

Louisiana Believes

School System Planning Call

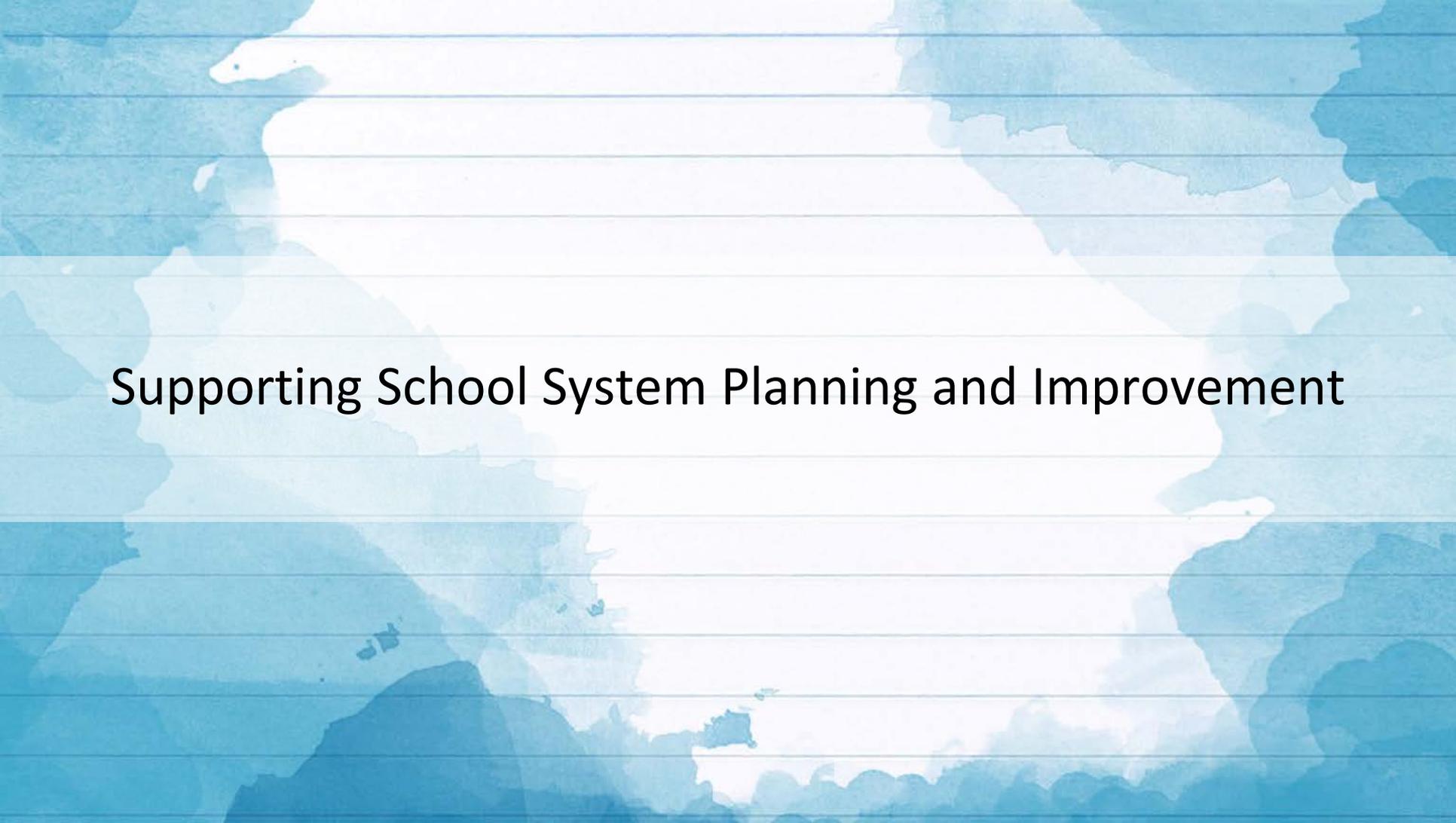
March 13, 2019

Agenda

- I. Supporting School System Planning and Improvement**
- II. Early Childhood**
- III. Teaching and Learning**
- IV. Graduation Pathways**
- V. Educator Workforce**
- VI. Measuring Results**
- VII. Call Summary**

Suggested participants for this call:

- Early Childhood Supervisors
- Curriculum Supervisors
- Data Coordinators
- District Test Coordinators and Accountability Contacts
- Federal Program Supervisors
- High School and Career and Technical Supervisors
- Personnel Directors
- Talent Supervisors

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Supporting School System Planning and Improvement

Super App Reviews and Approvals

The Department is in the process of reviewing each Super App in two ways:

- 1. Approval of Super App**

The Department reviews school system budgets to ensure that each expenditure is allowable under the specific grant.

- 2. Approval of CIR/UIR Strategy**

The Department reviews answers to designated questions within the Super App to approve a school system's CIR and UIR strategy and grant competitive funds.

The criteria for an approved and funded CIR/UIR strategy is in the [School System Planning Guide \(p. 14-15\)](#).





Super App Approval Timeline

There are several important upcoming dates of which to be aware:

February 22	School systems received clarifying questions via email about their CIR/UIR strategy described in Super App. The Department also notified school systems that did not have any follow-up questions to answer.
March 8	Responses to the questions received on February 22 were due to the Department via email.
Early April	Approvals for CIR/UIR strategies will be sent to school systems via email.
April 17	BESE will approve competitive allocations.
April 30	Competitive grant allocations, including previously awarded competitive funds from multi-year grants like SRCL, TIF, and SPDG, will be uploaded to Super App in eGMS.

Refer to page 16 in the [School System Planning Guide](#) to access the detailed Super App timeline.

2019-2020 School System Support Calendar

The [2019-2020 school system planning calendar](#) is now available in the [School System Support Toolbox](#) and contains dates for:

- **Monthly Planning Calls:** School System, Assessment & Accountability, Data Coordinator, Special Education, Ed Technology
- **Newsletter Distribution:** Superintendents, Charter, Nonpublic, Teacher Leader, Believe and Prepare, Counselor Connect, and Early Childhood
- **Advisory Council/Commission Meetings:** BESE, Accountability Commission, ECCE Commission, Superintendent's Advisory Council, ECCE Advisory Council, Nonpublic Schools Council, and 8g Advisory Council

Dates for the Supervisor, Principal, Teacher Leader, and Counselor Collaborations will be added later this spring.



