

CHARTER SCHOOLS



September 12, 2018

Superintendent's Message

Dear Colleagues,

Nearly one year ago, a study group commissioned by BESE to study alternative education schools and programs across our state issued its final [report](#). The study group found that a large number of Louisiana students are referred for out-of-school interventions based on infractions that could potentially be addressed within the school setting. The group also found that alternative programs and schools should be more focused on specific life outcomes for the students they serve. These are separate and distinct problems to address, and a plan to address both must include separate and distinct strategies.

To equip schools to address the needs of students best served within the home school setting, the Department's ESSA plan identifies schools with relatively high rates of referrals for out-of-school discipline. School systems will submit plans for improvement for these schools during the 2018-2019 school year, drawing on supports the state has identified, including research-based interventions and organizations capable of supporting schools in reducing out-of-school referrals and keeping students in school. The Department is currently seeking a list of these organizations through a [Request for Information](#) due September 18. Through this process, hundreds of Louisiana schools should drive down out-of-school suspensions by supporting students within the home school setting.

For schools and programs serving students who have been removed from the home school setting, the Department will propose changes to its implementation of state laws at the October BESE meeting. At next week's Superintendents' Advisory Council meeting, the Department will present a proposed process for ensuring that alternative schools and programs certified by BESE meet the terms of the law, as well as a proposed system of rating alternative schools that rewards appropriately those schools who help students get back on track. Concurrent to this policy making process, alternative schools in East Baton Rouge Parish and Tangipahoa Parish have launched pilot efforts to improve and enhance their programming, serving as pilot models for the rest of the state. The end result of these efforts should be more students getting back on track, and a cadre of reinvigorated alternative schools across the state properly rewarded for doing good work.

Additionally, the U.S. Substance Abuse and Mental Health Services Administration announced earlier this week that Louisiana is the recipient of a \$1.8 million grant to increase awareness of and services for students suffering from mental health issues, and provide training to school-based staff to support these students. Specifically, the grant will provide funding to struggling schools in Monroe, Jefferson, and St. Bernard to develop and implement a multi-tiered system of support that will expand mental health services to students displaying behavioral health issues and/or frequent misconduct.

However, we can still do more to keep students in school and to do right by those who need to be served elsewhere. Our state's conversation on this issue over the last year has been a productive one, and I'm looking forward to discussing both strategies with you next week.

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)
9/14/18	Complete registration for Course Choice	SCA coordinators and counselors
9/15/18	Submit General Fund budget	Business managers and finance officials
9/25/18	Place additional WorkKeys orders for initial test materials	Test coordinators
9/28/18	Apply for Quality Science & Mathematics Grant	Mathematics and science supervisors, coaches, and teachers
9/28/18	Submit Teacher and Principal of the Year nominations	School leaders and teachers
10/1/18	Submit Annual Financial Report (AFR)	Business managers and finance officials

LEA Support

New: OpenSciEd Pilot Application

Middle school science teachers will have the opportunity to receive training on and pilot high-quality units by [OpenSciEd](#), a project that is building out a full middle school curriculum. The units are aligned to the [Louisiana Student Standards for Science](#) and the science instructional shifts.

If you are interested in participating in the pilot, you or your district supervisor should attend the science session at the [September Collaborations](#) and complete the OpenSciEd pilot application. Contact LouisianaClassroomSupport@la.gov if you or your supervisor are unable to attend the collaboration and would like more information.

Reminder: Extension and Renewal Webinar

Last week, the Department hosted webinar for charter school board chairs, CEOs, and principals to discuss details of the extension and renewal process. You can view the PowerPoint [here](#).

Please contact charters@la.gov with any questions.

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 with questions.

Assessment and Accountability

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](#).

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. [2018-2019 Guidance](#) is available to support this process.

LEAP 2025

- High school practice tests are now available for student access in INSIGHT.
- Grades 3-8 practice tests are now available for teacher access. Usernames and passwords are located in the [Practice Test Quick Start Guide](#).

LEAP 360

- The Diagnostic Teacher Study Guides have been updated to include passages from the writing session and are now available in [eDIRECT](#) under Documents in General Information.
- There will be two LEAP 360 sessions at the September Supervisor and Teacher Leader Collaborations: LEAP 360 Assessment Inventory and LEAP 360 Updates and Resources.

