

# CHARTER SCHOOLS



December 5, 2018

## Superintendent's Message

Dear Colleagues,

Last school year, school systems across the state started to use a new tool for delving deeper into quantitative data related to academic strategy and student results. Called the [Principal and Superintendent Secure Portal](#), the tool offers a look at every element of the state accountability system, broken down into custom reports by school system, school, grade, or student group. In the Secure Portal, school system leaders can see performance trends over time, including past results simulated under the current formula for evaluating school performance. School and school system leaders also use the Secure Portal for making comparisons to other school systems and to statewide outcomes. Inquiry into this vast field of information can form the basis for system-wide and schoolwide plans in the year to come.

Thursday, December 6, the Secure Portal will be updated with 2017-2018 K-12 and early childhood accountability results. New this year for every school and school system will be FAFSA submission rates overall and by student group, college persistence rates for graduates from your high schools, and CLASS™ results in every early childhood network, reported by individual dimension of the CLASS™ rubric. Each of these additions represents a field of rich information from which plans can be made for strategy in the future.

This spring the Secure Portal will also be updated to include annual workforce reports, detailing factors related to teachers and administrators in schools and early childhood centers statewide. For more information about the Secure Portal, check out the [Login Quick Access Guide](#) or email [systemsupport@la.gov](mailto:systemsupport@la.gov).

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)
12/7/18	Submit data for Title I, Part D	School leaders and data managers
12/7/18	Submit data for Oct 1 CLASS Collection	Data coordinators and data managers
12/12/18	<a href="#">Register</a> for 2019 Louisiana Envirothon	School leaders and teachers
12/14/18	Submit applications for <a href="#">Music Curriculum contest</a> for teachers	Music teachers
12/14/18	Submit New Artist Scholarship applications	School leaders, counselors and teachers
12/15/18	Complete School Health <a href="#">Survey</a>	School leaders
12/21/18	Upload 2017-18 leader scores into CIS	Compass Administrators
12/31/18	Register for 2019 Jump Start Convention	CEOs and high school school leaders
1/2/19	Register for the 2019 Behavior Intervention Summit	School leaders, CEOs, counselors and behavior interventionists
1/11/19	Submit feedback on School and Center Finder results	School leaders

## LEA Support

### **New: Submission of 2018 Equity Report**

During the 2017 Regular Session, the Louisiana Legislature passed [Act 224](#) (which became R.S. 17:22(11)), requiring the state superintendent of education to annually prepare and submit a report that assists policymakers and the public in assessing the extent to which all Louisiana students have access to a quality public education. The law requires the report, at a minimum, to contain school-level information relative to:

- Enrollment in various types of schools: Type of school and percentage of students who are economically disadvantaged, have an Individualized Education Program plan or Individualized Accommodation/"504" plan, are racial or ethnic minorities, and are English learners
- Academic achievement and educational attainment: State test scores, completion of courses required for TOPS, and the attainment of college credit and industry-based certifications
- Access to the arts and world languages: Percentage of students receiving instruction in the arts and in other languages, including students enrolled in world language immersion programs
- Out-of-school discipline: Percentage of students suspended or expelled
- Access to educators: Percentage of "Highly Effective" teachers and teacher absences

The [2018 Equity Report](#) has been submitted to the legislature, and can be found in the [Equity Library](#) on the Department's website.

If you have any questions about this year's report, please reach out to [erin.bendily@la.gov](mailto:erin.bendily@la.gov).

### **New: Updated School System Support Calendar**

The [school system support calendar](#) has been updated to include the following changes highlighted in yellow in the calendar.

- Updated locations and dates for February Supervisor and Principal Collaborations
- Updated date for March Supervisor Collaboration in Baton Rouge (moved to March 14)

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

### **New: Coordinated Early Intervention Services Webinar During Super App Weekly Office Hours**

The Department is offering recurring office hours for Super App support every Monday from 11:00 a.m. - 12:00 p.m. through January 28, 2019. On December 17, the Department will be hosting a webinar on Coordinated Early Intervention Services during office hours. Schools that have questions outside of this webinar are still encouraged to attend and send their questions to Department representatives.