2019 E-Rate Application Update

In [Public Notice 19-170](#), the FCC announced an inflation factor of 2.2 percent for E-Rate FY2019. This factor will increase the calculation for the total available funding for the E-Rate program, and also the multipliers for calculating school Category Two budgets.

The calculations for 2019 Category Two budgets are:

- Schools = Number of students * \$159.669053922
- Budget floor = \$9,793.04

The deadline for applying for [2019 E-Rate funding](#) is March 27 at 10:59 p.m. Schools who have already filed their 2019 application must amend their application through the E-Rate RAL process and in collaboration with Program Integrity Assurance. Schools who have not yet filed should submit their application using these new funding amounts.



2019 Teacher Leader Summit



Early bird registration for the [2019 Teacher Leader Summit](#) will end March 31. Take advantage of the discounted rate by registering your team today.

Month	Action
January – March	Early Bird Registration <i>(\$35 per day, \$80 for three days)</i>
April – June 14	Regular Registration <i>(\$45 per day, \$100 for three days)</i>
Late April	Session list and mobile app available
June 26 – 28	On-site Registration <i>(\$60 per day)</i>

Next Steps:

- Register ASAP (early bird registration ends March 31)
- [Apply](#) to lead a session at the Summit (due April 1)

All registration fees must be paid by credit card at the time of registration. Seats will not be held for pending payments.

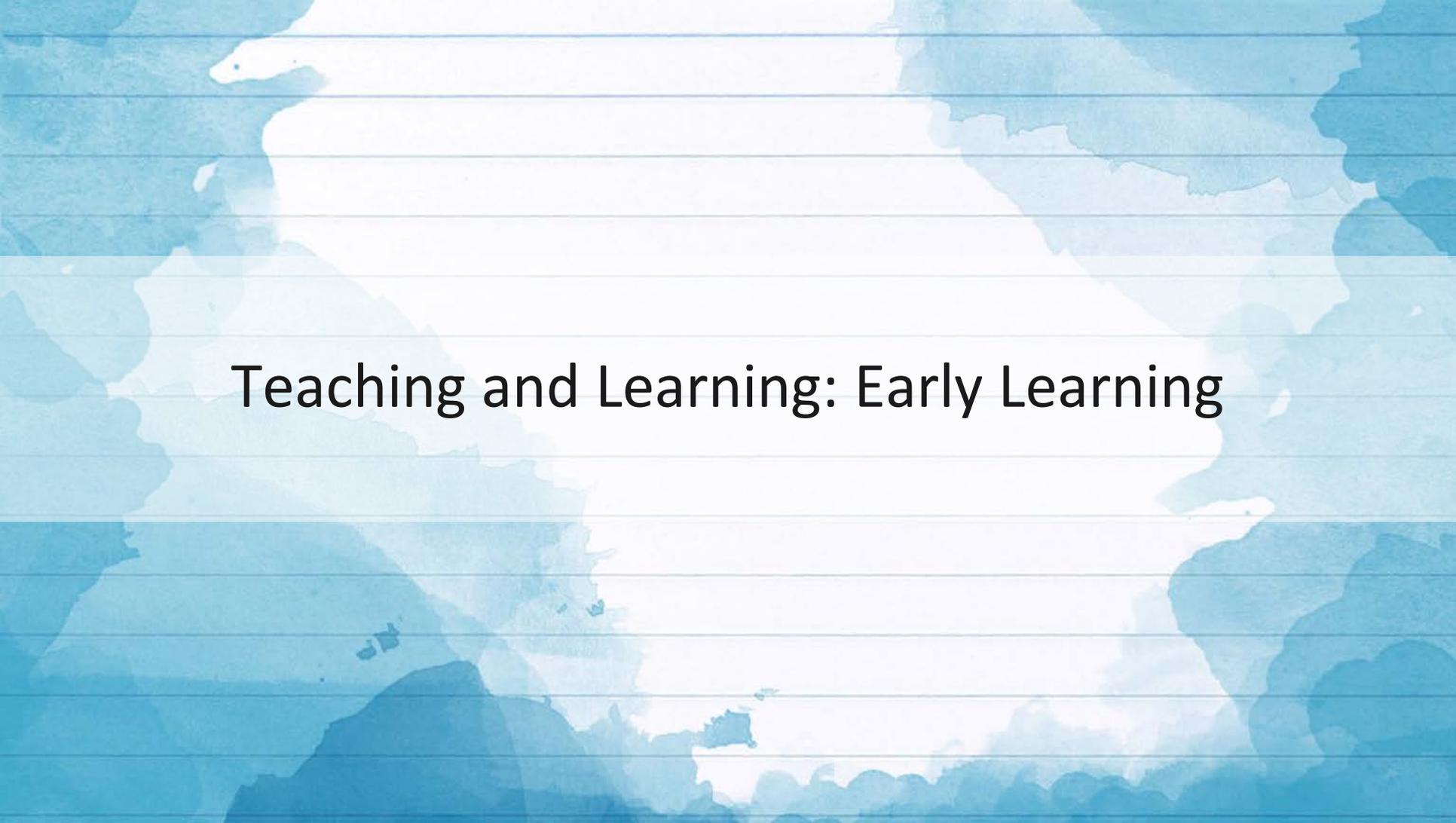
2019 Teacher Leader Summit



Congratulations to Michelle Johnson, teacher at Montegut Middle School in Terrebonne Parish, for submitting the winning design inspiration for this year's Teacher Leader Summit t-shirt.

Shirts will go on sale online in April and will be sold at the Summit.



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Teaching and Learning: Early Learning



Louisiana Early Childhood Key Training Modules RFA

In an effort to share the highest quality training opportunities available to Louisiana's early childhood workforce, the Department released a [Request for Applications](#) (RFA) on February 15 for experts to develop ready-to-go presentations and professional development that will comprise **Louisiana's Early Childhood Key Training Modules. Applications are due today.**

This RFA is the first in a series of three requests for applications, and is seeking proposals for trainings that are related to early childhood tools and standards.

Details about the RFA are provided in the application, as well in the [slides](#) and [recording](#) from the informational webinar held on February 19.



Louisiana Early Childhood Family Survey

Later this month, the Department will be releasing the 2018-2019 Early Childhood Family Survey.

- Paper surveys will be mailed to randomly selected early learning centers, Head Start centers, and schools.
- An online version of the survey will also be available for all families who benefit from publicly-funded care and education in the state.