ELPT and ELPS

- There will be an ELPS Overview and Test Administration session at the September Supervisor and Teacher Leader Collaborations.
- For EL students enrolling from another school system, add students into TIDE using their LASID to gain access to past ELPT/ELPS scores in the Online Reporting System (ORS).

ACT and WorkKeys

- Now-September 25 - Place additional WorkKeys orders for initial test materials
 - This is only for schools that placed initial orders and need additional materials.
 - To view the quantities of materials that will be in your initial shipment, follow instructions for "How to Order Materials" in the [Pearson Access next User Guide for ACT WorkKeys](#).

Assessment Administration Support and Training

The Assessment and Accountability Monthly Call will be held on September 18 at 1:00 p.m.

- **Webinar Date and Time:** September 18 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](#).

New: EAGLE and Practice Tests

- New science items are being added to EAGLE and will be available by mid-September. Information about new items will be located in the Appendix of [A Teacher's Guide to LEAP 360](#).
- Practice Test for Biology is now available in teacher access and for student access.
- Practice Tests for Grades 3-8 science are now available in teacher access and will be available for student access in January.
- Refer to the [Practice Test Quickstart Guide](#) for information on how to get into teacher access and student access.
- A NEW Practice Test Guidance for Science is available in the [Practice Test Library](#). It includes important information about **best uses** and **misuses to avoid**.
- All practice test resources, answer keys, paper-based test forms, and accommodated forms/materials are housed in the Practice Test Library.
- Practice Test Webinars will be given in October and January for those who may need a refresher or those who are new to this resource. Teachers and supervisors who attend this webinar will learn general information about resources, and specific information about best uses and common misuses. A recording of will be added to the [Practice Test Library](#) at the end of October. Click [here](#) for information about the Practice Test Webinars.

Please contact assessment@la.gov with questions.

High School Pathways

New: Join the 2018-2019 Individual Graduation Plan Webinar

Please share with professional school counselors.

The Department is hosting a webinar to support professional school counselors with the Individual Graduation Plan (IGP) and diploma pathway selection process. Participants will review the Guidance for Individual Graduation Plans and Diploma Pathway Selection document that was developed to assist middle and high school counselors in the annual development and review of the IGP. The webinar will be offered twice.

- **Webinar date and time:** September 25 at 9:30 a.m.
- **Webinar link:** <https://ldoe.zoom.us/j/421677509>
- **Meeting ID#:** 421677509
- **Phone #:** 669-900-6833

- **Webinar date and time:** September 26 at 3:30 p.m.
- **Webinar link:** <https://ldoe.zoom.us/j/923660733>
- **Meeting ID#:** 923660733
- **Phone #:** 669-900-6833

Please email leslie.gilliland@la.gov for assistance.

New: Jump Start Pathway Updates

Please share with CTE supervisors, school counselors, principals, and teachers.

The Department has released a set of updates to [Jump Start Pathways for 2018-2019](#). The updates provide links to new pathways, course titles, credential updates, fact sheet updates, and new resources related to Jump Start.

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

New: Financial Aid Event Planning

Please share with staff responsible for financial aid planning at your school.

It's not too early to start planning your financial aid events for this year! The [FAFSA](#) for the 2019-2020 school year opens on October 1, and many school systems have already started planning around that date. Schools and school systems that already have an event planned can email ldefinancialaid@la.gov to have it added to the [Regional Calendar of Events](#) on the the Department's [Financial Aid webpage](#).

Reminder: The [Louisiana Department of Education \(LDOE\)](#), the [Louisiana Office of Student Financial Assistance \(LOSFA\)](#), and the [Louisiana Education Loan Authority \(LELA\)](#) are available to lend support.

Please email ldefinancialaid@la.gov to respond to questions regarding the Department, breanna.paul@la.gov for FAFSA related questions, or carmichael@lpfa.com regarding LELA.

New: Advanced Placement (AP) Updates

Please share with AP coordinators, instructional leaders, and teachers.

Resources

- AP Coordinators interested in [ordering](#) student level free response test booklets from the May 2018 test administration should do so by this Friday, September 14. This is a great resource for AP teachers that are seeking further insight into student performance.
- College Board is offering a webinar on October 17 at 1:00 p.m. on new AP program resources. [Registration](#) is now open.