- **Webinar Date and Time:** December 17 (and every Monday at 11:00 a.m.)
- **Webinar Link:** <https://doe.zoom.us/j/594569803>
- **Webinar Phone Number:** 669-900-6833
- **Meeting ID#:** 594569803

For schools interested in reviewing materials presented during previous Super App learning experiences, please view

the [Allowability of Federal Funds](#) presentation from the December 3 office hours or visit the [School System Support Library](#) for Collaboration event resources.

## **Reminder: December Superintendents Call**

Superintendents are invited to participate in the Superintendents' Conference Call hosted by State Superintendent John White on Thursday, December 6, 10:30 a.m. Participants may begin dialing into the call 15 minutes in advance. Please follow the instructions below:

- **Webinar Date and Time:** December 6 at 10:30 a.m.
- **Webinar Link:** <https://ldoe.zoom.us/j/840608598>
- **Phone Bridge:** 877-475-0109
- **Meeting ID #:** 7392759
- You will need to identify yourself in order to be placed into the meeting. Please enter your full name and school system name when logging in.

## **Reminder: 2019 PD Vendor Guide**

The [2019 PD Vendor Guide](#), released on November 1, identifies vendors who specialize in helping school systems and schools with designing and implementing a cohesive academic system focused on high-quality curriculum, professional development, and assessment.

Updates to this guide include:

- a Table of Contents organized by curriculum, making it easier for school systems to identify all vendors providing training on their selected curriculum;
- specific call-outs for trainings that target approaches to support students who have been identified as English learners or student with a disability; and
- sample year-long partner plans to help school systems plan initial and ongoing support for teachers.

School systems should use the updated PD Vendor Guide to plan for the 2019-2020 school year. Please contact [louisianacurriculumreview@la.gov](mailto:louisianacurriculumreview@la.gov) with questions.

## **Reminder: Nonpublic Equitable Share Webinar**

All school systems are encouraged to send federal programs representatives to a Nonpublic Equitable Share Webinar held from 11:00 a.m. -12:00 p.m. on December 10. This webinar will address the funds received and distributed to nonpublics, timing for consultations, technical assistance, and budgets for the 2019-2020 Super App process.

This webinar will take place during the Weekly Super App Office Hours.

- **Webinar Date and Time:** December 10 at 11:00 a.m.
- **Webinar Link:** <https://ldoe.zoom.us/j/594569803>
- **Webinar Phone Number:** 669-900-6833
- **Meeting ID#:** 594569803

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

## **Reminder: Tier 1 Mathematics and ELA Webinars**

Many Tier 1 math and ELA curriculum providers will be hosting [one hour webinars](#) during the month of December. Each webinar will provide an overview and introduction to each curriculum.

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

## **Reminder: Supporting Students who Struggle in ELA and Mathematics**

The Department believes that all students, including students with disabilities, English learners, and students who persistently struggle, can achieve grade-level standards. The following information is available to help support students who struggle in ELA or math:

- [Supporting Students who Struggle in English Language Arts](#) provides information about supporting students in ELA
- [Supporting Students who Struggle in Mathematics](#) provides information about supporting students in mathematics

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

# Family Engagement

## **New: Parent Guides to 2018-2019 Assessments Now Available**

**Please share with principals, teachers, and families.**

The following parent guides are now available in the [Family Support Toolbox Library](#) to provide families with information on Louisiana's state assessments:

- Parent Guide to the LEAP 2025 Tests (3-12)
- Parent Guide to the ELPT
- Parent Guide to the LEAP Connect
- Parent Guide to LEAP 360

Translated versions in Spanish, Arabic, and Vietnamese are currently available for all guides, with the exception of the Parent Guide to the LEAP 2025 Tests. Those versions will be available by the end of December.