Each year, the results of this survey are used to publish two Family Satisfaction indicators on the Community Network Performance Profiles, which are accessible on the [Louisiana School and Center Finder](#).

The responses to this survey are anonymous and will never be reported at the site level in order to protect the anonymity of families. These results will be shared with early childhood lead agencies to support their efforts to increase family satisfaction with the enrollment process and with program quality.

School systems should encourage sites to administer surveys to families and communicate the importance of this survey to families in the school system.

FAMILY SATISFACTION
Are families satisfied with the application process?

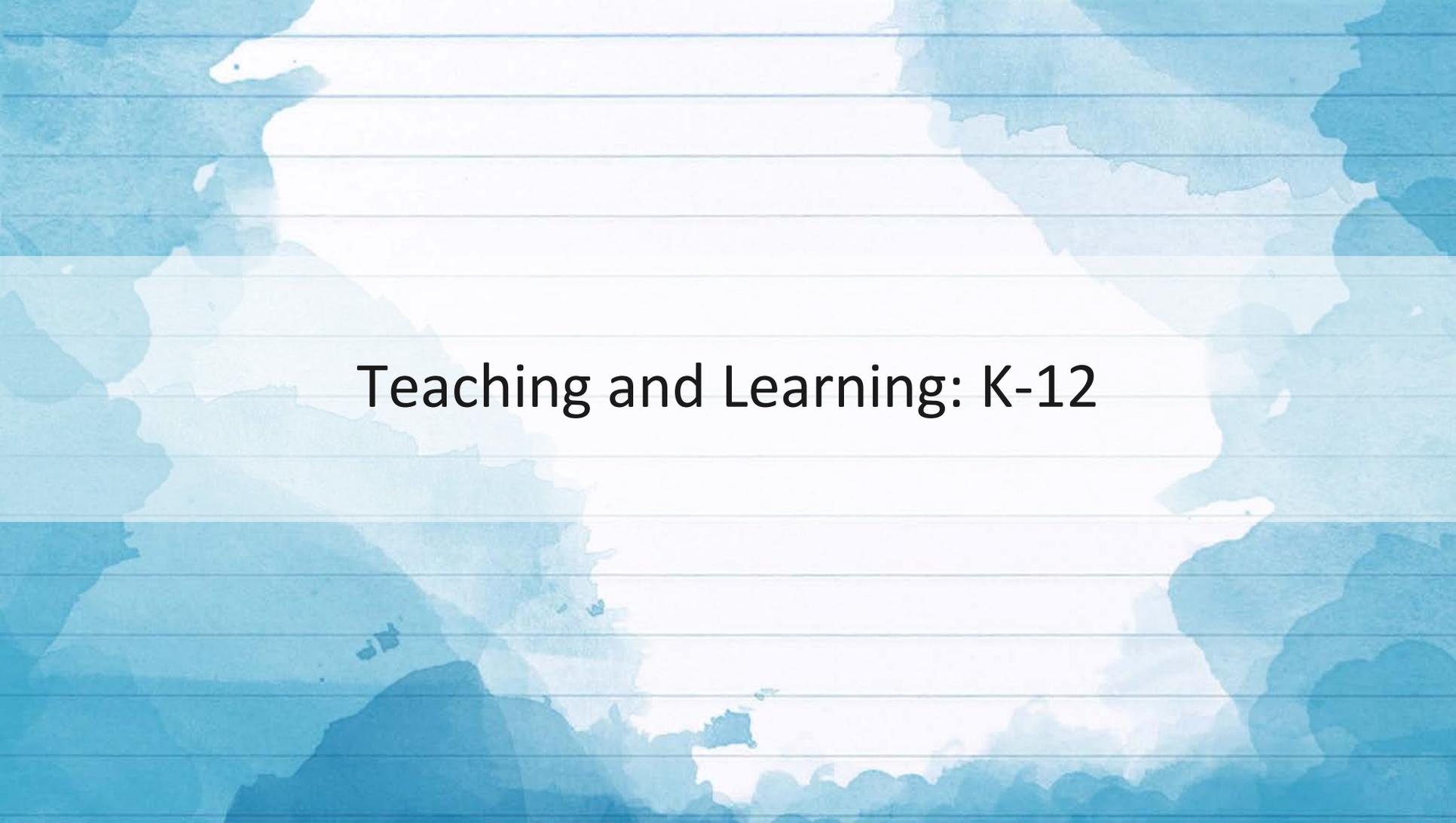


SOMEWHAT

Are families satisfied with programs?



MOSTLY

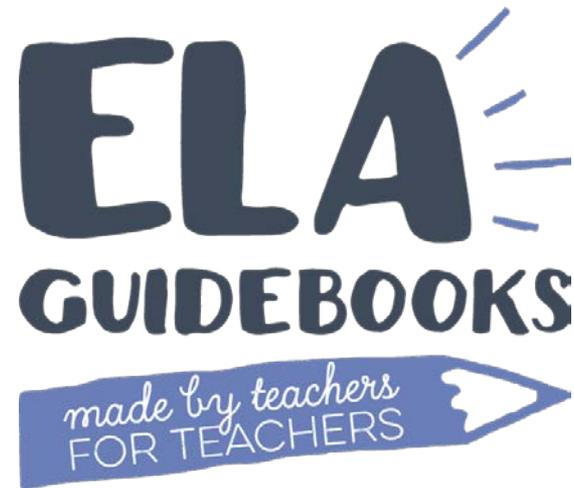


Teaching and Learning: K-12



Instructional Support: English Language Arts

The [ELA Guidebook](#) units in grades 3-5 are being updated to include additional supports for diverse learners and are scheduled for release in April.



Instructional Support: Social Studies

The updated [U.S. History Practice Test Answer Key](#) is available in the [Practice Test Library](#). The key now includes **annotated student responses** to help teachers and students better understand the scoring of constructed-response and extended-response items.

Practice test answer keys for social studies grades 3-8 with annotated student responses are also available in the [Practice Test Library](#).



Instructional Support: Science Curriculum K-5

As school systems consider science curriculum for the 2019-2020 school year, the following high quality options are most closely aligned to the standards.

