

# CHARTER SCHOOLS



August 29, 2018

## Superintendent's Message

Dear Colleagues,

With Act 3 of 2012 as a guidepost, Louisiana has worked to unify publicly-funded early childhood care and education to increase access to, and improve the quality of child care, Head Start, and preschool programs. This work has led to innovative community networks that operate under a unified system of standards. Yet, even with significant progress, many families still need access to quality care and education options. The work is difficult, but we know communities can thrive when they are positioned to meet the care and education needs of families and their young children.

Currently, the responsibilities of community network lead agencies are primarily administrative. However, Act 639 of 2018 creates a set of pilots through which locals will lead, not just support, the improvement of quality and access for their communities. Later this week, the Department will release a Request for Applications (RFA) asking community networks that are ready to be part of a ground-breaking pilot to step forward so that the Department can support them to drive improvement by (a) locally allocating seats and (b) providing development through coordinated local governance.

The success of these pilots will lead their communities to increase the percentage of at-risk children served, birth to five, and to improve quality across early learning classrooms. The work will inform future policy. An informational webinar will be scheduled and linked in the RFA.

In other big news this week, the Department has released the 2017-2018 LEAP 2025 progress results, celebrating the top growth of students across the state on last year's assessments. Earlier this week, school system leaders received an email from Assistant Superintendent Jessica Baghian with the state, school system, and school-level files that were released publicly. Congratulations on the work you and your schools are doing to help students improve and progress towards Mastery.

Regards,

The Louisiana Department of Education Team

## In This Issue:

[Action Items for Charter Schools](#)

[LEA Support](#)

[High School Pathways](#)

[Educator Preparation](#)

[Finance](#)

[Federal Programs](#)

# Action Items for Charter Schools

Date	Action	Owner(s)
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
9/12/18	Complete <a href="#">Discipline and Behavior Intervention Request for Information</a>	School leaders
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
9/28/18	Submit Teacher and Principal of the Year <a href="#">nominations</a>	School leaders and teachers
10/1/18	Submit Annual Financial Report (AFR)	Business managers and finance officials

## LEA Support

### **New: September School System Planning Call**

The September School System Planning Call will take place on September 5 at 1:00 p.m. The following school system supervisors should participate:

- Early childhood supervisors
  - Curriculum and instruction supervisors
  - District test coordinators and accountability contacts
  - High school and career and technical supervisors
  - Personnel directors
  - Talent (Mentors, Content Leaders, Teacher Leaders) supervisors
- 
- **Meeting Date and Time:** September 5 at 1:00 p.m.
  - Webinar Link: <https://ldoe.zoom.us/>
  - Meeting ID#: 398875849
  - Please enter your full name, and school system name when logging in.

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

### **New: Date Change for 2019 Teacher Leader Summit**

**Please share with principals and teachers.**

The dates previously announced for the 2019 Teacher Leader Summit have changed. The Summit will now take place June 26-28, 2019 at the Morial Convention Center in New Orleans. The 2018-2019 School System Planning Calendar has been updated to reflect this change.

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

### **New: Extension and Renewal Webinar**

Next month, the Louisiana Department of Education will be hosting a webinar with charter school board chairs, CEOs, and principals to discuss details of the extension and renewal process. This webinar will take place on Wednesday, September 5th at 10:30am, and will outline the purpose, timeline, and support that charter schools will receive throughout the extension and renewal process.

All charter organizations with a school up for extension or renewal should have at least one representative on the webinar. To join the webinar, please use the following information:

- **Date/Time:** Wednesday, 9/5 at 10:30am
- **Link:** <https://ldoe.zoom.us/j/230339472>
- **Meeting ID:** 230-339-472
- **Audio:** computer speakers OR (646) 876-9923

### **New: Opportunity for Early Childhood Community Networks**

## **New: Opportunity for Early Childhood Community Networks**

Louisiana has worked to establish a foundation of fundamental quality standards in early childhood care and education. To address the challenges of access and quality, the Department will release a Request for Applications later this week seeking community networks ready to lead the state with bold ideas. An informational webinar will be scheduled and linked in the RFA.

Please contact [kaye.eichler@la.gov](mailto:kaye.eichler@la.gov) with any questions or for more information.

## **Reminder: September Supervisor and Teacher Leader Collaborations**

Registration for the September Supervisor and Teacher Leader Collaborations in Wisdomwhere will close September 6.

- Supervisors must have a code to register. Please see your Network Leader for the registration code.
- Teacher Leaders should register directly in Wisdomwhere.

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 - 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.

## **Reminder: 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.

# Assessment and Accountability

## **New: Release of 2017-2018 LEAP 2025 Progress Data**

The Department released the 2017-2018 LEAP 2025 progress data earlier today. These files have been posted to the [PK-8](#) and [High School Performance](#).

The following progress data are currently available to school system leaders.

