

LDOE Weekly Newsletter



March 12, 2019

Dear Colleagues,

Today, the BESE committees approved a Minimum Foundation Program (MFP) formula for the 2019-2020 school year. The formula will be voted on tomorrow by the whole board and will then be sent to the Legislature for its consideration. If both chambers of the Legislature approve the formula, the following changes will be made:

- A pay increase of \$1,000 for all certificated educators and of \$500 for all support personnel, along with additional funds representing the resulting increase in retirement system obligations;
- An increase to the base per pupil allocation in the formula of 1.375 percent.

If passed, the adopted formula would increase state investment in public schools by \$140 million.

The board also adopted two important resolutions related to education investments. A first resolution requires that the Department report to the board and Legislature trends in dual enrollment and Jump Start coursework in the 2019-2020 school year. A second requests that the Legislature increase its investment in early childhood education. We will make both resolutions available as soon as they are drafted and entered into the record.

As always, thank you for all you do for our children,

John

In This Issue

- [School System Support](#)
- [Assessment & Accountability](#)
- [High School Pathways](#)
- [Educator Preparation](#)
- [Special Education](#)
- [Data](#)
- [Finance](#)
- [Federal Programs](#)
- [Program Monitoring](#)
- [Safe and Healthy Schools](#)

Important Dates for School Systems

Upcoming Events

- [March School System Planning Call](#): March 13 at 1:00 p.m.
- [Monthly Data Coordinator Webinar](#): March 14 at 1:00 p.m.
- [Special Education Leader Monthly Webinar](#): March 14 at 2:00 p.m.
- [Mentor Teacher & Content Leader Nomination Webinar](#): March 15 at 3:30 p.m.
- [Assessment and Accountability Monthly Call](#): March 19 at 1:00 p.m.

- [Education Technology Monthly Call](#): March 21 at 11:30 a.m.

Important Deadlines

- [Louisiana Principal Fellowship Nomination](#) deadline: March 15
- [Jump Start 2.0 Draft Blueprint Survey](#) deadline: March 15
- [2018-2019 Graduate Diploma Orders](#) deadline: March 15
- [FY2019 E-Rate Funding Application](#) deadline: March 27

School System Support

New: March School System Planning Call

The [March School System Planning Call](#) will take place **tomorrow, March 13 at 1:00 p.m.** The following school system supervisors should participate:

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

- **Webinar Date and Time:** March 13 at 1:00 p.m.
- **Webinar Link:** <https://ldoe.zoom.us/>
- **Meeting ID#:** 398875849

Email districtsupport@la.gov with questions.

New: 2019-2020 School System Planning Calendar

The [2019-2020 School System Planning Calendar](#) is now available in the [Classroom Support Toolbox](#). The calendar includes dates for all major communication opportunities for the upcoming school year including:

- **Monthly calls:** School System Planning, Assessment & Accountability, Data Coordinator, Special Education Leader, and Education Technology
- **Newsletters:** School System, 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 2019-2020 Supervisor, Principal, Teacher Leader, and Counselor Collaborations will be released later this spring.

Email districtsupport@la.gov with questions.

New: FY2019 E-Rate Update

Please share with Chief Technology Officers.

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 in order to benefit from the new calculation. Schools who have not yet filed should submit their application using these new funding amounts.

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

Assessment and Accountability

New: 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 this Friday, March 15. The following steps are important to the data certification process:

1. School systems should make sure that the Department has correct contact information for accountability contacts using this [form](#).
2. The accountability contact and the backup accountability contact are provided with login information via email by the Department prior to opening.
3. Transcripts are 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).

Please contact jennifer.baird@la.gov with questions.

New: Assessment Development Educator Review Committee Recruitment

Please share with principals and teachers.

Educator input is essential to the assessment development process because it ensures that Louisiana's tests are fair, valid, and reliable metrics of student growth and achievement. The Department is now recruiting diverse educators for a variety of [Assessment Development Educator Review Committees](#) scheduled to convene May through August.