Grades	Options
K-2	Option 1: Use the scope and sequence documents Option 2: Carolina Building Blocks of Science 3D (Tier 2) NEW
3-5	Option 1: Great Minds PhD Science <ul style="list-style-type: none">• Grade 4 earned a Tier 1 rating• Grades 3 and 5 will be finished in late spring 2019 and will be submitted for IMR review at that time. Option 2: Carolina Building Blocks of Science 3D (Tier 2) NEW



Instructional Support: Science Curriculum 6-12

As school systems consider science curriculum for the 2019-2020 school year, the following high quality options are most closely aligned to the standards.

Grades	Options
6-8	<p>OpenSciEd (open sourced)</p> <ul style="list-style-type: none">• 6 of 18 (33 percent) units released in 2018-2019• 12 of 18 (66 percent) units released in 2019-2020• 18 of 18 (100 percent) units released in 2020-2021• Will submit for IMR in 2021
HS	<p>Biology: Inquiry Hub (IHub) (open sourced)</p> <ul style="list-style-type: none">• Linked in scope and sequence documents• Submitted for IMR in January 2019



BESE Tuition Program for Teachers

The [BESE Tuition Program for Teachers](#) provides funding for classroom teachers to enroll in courses at regionally accredited colleges or universities in Louisiana.

Key Dates for Summer and Fall 2019 Semester Applications

March 19	Online applications open via the Continuing Opportunities for Educators page
April 1	Final application deadline

Priority will be given to applicants who:

- apply to enroll in a course related to the implementation of a high school [STEM Pathway](#);
- apply to enroll in a STEM course;
- teach one or more STEM classes;
- seek teacher certification in a STEM-related field;
- teach in a rural school system;
- teach at a school labeled Comprehensive Intervention Required and/or Urgent Intervention Required; and/or
- apply to enroll in a course that fits into a broader certification, higher degree, or other professional development program.

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Graduation Pathways



Jump Start 2.0 Blueprint

The [Jump Start 2.0 blueprint](#) outlining the future of career and technical education was released in late February. The blueprint consists of three pillars:

1. Every Jump Start Career Diploma student graduates having demonstrated success in the workplace, preparing them to work in a high-wage, high-growth industry.
2. Every Louisianian knows and values the Jump Start Career Diploma path as fluently as the TOPS University path.
3. Community leaders create systems that bridge education and employment, without state intervention, throughout Louisiana.

The Department is seeking [feedback](#) on the blueprint through **this Friday, March 15.**



Super Summer Institute

Registration for the 2019 Super Summer Institute (SSI) opened yesterday, March 12 and will close on April 26. SSI provides secondary and post-secondary educators the opportunity to attend regional training sessions and earn statewide industry-based certifications aligned to Jump Start pathways.

School systems are responsible for all travel expenses, textbooks, and a registration fee of \$250 per session. The Department will provide lunch for educators attending SSI. School systems may use their Career Development Funds (CDF) or 2018-2019 Carl Perkins Funds to pay the fee. Registration costs must be paid through Eventbrite at the time of registration.

Register below based on location and date:

- [Lafourche:](#) June 10-15
- [Calcasieu:](#) June 10-15
- [Bossier:](#) July 15-19
- [Livingston:](#) July 22-26
- [New Orleans:](#) July 22-26
- [Operation Spark:](#) July 15-26
- [NEMSA:](#) May 6-July 19 (check registration for details)



2019 Diploma Orders

All diploma requests for 2018-2019 graduates must be submitted through the [Diploma Order form](#) by tomorrow, **March 14**. Only one form should be completed for each school system. The Department will cover the costs for the initial order and distribution.

School systems will be billed directly by State Printing for orders made after March 14.



FAFSA Data

Approximate submission data as of February 22

Iberville Parish 75%	West Baton Rouge Parish 58%	Caldwell Parish 49%	Webster Parish 41%
Sabine Parish 75%	City of Bogalusa 57%	Ouachita Parish 49%	West Carroll Parish 41%
Union Parish 72%	Richland Parish 57%	Ascension Parish 48%	Calcasieu Parish 40%
St. Charles Parish 68%	Washington Parish 57%	Bienville Parish 48%	Franklin Parish 39%
Madison Parish 67%	St. Bernard Parish 56%	Assumption Parish 47%	St. Martin Parish 39%
Orleans Parish 67%	St. Mary Parish 56%	Jackson Parish 47%	Acadia Parish 38%
Vernon Parish 66%	St. Landry Parish 54%	East Feliciana Parish 46%	Red River Parish 36%
Allen Parish 65%	Rapides Parish 53%	Natchitoches Parish 46%	Morehouse Parish 35%
City of Monroe 64%	Central Community 52%	Caddo Parish 45%	Claiborne Parish 34%
Livingston 63%	East Baton Rouge 52%	DeSoto Parish 45%	LaSalle Parish 34%
Grant Parish 62%	Plaquemines Parish 52%	Terrebonne Parish 45%	Lincoln Parish 34%
St. Tammany Parish 61%	St. Helena Parish 52%	Zachary Community 45%	City of Baker 32%
Winn Parish 61%	St. John the Baptist Parish 52%	Cameron Parish 44%	East Carroll Parish 31%
Avoyelles Parish 60%	Jefferson Parish 51%	Concordia Parish 44%	Pointe Coupee Parish 31%
Beauregard Parish 60%	Lafayette Parish 51%	Evangeline Parish 44%	Catahoula Parish 25%
Jefferson Davis Parish 60%	West Feliciana Parish 51%	Iberia Parish 43%	
Tensas Parish 59%	Tangipahoa Parish 50%	Bossier Parish 42%	
Lafourche Parish 58%	Vermilion Parish 50%	St. James Parish 41%	