File	Location
2018 LEAP 2025 Subgroup Progress Summary (School System Only)	<a href="#">Louisiana Data Review</a> available to accountability contacts under "Downloadable Roster Files"
2017-2018 Progress Index VAM Exclusion Rosters	
2017-2018 Progress Index Point Roster	
2018 LEAP 2025 Progress Summary	Secure FTP
2016-2017 Progress Index Rosters	<a href="#">Louisiana Secure Portal</a>

Last week, the Department hosted a webinar to provide school system leaders with an overview of the student progress measure

and how this data should be used to improve student achievement. A copy of the [presentation](#) and [recording of the webinar](#) are now available.

Please contact your Network Leader or email [assessment@la.gov](mailto:assessment@la.gov) with additional questions.

## **New: Practice Test Access and Webinars**

**Please share with school leaders and teachers.**

### **Practice Test Access**

- Practice tests for high school have been available in [teacher access](#) since July and will be available for student access in September.
- Practice tests for grades 3-8 will be available in [teacher access](#) in September and in student access in January.

### **Practice Test Webinars**

The Department will host three webinars in October and January for individuals who may need a refresher on using practice tests or those who are new to this resource.

- October 3 at 4:00 p.m.
- October 16 at 3:00 p.m.
- January 9 at 4:00 p.m.

Teachers and supervisors who attend this webinar will learn general information about resources and specific information about best uses and common misuses. Additional details regarding these webinars will be provided in the newsletter in September.

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

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

### **General**

- All changes to district test coordinators (DTCs) or accountability contacts must be submitted to the Department using the DTC and [Accountability Contact Update form](#) found in the [Assessment Library](#) .
- BESE 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.
- State Placement Test student reports will be available in eDIRECT within the week.
- School systems wishing to appeal LDOE assessment voids must send a complete appeal request to [assessment@la.gov](mailto:assessment@la.gov) by September 7.
- August 31 is the opening period to purchase Caveon Services.
- School Systems selected for test security plan audits must submit their test security plans to [assessment@la.gov](mailto:assessment@la.gov) by August 31.
- Prior to testing in INSIGHT all schools and school systems should run the system readiness check to ensure devices are ready for testing. Instructions can be found in the [Technology User Guide](#).

### **K-3**

- School systems should prepare to administer the kindergarten-readiness screener and a K-3 literacy screener within the first 30 days of school, and will submit the data with the SIS October 1 MFP Collection.
- The [2018-2019 Guidance](#) on the Kindergarten Entry Assessment and K-3 Literacy Screening Assessment has been released.

### **LEAP 2025**

- Access LEAP 2025 Online Tools Training (OTT) in INSIGHT or via website in Google Chrome and available Student Tutorials in eDIRECT.
- Begin installing TSMs and INSIGHT on devices that will be used for online assessments using the [eDIRECT Technology User Guide](#).

### **LEAP 360**

- Version 6 of [A Teacher's Guide to LEAP 360](#) is now available. New EAGLE items have been added to the Appendix.

### **ELPT and ELPS**

- The Online Reporting System (ORS) is now open for access to ELPT and ELPS reports. The ORS can be accessed through the [Louisiana EL portal](#) under [ELPS](#). Results for ELPS that include Step Three responses will be available in the

- through the [Louisiana LE portal](#) under [LEFS](#). Results for LEFS that include Step Three responses will be available in the ORS within 7 calendar days after the test has been submitted.
- Improvements to TIDE went live on August 27. Updates will include the ability to search for Participation Reports for up to 20 schools at a time and user email confirmation when logging into TIDE/ORS from a new device.

### **Assessment Administration Support and Training**

Assessment and Accountability Office Hours will be held on **September 4 at 1:00 p.m.**

- Webinar Link: <https://ldoe.zoom.us/>
- Webinar Phone Number: 669-900-6833
- Meeting ID#: 393463942

The Office Hours Questions and Answers document is posted in the [Assessment Library](#).

## **High School Pathways**

### **New: Supplemental Course Allocation (SCA)/Course Choice**

**Please share with school and school system SCA administrators and professional school counselors.**

MFP allocations for SCA/Course Choice can be found in [Table 4 of the 2018-2019 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 14 at 5:00 p.m.**

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

### **New: Louisiana Office of Student Financial Aid (LOSFA) Workshops**

**Please share with professional school counselors.**

The LOSFA Professional School Counselor Workshops are designed to help students gain college access and persist through the first year of postsecondary education. Topics include LOSFA's 5-Point Match, FAFSA updates from the Department and LOSFA, college admissions procedures, and TOPS application processing.

[Register](#) for one of the following dates:

- Baton Rouge: September 17
- New Orleans: September 18
- Lafayette: September 19
- Lake Charles: September 20
- Shreveport: September 24
- Monroe: September 25
- Alexandria: September 26

Schools can register up to eight counselors at once. Counselors who wish to attend a different or additional workshop must register for that location separately.

Please contact [rhonda.bridevaux@la.gov](mailto:rhonda.bridevaux@la.gov) for more information.