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

## **Reminder: Translated School and Early Childhood Performance Videos Released**

The Department recently released translated versions of the [School Performance Score](#) and [Early Childhood Performance Profiles](#) animated videos that breakdown performance ratings for families. These videos are available in Spanish, Arabic, and Vietnamese on the Department's [YouTube channel](#) under the "Louisiana School Finder" playlist.

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

# Assessment and Accountability

## **New: Feedback Survey on 2018 School and Center Finder Results**

**Please share with principals.**

The Department is committed to providing families with a complete look at school quality and helping them to find the right school or early childhood center for their children through the [Louisiana School and Center Finder](#).

To that end, the Department is seeking feedback on the 2018 school report cards and early childhood performance profiles released in the School and Center Finder in order to make improvements to the system in 2019.

School system and school leaders should share their [feedback](#) by January 11.

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

## **For District Testing Coordinators**

### **General**

- The [2018-2019 Assessment Month-by-Month Checklist](#) is located in the [Assessment Library](#). The checklist identifies key dates and deadlines for statewide assessment programs and accountability processes for next school year; provides action steps to ensure readiness for administering statewide assessments; and recommends resources for school systems and school staff.
  - 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](#).
  - The NAEP 2019 Prepare for Assessment activities are available. STCs are able to review the list of NAEP-sampled students in their school. The STC can select the Prepare for Assessment link from the menu on the left side of [MyNAEP](#). All activities below must be completed prior to the Pre-assessment Review call in during early January:
  - Review and Verify List of Students Selected for NAEP (must be completed first)
  - Complete SD/ELL Student Information
  - Notify Parents
  - Manage Questionnaires
  - Plan for Assessment Day
  - Encourage Participation
  - Update Student List (available January 1)

## LEAP 360

- Teacher Access is now live for all Interim assessments. The Teacher Access link and usernames/passwords are found in the [Interim Quick Start Guide](#).

## LEAP 2025

- November 28-December 14: Fall high school testing window
- Voids and testing irregularities from the Fall 2018 LEAP 2025/EOC administration must be emailed to [assessment@la.gov](mailto:assessment@la.gov) by the conclusion of testing each week.
- School system test security reports are currently available in the FTP. Only school systems with voids will receive a test security report.
- The 2019 Parent Guide to the LEAP 2025 for grades 3-12 is now available in the [Family Support Toolbox Library](#). A translated version will be available by the end of December.

## LEAP Connect

- The [LEAP Connect Assessment Guide](#) has been updated to include new resources and is posted in the Assessment Guidance Library.
- The Parent Guide to the 2019 LEAP Connect is now available in the [Family Support Toolbox Library](#).

## ELPT

- ELPT Student Management opened on November 26 in TIDE. TIDE can be accessed through the [EL Portal](#) under the [ELPT tab](#). Reference the TIDE User Guide posted in the ELPT tab under Resources for directions on viewing/editing and adding students and accommodations.
- The [ELPT Assessment Guide](#) has been updated for the 2018-2019 administration and is posted in the [Assessment Guidance Library](#).
- The Parent Guide to the 2019 ELPT is now available in the [Family Support Toolbox Library](#).

## ACT and WorkKeys

- The November 29 [ACT Test Administration Webinar](#) is available in the Assessment Library under the ACT and WorkKeys section.
- An update to the [ACT Schedule of Events](#) on the [ACT State Testing](#) site in the "Prepare for Makeup Testing" section on page 4 was posted on December 3. All DTCs and STCs should download the updated schedule.
- December 3, 2018 - January 25, 2019
  - ACT Mock Administration is open for any schools considering testing ACT online
  - Install ProctorCache software and setup proctor caching in PANext (ACT online testing only).
  - Upload and verify student information in PANext for ACT using the SDU Upload. students will be uploaded to PANext by the week of December 10, 2018.