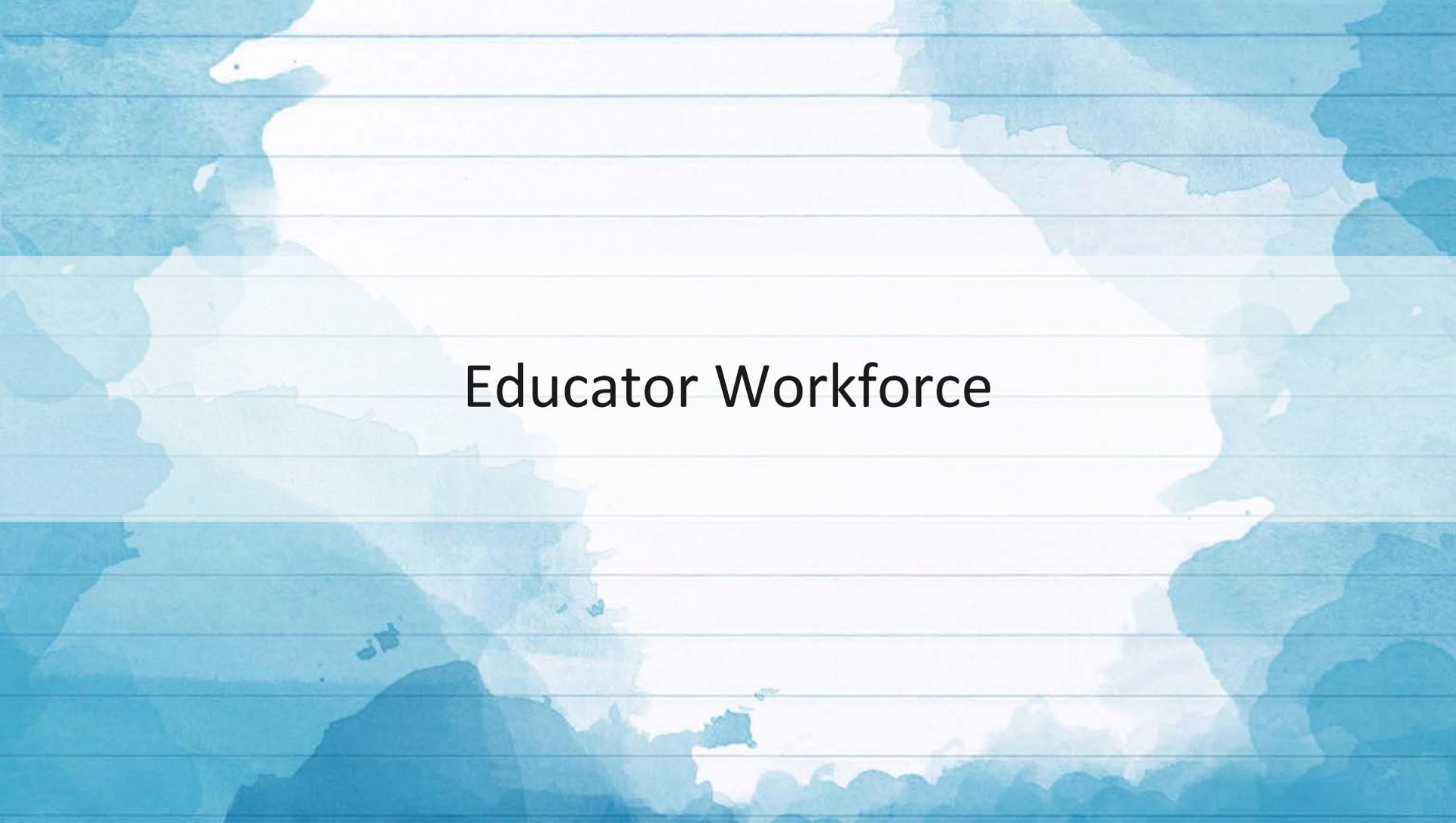


2019-2020 Pupil Progression Plan

For 2019-2020, school systems will have the following options as it relates to the Pupil Progression Plan (PPP):

- Retain the locally-approved Pupil Progression Plan for the 2019-2020 school year.
- Submit a locally-approved addendum outlining Pupil Progression Plan updates for the 2019-2020 school year no later than July 1.
- Submit a new [locally-approved Pupil Progression Plan](#) for the 2019-2020 school year no later than July 1.

By July 1, school systems should either submit the [selection form](#) indicating they will retain the previously approved Pupil Progression Plan, submit an addendum, or submit a new plan. All submissions should be sent to ppp@la.gov.

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Educator Workforce



Principal Fellowship

The Louisiana Principal Fellowship Program partners with the National Institute for School Leaders (NISL) to offer a yearlong executive development program for school and school system leaders in all stages of their careers.

The [2019-2020 Louisiana Principal Fellowship Enrollment Form](#) for Cohort 5 (2019-2020) of the Louisiana Principal Fellowship is now open and available on the [Louisiana Principal Fellowship website](#).

Nominations are available on a first come, first served basis and should be completed no later than this Friday, March 15 to ensure a spot. Cohort locations and schedules will be announced in April.



Teacher Certification Updates

The Department processes over 4,000 certification questions and applications per month. In order to better serve school systems, the Department recommends the following:

- Use [Teach LA Live!](#) to submit both applications and questions to the certification team
- Schedule [office hours](#) in the online portal for specific certification questions
 - Speak with a Certification Specialist during [office hours](#) -- this is for personnel directors and/or administrative staff only
 - Please include **name and contact number** when scheduling

To increase efficiency, **the Department will no longer accept paper applications after May 1.**



Policy Update: Educational Leader Licensure

In October, [BESE established new state credentials for classroom teachers](#) who serve as mentors to aspiring teachers and as curriculum experts within their schools.

The credentials, **Mentor Teacher and Content Leader Certificates**, will count toward requirements to obtain an Educational Leader 1 certificate, which is needed to become an assistant principal or a principal.

To earn the Mentor Teacher or Content Leader Certificates, candidates must:

- complete a state-approved training program; and
- complete the Louisiana Mentor Teacher Assessment Series or the Louisiana Content Leader Assessment Series, specially designed [licensure assessments](#) unique to each role.



Policy Update: Licensure Assessments

In light of these shifts in policy, **the Department strongly encourages Cohort 1 (2017-2018) and Cohort 2 (2018-2019) training participants to start and complete the Louisiana Mentor Teacher Assessment Series and/or the Louisiana Content Leader Assessment Series** in order to earn the Mentor Teacher and Content Leader Certificates.

This is critical for the **Mentor Teacher Certificate**, as this credential **will be required for teachers who mentor undergraduate or post-baccalaureate residents beginning in September 2020.**

Congratulations to our first group of Mentor Teacher and Content Leader assessment completers from Cameron, Grant, and St. Charles school systems!



Nominations for Mentor Teacher and Content Leaders

The nomination process for 2019-2010 Mentor Teachers and Content Leaders is currently underway.

The nomination template with separate tabs for both Mentor Teacher and Content Leader nominees is [now available](#). In addition, the nomination template is posted in both the [Mentor Teacher](#) and [Content Leader](#) libraries. **The deadline to submit the nomination template is April 18.**

The Department will hold an informational webinar **this Friday, March 15 at 3:30 p.m.** to provide additional guidance around mentor teacher and content leader nominations. Pre-registration is not required.