### **New: Request for Information to Support Behavioral Intervention and Student Discipline**

Louisiana's state education plan under ESSA identifies schools who are removing students from a regular education setting at an excessive rate due to disciplinary reasons, defined as approximately twice the national average, as a student subgroup to be provided targeted supports. Based upon 2017-2018 school data, the Department has identified 215 schools that have had excessive out-of-school suspension rates for three consecutive years.

Research suggests that nearly every effective model of school improvement strategies relies on external support. As such, Louisiana seeks to identify partners that can provide best-in-class supports and co-design plans with schools, school systems, and the state to dramatically improve student behavior, and in turn, student achievement.

The Department welcomes responses from a wide range of entities, including school systems, not-for-profits, charter school organizations, innovation management organizations, start-up organizations and institutions of higher learning. Organizations must be willing to partner with local school systems and schools to co-construct and execute improvement plans.

Please email the [Discipline and Behavior Intervention Request for Information](#) no later than 5:00 p.m. on September 12 to [dari.miller@la.gov](mailto:dari.miller@la.gov).

For additional information please contact [katie.barras@la.gov](mailto:katie.barras@la.gov).

## **Reminder: 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 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).

## **Reminder: 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.

# **Educator Preparation**

## **New: Searching for Louisiana's Next State Teacher and Principal of the Year**

**Please forward to principals and teachers.**

The Department recognizes great teachers and school leaders are critical to student success. Annually, the Department honors some of the state's most successful educators through the Louisiana Teacher and Principal of the Year programs.

Part of the selection process for naming the school system and state-level winners includes [recommendations](#) from teachers, principals, school system employees, parents, colleagues, and community members.

If you or someone you know meets the criteria below, please submit a nomination. Self-nominations are also accepted.

- Demonstrates excellence in the field, guiding students of all backgrounds and abilities to achieve excellence
- Demonstrates leadership and innovation in and outside of the classroom walls that embodies lifelong learning
- Collaborates with colleagues, students, and families to create a school culture of respect and success

Nominations must be submitted via the [nominations portal](#) by September 28.

The portal may also be accessed by visiting the [Department's website](#). Nominations will be sent to the local school systems for

The portal may also be accessed by visiting the [Department's website](#). Nominations will be sent to the local school systems for consideration as they select their top candidates to participate in the state-level process.

Please email [excellenteducators@la.gov](mailto:excellenteducators@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: FY2018-2019 USDA Required School Lunch Match**

**Please share with all 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 is evidenced, in part, through the Minimum Foundation Program (MFP) funds identified in each Local Education Agency's (LEA's) Annual Financial Report (AFR).

The [attached schedule](#) contains each LEA's required match amount for FY2018-2019 and is based on the February 1, 2018, MFP Free and Reduced Lunch membership for each LEA.

If you have any questions regarding this information, contact MFP Staff at (225) 342-4989 or via e-mail at [LDOEMFPHelpdesk@la.gov](mailto:LDOEMFPHelpdesk@la.gov). You may also call the Department's toll-free number at 1-877-453-2721.

## **Reminder: 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 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).

## Special Education

### **New: High Cost Services Webinar**

The Department has established a high cost services fund to support Louisiana school systems and schools that serve students with the most difficult needs. On September 11 at 10:00 a.m., the Department will host a webinar to explain the 2018-2019 application.

- **Meeting Date and Time:** September 11 at 10:00 a.m.
- **Webinar Link:** <https://ldoe.zoom.us/j/759589140>

Please email [terri.byrd@la.gov](mailto:terri.byrd@la.gov) with questions or for more information.

## Data

### **Reminder: Monthly Data Coordinator Webinar**

The Department will hold its monthly webinar for data coordinators and data managers of eScholar, SPS, SPC, SIS, SER, PEP and STS 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://ldoe.zoom.us/j/976397929>

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

## Policy

### **New: Policy Updates and Reminders**

The Department has been asked to provide a few reminders to school systems regarding laws related to student immunizations, internet safety, suicide prevention training, and promotion of students with disabilities. A summary of those reminders is now [available](#).

Please contact [erin.bendily@la.gov](mailto:erin.bendily@la.gov) for more information.

## **Reminder: 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.

## **Safe and Healthy Schools**

### **New: Flu Facts and the Dangers of HPV**

On behalf of the Louisiana Office of Public Health Immunization program, the Department is requesting that schools share the [Flu Facts](#) and [HPV Fact Sheet](#) with parents. Both documents contain information regarding the dangers of the flu and HPV, how students, parents, and school staff can practice prevention, and the importance of vaccination.

Please contact [michael.comeaux@la.gov](mailto:michael.comeaux@la.gov) if there are any questions.

### **LDOE Contacts**

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

### **LDOE Links**

[LDOE Website](#)  
[Contact Us](#)

STAY CONNECTED



Like us on Facebook

Follow us on **twitter**

View our videos on **You Tube**