## Assessment Administration Support and Training

The next Monthly Assessment and Accountability Monthly Call will be December 11 at 1:00 p.m.

- **Webinar Date and Time:** December 11 at 1:00 p.m.
- **Webinar Link:** <https://doe.zoom.us/>
- **Webinar Phone Number:** 669-900-6833
- **Meeting ID#:** 393463942

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

## **Reminder: LEAP 2025 Practice Test Webinar for Teachers/Supervisors**

Teachers and supervisors can learn about the best practices for using the practice test in the classroom by accessing the webinar [slides](#) and [recording](#), or by joining the final live webinar.

### **DTCs, STCs, and School System Supervisors**

- **Webinar Date and Time:** January 9 at 11:30 a.m
- **Webinar Link:** <https://doe.zoom.us/j/993597977>
- **Webinar Phone Number:** 669-900-6833
- **Meeting ID#:** 993597977

### **Teachers and Content Supervisors**

- **Webinar Date and Time:** January 9 at 4:00 p.m.
- **Webinar Link:** <https://doe.zoom.us/j/175295115>
- **Webinar Phone Number:** 646-876-9923
- **Meeting ID#:** 175295115

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

## **Reminder: 2017-2018 Results in the Secure Portal**

The Principal & Superintendent Secure Portal ([www.LouisianaSchools.info](http://www.LouisianaSchools.info)) is an interactive data exploration tool first launched in December 2017 to support school systems and school leaders understand their academic, early childhood, and workforce talent data.

### **Timeline for Release:**

The Secure Portal will be updated with 2017-2018 K-12 and ECE accountability results by Thursday, December 6. A secure portal user guide is [available](#) for reference.

### **Adding New Users:**

For new principals and school system leaders who need access to the Principal and Superintendent Secure Reporting Portal, a user request form has been placed on the DM FTP in the Secure Portal Update folder under file name "Secure Portal User Request Form."

Data management FTP coordinators should retrieve the file and provide to superintendents for updating. Once the updates have been completed, the file should be renamed using the following naming guidelines and uploaded in the same location as the original: File Name: (LEACode)\_(LEA Name)\_Secure Portal User Request Form\_Completed

Superintendents will also need to send an email to [systemsupport@la.gov](mailto:systemsupport@la.gov) confirming the user requests and providing consent to the Department to grant access to those users. Permissions are updated bi-weekly.

Beginning in January 2019, district security coordinators will have authority to directly designate secure portal users. Additional information will be provided next month.

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

## **High School Pathways**

### **Reminder: 2019 Jump Start Convention**

**Please share with school school system administrators, high school principals, Jump Start regional team members.**

The 2019 Jump Start Convention is scheduled for January 29, 2019 at the Baton Rouge River Center. [Registration is open.](#)

Sessions will focus on a variety of topics from building relationships with industry, CTE Leadership Academy, Jump Start scheduling, Jump Start Summers, STEM Pathways, and others.

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

## **Educator Preparation**

### **Reminder: Upcoming Compass Deadlines**

The 2017-2018 Leader evaluation scores should be uploaded into the Compass Information System (CIS) by December 21. For guidance on uploading the data into CIS, please review [Leader Evaluation Uploads](#), a step-by-step PowerPoint outlining the uploading protocol. This resource is also available in the "Training Materials" section of the [Compass Library](#).

For the 2018-2019 Compass Information System (CIS) deadlines, please note the following 1st semester timeline:

Date	Action Item
November 26 - December 21	School System Level Compass Administrators upload 2017-2018 leader scores into CIS
December 3	Student Learning Targets (SLTs) are reviewed and accepted

For more information, please review the [2018-2019 CIS Timeline](#) located in the [Compass Library](#) in Louisiana Believes.