- **Webinar Date and Time:** March 15 at 3:30 p.m.
- **Webinar Link:** <https://ldoe.zoom.us/j/719247319>
- **Webinar Phone Number:** 669-900-6833
- **Meeting ID#:** 719247319



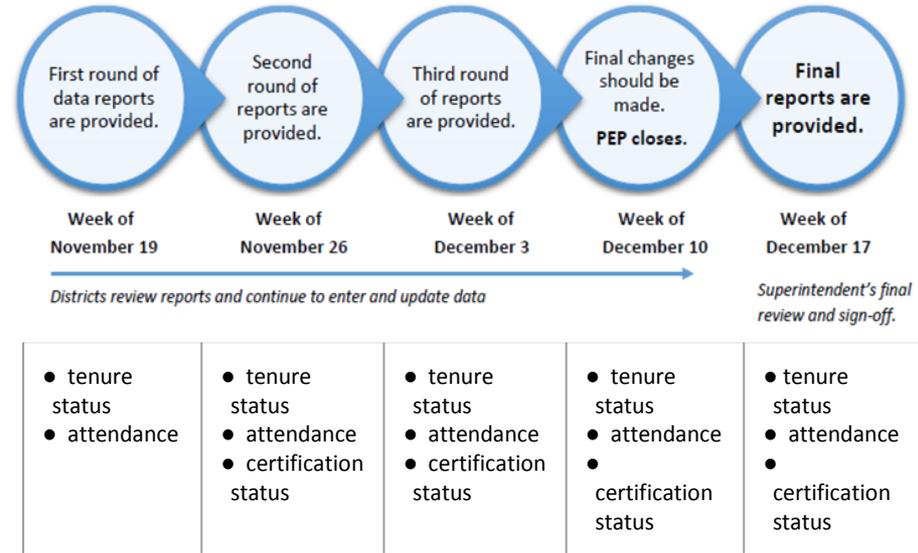
Educator Workforce Reporting

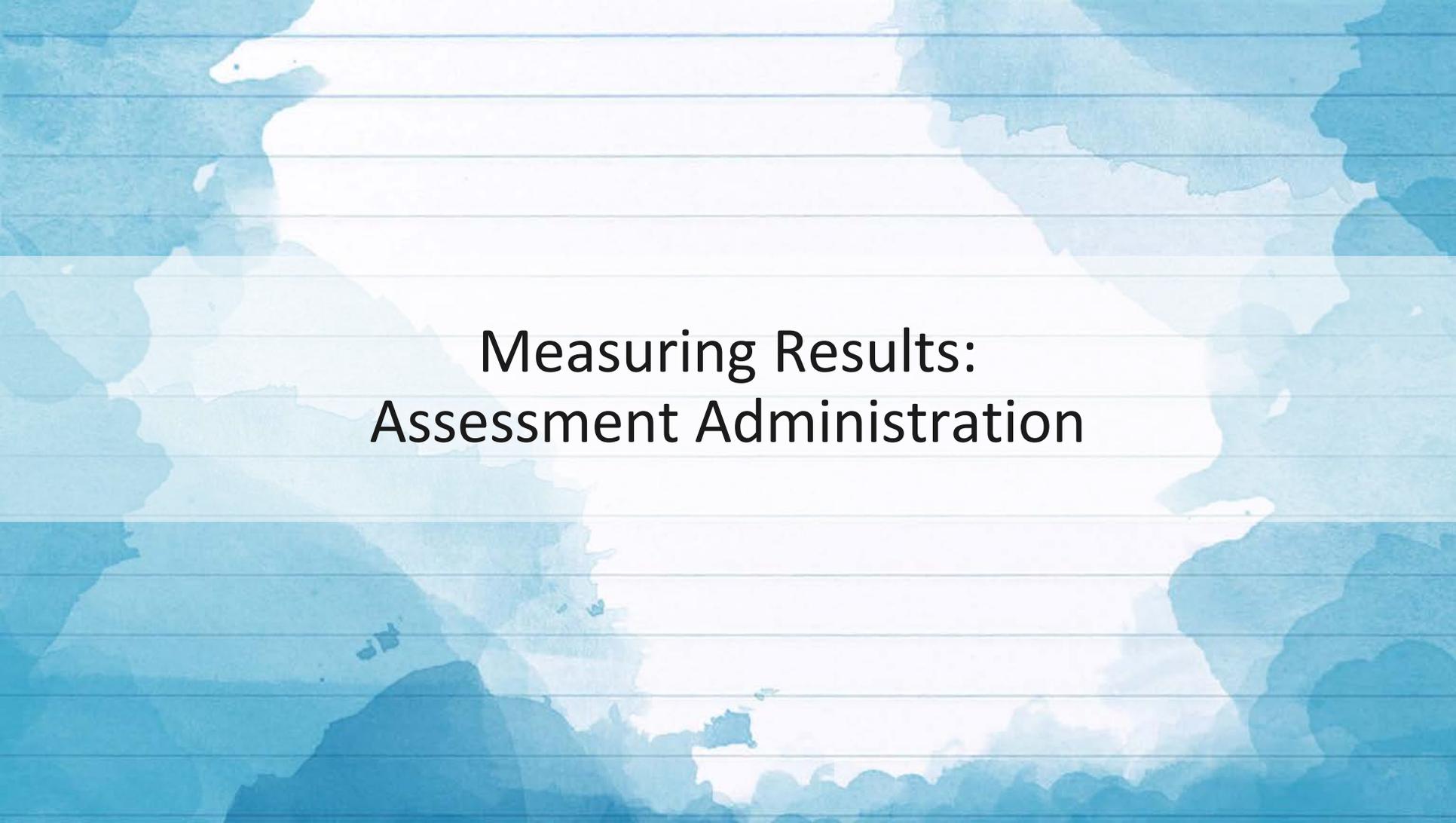
Starting in November 2018, school systems began a data validation process for the 2018-2019 educator workforce reports.

School systems took this opportunity to review and validate their data entries to ensure their data is reported accurately before PEP closed the week of December 10.

The full data validation process ended in December.

District and Regional Educator Workforce Reports will be released by the end of the month in the [secure portal](#).





