)

PRAXIS Core Academic Skills for Education

- Effective September 1, educators may take either the currently adopted exams or the newly proposed exams.
- The new exams (5713, 5723, and 5733) are required effective August 1, 2020.

PRAXIS Teaching Reading Exam and the PRAXIS School Superintendent Assessment,

- Effective September 1, educators may take either the currently adopted exams or the newly proposed exams.
- The new exams (5206 and 6991) are required effective August 1, 2020.

School Leaders Licensure Assessment

- Prior to September 1, candidates should take exam #6011.
- Effective September 1, candidates should take exam #6990.

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

New: Certification Updates

Operational Role Status

In April, policy went into effect creating a new way for teachers to maintain certification while serving in roles that cannot be evaluated per the student growth component of Compass. Teachers in these roles may now apply to put their teaching certificates into an **operational role** status. Examples include: Educational Diagnosticians and Attendance Officers.

Operational role takes effect on the **first day** of employment in a role that cannot be evaluated via Compass. Previously earned effectiveness ratings **are retained** while in operational role status. [Applications](#) for operational role status **must be submitted by the employing school system**.

Local Personnel Evaluations for Educational Leaders

Effective April 20, 2019 local evaluations may be used to advance or renew **Educational Leadership certificates** for leaders serving in roles at the **school system level**.

Educational Leaders serving in roles at the **school level** must be evaluated per state statute, with a combination of observations and student learning targets.

School systems using local personnel evaluations must submit an attestation form included in the [Educational Leader packet](#) when applying for educational leader certification renewal or advancement.

Verification of Out-of-State Experience

In June, BESE approved policy to align out-of-state experience for teachers and leaders with state law. In order to receive credit for

out-of-state experience teaching or leader experience, evidence of successful experience must be provided to the Department.

By September 1, certification application packets will include an out-of-state experience attestation form. **The form must be completed by the out-of-state employing school system or the out-of-state credentialing agency.** Any educator using out-of-state experience for initial certification or to advance certification must have this form completed as part of the application packet.

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

Students with Disabilities

New: Join the Special Education Leader Monthly Webinar

The Department will hold its monthly webinar for school system directors, supervisors, and coordinators of special education on **September 5 at 2:00 p.m.** Topics will include upcoming deadlines, updates, guidance, and training opportunities. Pre-registration is not required.

- **Webinar Link:** <https://ldoe.zoom.us/j/836904974>
- **Webinar Phone Number:** 646-876-9923 (for dial-in only)
- **Meeting ID#:** 836 904 974

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

Finance

New: Accountability for Weighted Student Funds in the MFP

Please share with business managers.

R.S. 17:7(2)(f)(i) provides for the accountability of weighted student funds included in the MFP. Funds generated in the MFP formula by applying the weighted factors for low income (also known as economically disadvantaged) and English learners, career and technical education course units, students with disabilities, and gifted and talented students are considered weighted student funds. School systems or schools are required to expend the weighted student funds on personnel, professional services, instructional materials, equipment, and supplies that serve the unique needs of students who generate such funds.

Please reference the [FY2019-20 Weighted Student Funding AFR Reporting Details and Calculation](#) for additional information.

If you have any questions or need additional information, please email ldoemfhelpdesk@la.gov.

New: USDA Required School Lunch Match

Please share with business managers and financial officials.

The United States Department of Agriculture (USDA) requires a match of state funds for the school lunch program. The match must be evidenced through the Minimum Foundation Program (MFP) funds in each school system's Annual Financial Report (AFR).

A memorandum that contains each school system's required match amount for FY2019-2020 is [available](#) and is based on a subset of the February 1 MFP Economically Disadvantaged membership for each school system.

Please email ldoemfhelpdesk@la.gov with questions.

Reminder: 2019-2020 General Fund Budget

Please share with business managers and financial officials.

Louisiana R.S. 17:88 requires that city/parish 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.

Safe and Healthy Schools

New: Rave Panic Button for School Safety

School safety and security continue to be a priority for the state of Louisiana, and as a result, Governor Edwards and the Louisiana State Police (LSP) have funded [Rave Panic Button](#) for all K-12 schools in the state. The Rave Panic Button smartphone app is designed to speed up emergency response by simultaneously placing a 9-1-1 call while delivering immediate notification of the nature and location of the emergency to other school employees and first responders.

In the coming weeks, school systems will be provided with specific instructions for setting up Rave Panic Button for each school, as well as recommendations for how to best roll it out to staff. Please join LSP and representatives from Rave Mobile Safety for a [Panic Button Overview Webinar](#) to discuss this new system on September 5 at 10:00 a.m. Registration is required.

More information about Rave Panic Button can be found on their [website](#) or by contacting ldedata@la.gov with questions.

New: Grants to States for School Emergency Management Program

Louisiana State University's National Center for Biomedical Research and Training/Academy of Counter-Terrorist Education (LSU-NCBRT/ACE) will be conducting two workshops to assist school systems in the development and implementation of high-quality emergency operations plans (EOPs). Register below.

Developing and Enhancing School EOPs Workshop

- Date and Time: September 9 from 8:00 a.m. to 4:30 p.m.
- Location: LSU School of Education, 225 Peabody Hall, Baton Rouge

School EOP Analysis Workshop

- Date and Time: September 10 from 8:00 a.m. to 4:30 p.m.
- Location: LSU School of Education 225 Peabody Hall, Baton Rouge

Please contact randry@ncbrt.lsu.edu with questions.

New: Life Skills Training - Prescription Drug Abuse Prevention (LST Rx)

The Louisiana Department of Health (LDH) has secured funds to purchase the new 8th Module of Life Skills Training Prescription Drug Abuse Prevention (LST Rx) that gives adolescents the skills and knowledge necessary to help them avoid the misuse/abuse of opioids and prescription drugs. [This module](#) is ideal for school systems, community-based organizations, and agencies serving students in grades 6-9, as it can be implemented as a standalone component specifically as a prevention initiative addressing the middle school population or in conjunction with the LST Middle School program. There is a middle school pre-/post-test that has been recently updated to include a question related to prescription drugs. Please note: It is a requirement that the pre-/post-test be administered.

School systems interested in receiving this [training module](#) should complete this [survey](#) by September 6. LDH will purchase 1,000 modules which will be disseminated on a first come, first served basis.

Please contact michael.comeaux@la.gov with questions.

LDOE Contacts

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LDOE Links

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