Data and Reports

All data related to AP student exam performance including AP Instructional Planning Reports are now [available](#). For assistance with account access, please contact the AP program directly at 877-274-6474.

Please email raphael.curtis@la.gov with questions.

Reminder: Career Development Fund Technical Review Webinar

Please share with CTE supervisors and business managers.

The Department will host a webinar on September 25 to provide an overview of the proper and improper expenditures of Career Development Funds (CDF), and how school systems with large CDF carryover balances will be contacted to determine their definitive plans for appropriately spending these CDF funds in 2018-2019. As a reminder, CDFs must be dedicated to expanding student opportunities to participate in high-demand, high-wage Jump Start pathways.

- **Webinar Date and time:** September 25 at 4:00 p.m.
- **Webinar Link:** <https://ldoe.zoom.us/j/137540785>
- **Meeting ID#:** 137540785
- Please enter your first and last name and school system name when logging in.

The webinar will be recorded and posted on the [All Things Jump Start website](#). For more information, please email dave.lefkowith@la.gov.

Reminder: 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 with questions.

Special Education

Reminder: Special Education Parent Survey Results Now Available

Each year, the Department is required to report on the percent of parents with a child receiving special education services who report their school facilitated parent involvement as a means of improving services and results for children with disabilities. Parent survey results for the 2017-2018 school year are now available via the FTP site with the file name: 2018 Parent Survey Results.

Please contact your school system's FTP coordinator to retrieve the report. A list of participating school systems that will have results is also [available](#).

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

Finance

New: 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 October 1. The financial data is submitted via the LEADS portal. Please review the [AFR documents](#) for assistance in the submission of your data.

Contact satoiya.jones@la.gov with questions concerning the preparation of financial information or account classification. For questions regarding technical issues such as the electronic submission or online update process, please contact yaxin.lu@la.gov.

New: 2018-2019 General Fund Budget

Please share with business managers and financial officials of city/parish public school systems.

Louisiana R.S. 17:88 requires that city/parish school boards and charter schools adopt, no later than September 15 annually, a

Louisiana R.S. 17:65 requires that city/parish council boards and charter schools adopt, no later than September 15 annually, a budget of expected revenues and probable expenditures for the year and that copies of the budget be submitted to the Department for review and approval. The following items provide the guidance and documents to complete this task:

- [FY2018-2019 General Fund Budget](#)
- [Instructions and Signature Sheet](#)
- [FY2018-2019 General Fund Budget - Form A](#)
- [Steps for Budget Adoption](#) (Legislative Auditor document for reference)

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

New: 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 must be evidenced, through the Minimum Foundation Program (MFP) funds in each school system's Annual Financial Report (AFR).

A memorandum that contains each LEA's required match amount for FY2018-2019 and is based on a subset of the February 1 MFP Economically Disadvantaged membership for each school system is [available](#).

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

New: 2016-2017 70 percent Instructional Requirement

The final FY 2016-2017 Seventy (70) Percent Instructional Requirement calculation was presented to BESE at the June Finance meeting. The supporting documents for this calculation are now being provided for your records. Per the MFP Resolution, local city/parish, school boards, and charter schools must ensure that 70 percent of general fund expenditures are in the areas of instruction and school administration, at the school building level. An overview of the 70 percent Expenditure process is [available](#).

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

- 70% Calculation Summary - 2016-17.pdf - A one-page summary of your LEA's 70 percent Instructional Requirement Calculation
- Funds Proration.xls - Provides a line-by-line item account of how each expenditure is allocated and the basis for that allocation
- 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
- 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.

Statewide Monitoring

New: Title I, Part A - Annual Comparability Reports

The Department will release the SY 2018-2019 Title I Comparability Report section in eGMS on **September 17**.

Title I Comparability requires that school systems be able to demonstrate that services provided with state and local funds to Title I schools are comparable to those provided in non-Title I schools, or are substantially comparable for school systems with all Title I schools. School systems with one school per grade span, and Type 2, 5, and 3B charters, are **exempt** from this submission.

School systems should use **October 2017** staffing and salary data to complete this report. Please access [Comparability Instructions](#) for further details on how to complete the report. The completed report should be submitted via eGMS **no later than November 16**.

For assistance with completing this report, access the [Comparability FAQ](#) document or contact dianne.smith@la.gov.

LDOE Contacts

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