Measuring Results: Assessment Administration



Assessment Development Educator Review Committee Recruitment

The Department is now recruiting educators for the [Assessment Development Educator Review Committees](#) who will participate in:

- rangefinding for LEAP 2025 math, science, and social studies;
- item content and bias review - LEAP 2025 math and LEAP Connect;
- alignment review - LEAP 2025 math and ELA (includes passage review); and
- standard setting - LEAP 2025 science.

Please help the Department recruit by sharing the link to the Assessment Development Educator Review Committees document with principals and teachers.



Regionally
Diverse from
Across Louisiana



Demographically
Diverse in Gender,
Race, and Ethnicity



Represents Needs
of Special Populations
and Different Levels
of Learning



Knowledgeable,
Dedicated, and
Responsible



March Assessment and Accountability Checklist

DTCs should review the entire March section of the [Assessment Month-by-Month Checklist](#).

Highlights for March:

- Finalize graduation cohort data certification and exit code review
- Support STCs with delivery of test security, preparation, and administration training
- Test setup procedures for grades 3-8 LEAP 2025
- Finalize accommodations plans

MARCH 2019

✓	Activity	Action Type	KEA & K-3 Literacy	ELPT & ELPS	LEAP 360	LEAP 2025	LEAP Connect & LAAT	National & International Assessments	ACT	WorkKeys	AP & CLEP	Other
Communication and Support												
	Assessment and Accountability Office Hours: Tuesdays at 1:00 p.m.	Webinar	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	Data Coordinator Monthly Webinar: March 7	Webinar										✓
	School System Monthly Planning Call: March 13	Webinar										✓
	Spring Collaborations: March 11 (Baton Rouge), 12 (Ruston), and 15 (Harvey)	Training										✓
	Monthly Assessment and Accountability Call: March 19	Webinar	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	Education Technology Monthly Call: March 21 at 11:30 a.m.	Webinar		✓	✓	✓	✓	✓	✓	✓	✓	✓
Accountability and Assessment Preparation												
	March: Access LEAP 2025 OTTs in INSIGHT or via website in Google Chrome and Student Tutorials available in eDIRECT	Take Action				✓						
	March: Access LEAP Connect OTTs in INSIGHT or via website in Google Chrome; OTT DTAs are posted in eDIRECT	Take Action					✓					
	March: Access ELPT OTTs through the ELPT Portal	Take Action		✓								
	March: Use LEAP 360 reports and resources for PLC discussions	Take Action			✓							
	March: Finalize Graduation cohort data certification and exit code review for final calculation of graduation rates and SPS graduation indices	Deadline										✓
	March: Support STCs with delivery of test security, preparation, and administration training for spring testing to TAs and other school personnel for applicable assessments	Support				✓						



Spring LEAP 2025 Grades 3-8

The LEAP 2025 grades 3-8 computer-based window is April 1 - May 3. The grades 3-4 paper-based window is April 29 - May 3.

- District and school test coordinators should be preparing to train personnel on test security and test administration, using the Test Coordinator and Test Administrator Manuals posted in [eDIRECT](#). Printed versions arrived in schools systems on March 1.
- This month, District Technology Coordinators and District Test Coordinators should be communicating their assessment plan to principals and teachers including tasks to be completed before and during testing.



Assessment Technology Specifications

The [2019-2020 Assessment Technology Specifications](#) are now available in the [Assessment Library](#). Devices that were used for testing during the 2018-2019 school year can continue to be used during the 2019-2020 school year.

Beginning in the 2019-2020 school year, all DRC assessments will move from the TSM version 9.2 to the Central Office TSM (COT). Information regarding the transition to COT can be found in a presentation and recorded webinar in the technology section of the [Assessment Library](#).

Measuring Results: Reporting



Opening of Cohort Graduation Data Certification

Certification of the 2018 cohort graduation data to be used in the SPS will open in Louisiana Data Review no later than Friday, March 15. The following steps are important to the data certification process:

1. The accountability contact and the backup accountability contact are provided with login information by the the Department via individual emails prior to opening. To verify accountability contact of record, please send a request to assessment@la.gov.
2. Systems should make sure that the Department has current contact information.
3. Transcripts should be up-to-date.
4. Documentation should be available for students who are selected for exit code review. (students exiting to out-of-state or nonpublic schools).
5. Documentation should be available for students who are selected for FAFSA review (parental waiver).



New to Cohort Graduation Data Certification

New Students: School systems with alternative schools may see students on the cohort roster who may not be members of the official graduation cohort. These students will be included in the credit attainment index for alternative school accountability calculations in 2019.

New Rosters: School systems with alternative schools will see new rosters that are provided for information only. No changes will be submitted or reviewed. The rosters provide simulated results for two additional indices in the alternative school accountability model.

- *Core academic credit index* measures ELA, math, science, and social studies credits earned in the current year.
- *New DCAI index* measures any credits in current year that were earned by students at any grade in an alternative school in the prior year.

Details about new students and new rosters are provided in the Cohort Graduation Data Certification Supplemental Guide distributed with the accountability contact email notification.

Interests and Opportunities Objectives

Louisiana's ESSA plan proposed an Interests and Opportunities indicator to measure whether schools are providing students with access to a well-rounded education, exposing them to diverse areas of learning in which they can develop their skills and talents.

Over the last two years, the Department has worked with local stakeholders and national experts to develop this new measure. Louisiana stakeholders have articulated the need for a measure that is:

- **simple and easy to implement**, while also **valid and reliable** like all of Louisiana's accountability measures;
- **fair** for all schools and school systems, regardless of size and access to resources;
- provides a **menu** of means by which schools can demonstrate success;
- **ready to be implemented** full scale and with high stakes in the 2019-2020 school year; and
- above all, **represents Louisiana's values and high expectations** for all kids.

This has not been done anywhere in the nation. However, the Department is committed to finding a solution that represents stakeholder input and the vision articulated in its ESSA plan.

Interests and Opportunities: Next Steps

In the coming months, the Department will develop an accountability proposal that reflects stakeholder feedback and solicit input feedback on draft tools.

- The **Interests and Opportunities study group** includes teachers, principals, and school system leaders from across the state. This group has been meeting since winter 2017 to provide guidance on the Interests and Opportunities measure.
- The **Accountability Commission** (March 18) and **Superintendent Advisory Council** (March 21) will consider proposals and provide recommendations to BESE.
- Over 50 experienced music, art, PE, and world language educators have volunteered for **educator review committees** and will be reviewing draft enrichment course quality tools beginning this week and continuing through the end of the month.
- The Department will provide additional updates during the April School System Planning Call.