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

# Special Education

## **Reminder: December Special Education Leader Monthly Webinar Canceled**

The **Special Education Leader Webinar scheduled for December 6 has been canceled.** The monthly webinar for school system directors, supervisors, and coordinators of special education will resume on January 10 at 2:00 p.m. Webinar and call in information will be provided two weeks in advance.

## Data

### **New: October 1 CLASS Collection Closing Soon**

**Please share with data coordinators and data managers.**

December 7 is the deadline for submitting data for the October 1 CLASS collection. This collection is important for CTE/CDF funding, class size reporting, workforce, and VAM. Validation reports/rosters were dropped to the dropped to the [DM FTP](#) last week for review. Please download, review, and make any data corrections prior to the deadline.

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

### **New: October 2018 Data File of Economically Disadvantaged Students**

**Please share with data coordinators, federal program, and finance staff.**

Earlier this week, the Department released the October 2018 data file of economically disadvantaged students for each school system. The single Excel file titled, "LEA Code LEA Name Oct 2018 Economically Disadvantaged", will be available through February 28 on the data management FTP site. FTP coordinators should locate their individual school system file and share it with their federal program and finance staff. These data will be used by the Department to inform grants, federal funding, and subgroup determinations.

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

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

**Please share with data coordinators and data managers.**

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

- **Webinar Date and Time:** December 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

## Finance

### **Reminder: Excess Cost Requirement**

**Please forward to Business Managers and Financial Officials of Public School Districts, Charter Schools, Lab Schools, and Other Entities and State Agencies defined as an LEA for these purposes.**

In adherence to federal regulations, local educational agencies (LEAs) including districts, charters and lab schools must annually verify that their Individuals with Disabilities Education Act (IDEA), Part B funds are used in compliance with the Excess Cost Requirement published in IDEA, Part B Appendix A to Part 300.

**Action Required:** The LEA should access [Excess Cost Requirement published in IDEA, Part B Appendix A to Part 300.](#) to determine if funds are appropriately budgeted to meet the fiscal requirement for FY 2018-2019 using current data.

The Department will calculate Excess Cost for FY 2017-2018 based on financial and student data (i.e. AFR, SIS, etc.) currently reported to the department for the corresponding year. LEAs will be notified of compliance or noncompliance for FY 2017-2018 Excess Cost requirements by letter after final data is available to complete the calculation.

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

## Statewide Monitoring

### **New: Program Monitoring- ESSA and IDEA 2017-2018 Monitoring Rubrics Released**

The Department will continue to implement a risk-based monitoring selection process for federal program monitoring. The ESSA monitoring rubric will be made available to every school system assigned a letter grade. Additionally, the IDEA monitoring rubric will be made available to every school system assigned an LEA Determination. In most circumstances, school systems will receive two rubrics, the ESSA and IDEA monitoring rubrics.

The monitoring rubrics, which are the equivalent to a monitoring report card, provide a detailed preview of compliance factors and performance data analyzed to determine the most appropriate monitoring experience for school systems. Monitoring rubrics will be available for download via FTP December 7 and will be accessible until December 28. The Department reserves the right to make adjustments to monitoring rankings based on factors which may not be included on the rubric. For any school system selected to participate in program monitoring, a formal monitoring notification from an assigned Department monitoring team leader will follow.

Questions regarding ESSA monitoring rubrics should be directed to [tasha.anthony@la.gov](mailto:tasha.anthony@la.gov). Questions regarding IDEA monitoring rubrics should be directed to [chauncey.carr-mcelwee@la.gov](mailto:chauncey.carr-mcelwee@la.gov).

## Safe and Healthy Schools

### **Reminder: School Health Survey**

**Please share with all school principals.**

As required by state law, the Louisiana Department of Education monitors and evaluates health, recess, physical activity, and employee training in schools to provide an annual report to the Louisiana Legislature.

Participation is critical to providing accurate, high-quality data to the Senate and House Committees on health and welfare. Please have only one person complete the [survey](#) by or before December 15.

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

### LDOE Contacts

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### LDOE Links

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