Measuring Results: Data Systems



Importance of End-Of-Year Data Collections

There are several important end-of-year data collections open or opening soon with deadlines occurring later in the school year.

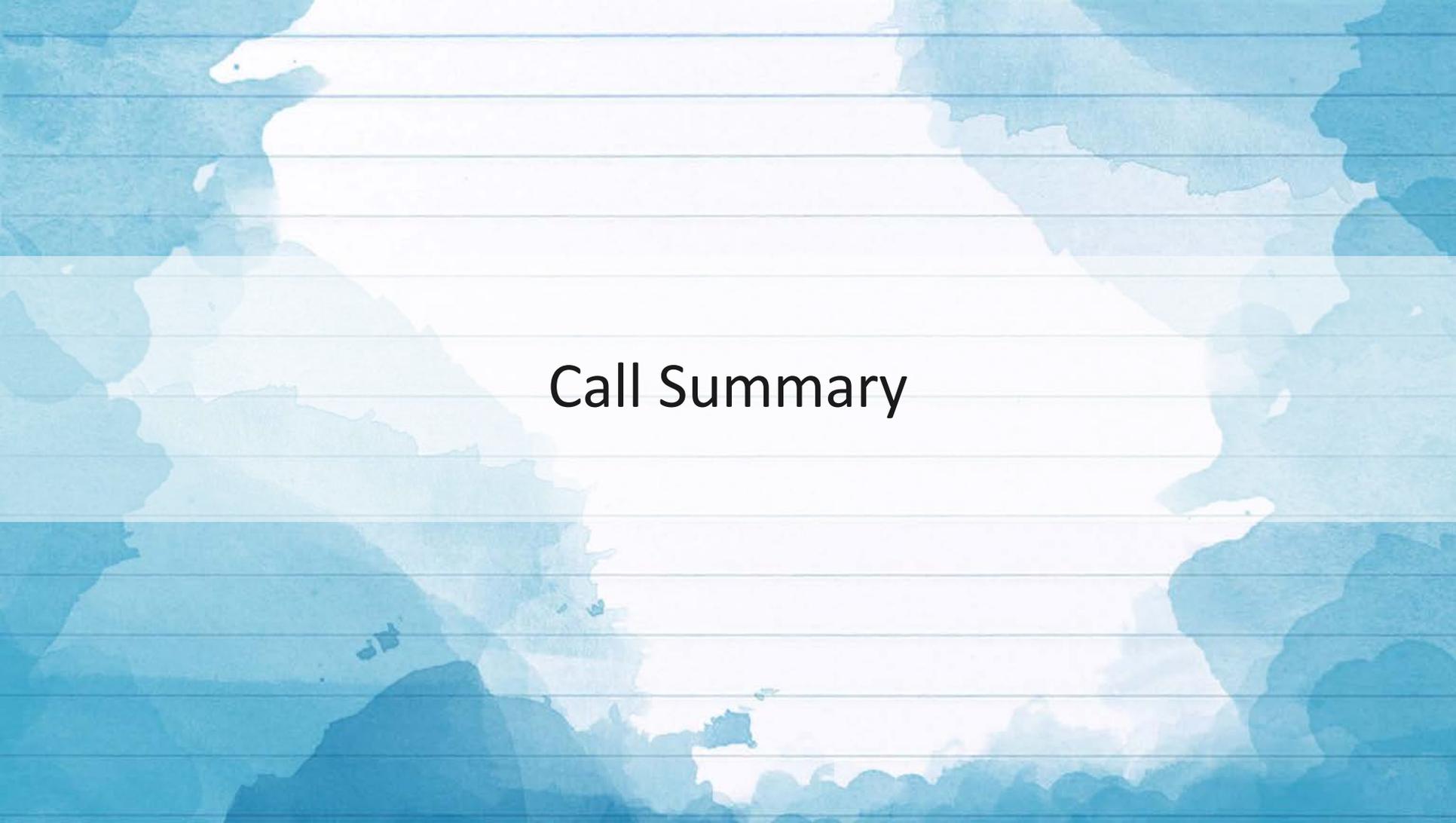
- **STS End-Of-Year Collection:** The Student Transcript System (STS) is now open for the submission of final transcript data which is used by Board of Regents and LOSFA for admissions and financial aid including TOPS awards. **The deadline for submission is May 30.**
- **Other End-of-Year collections:** Final teacher and student data (enrollment, discipline, lunch status, homeless, and SpEd data) is used for federal reporting and accountability. The following systems are open or will be opening soon for the submission of this data:
 - Student Information System (SIS) is now open
 - Special Education Reporting System (SER) is now open
 - Profile of Educational Personnel System (PEP) opens April 29



Data Systems: 2018-2019 School Year

The **Data Coordinator's Monthly Webinar** will be held tomorrow, **March 14 at 1:00 p.m.** The webinar will include a review of open collections and closeout data reporting for the 2018-2019 school year.

- **Webinar Date and Time:** March 14 at 1:00 p.m.
- **Webinar Link:** <https://ldoe.zoom/j/976397929>
- **Phone Number:** 408-638-0968
- **Meeting ID#:** 976397929

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Call Summary

Call Summary

Month	Key Deadlines	Support and Resources
March	<ul style="list-style-type: none"> • Early Childhood Key Training Modules RFA deadline: March 13 • Diploma Order deadline: March 14 • 2019-2020 Louisiana Principal Fellowship Nomination deadline: March 15 • Jump Start 2.0 Blueprint Survey deadline: March 15 • Teacher Leader Summit Early Bird Registration deadline: March 31 	<ul style="list-style-type: none"> • Data Coordinator Monthly Call: March 14 • Special Education Leader Monthly Webinar: March 14 • Mentor Teacher and Content Leader Nominations Guidance Webinar: March 15 • Assessment and Accountability Monthly Call: March 19 • Education Technology Monthly Call: March 21 • School System Planning Guide • School System Planning Resources • Family Support Toolbox Library
April	<ul style="list-style-type: none"> • BESE Tuition Program for Teachers (2019 Summer & Fall Semester) Application deadline: April 1 • Super Summer Institute Registration deadline: April 26 	<ul style="list-style-type: none"> • School System Planning Call: April 3 • Special Education Leader Monthly Webinar: April 4 • Assessment and Accountability Monthly Call: April 9 • Data Coordinator Monthly Call: April 11 • Education Technology Monthly Call: April 18