- 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)
- Standard Setting - LEAP 2025 science

Committee members may review newly developed test items, provide guidance on scoring student responses to constructed-response and extended-response test items, or help determine cut scores for the new science tests. Participants can see the built-in mechanisms which ensure the development of high-quality assessments and ensure that tests are aligned to the standards, appropriate for the grade or course, and appropriate for Louisiana students. Additionally, the educators that do this work learn how to better use assessments in their classrooms or school systems.

Access [Assessment Development Educator Review Committees](#) in the [Assessment Guidance Library](#) to learn specific information about the committees, convening dates and locations, travel and reimbursement information, and to apply to participate. Please email michelle.mcadams@la.gov for more information.

New: For District Testing Coordinators

General:

- The [2018-2019 Assessment Month-by-Month Checklist](#) is located in the [Assessment Library](#).
- All changes to secure shipping addresses, DTCs, or Accountability Contacts must be submitted to the Department using the [DTC and Accountability Contact Update](#) form found in the [Assessment Library](#).

Birth-Pre-K

- **Due May 31:** GOLD Spring Checkpoint
 - Administrators and teachers can refer to the support guidance, [10 Tips for Successfully Completing Your Checkpoint](#), for step-by-step assistance.
 - For schools that want to add additional items to their assessment: While the Department does not require programs to use the comprehensive set of *GOLD*® objectives/dimensions, administrators are welcome to enable these settings for a site that is planning on using the full assessment tool. For more information on enabling the comprehensive set of *GOLD*® objectives/dimensions, please watch this [support video](#) for step-by-step instructions for administrators.

K-2 Pilots

- **Due May 31:** School systems participating in the Kindergarten CLASS pilot should finalize observations in the K CLASS portal.

LEAP 360

- Interim Form 2 reports are now available in [eDIRECT](#). Student reports are located in [eDIRECT](#) under Report Delivery and Student Reports. All other reports are located in [eDIRECT](#) under Report Delivery and View Reports.

LEAP 2025

- Test setup for LEAP 2025 3-8 will open in [eDIRECT](#) on March 18. DTCs and STCs can begin adding TA numbers, ensuring all students are in [eDIRECT](#) at the appropriate site, verifying accommodations, and creating test sessions on this date.
- The High School Spring LEAP 2025 Test Coordinator Manual and Test Administration Manual are posted in [eDIRECT](#).

LEAP Connect

- **March 15:** LEAP Connect testing window closes
- Final testing irregularities should be emailed to assessment@la.gov by this Friday, March 15.
- District and school test coordinators should complete accountability coding in [eDIRECT](#) at the end of the testing window. Directions for entering non-participation codes can be found in the [eDIRECT User Guide](#). The [eDIRECT user guide](#) is posted in [eDIRECT](#) under General Information, Documents, and User Guides.
- All test ticket voids must be completed by March 18.
- Test administrators must complete the Post-Administration Oath located in both the LEAP Connect and LAA1 TAMs. The TAMs can be found in [eDIRECT](#) under General Information, Documents, LEAP Connect/LAA1 Spring 2019, and Manuals.
- LEAP Connect/LAA1 materials will be picked up on March 18. Complete the Accountability Form and Return Verification form in [eDIRECT](#) as soon as UPS has picked up all test materials. Follow the directions for packing materials found in the TCM. The TCM can be found in [eDIRECT](#) under General Information, Documents, LEAP Connect/LAA1 Spring 2019, and Manuals.
- The LEAP Connect and LAA1 scores will be available in May and posted in [eDIRECT](#).

ELPT

- **March 15:** ELPT testing window closes
- Final testing irregularities should be emailed to assessment@la.gov by this Friday, March 15.
- District and school test coordinators should enter non-participation codes into [TIDE](#) at the end of the testing window. Directions for entering non-participation codes can be found in the [TIDE User Guide](#) posted in the [ELPT Resources Portal](#).
- Large print and braille test responses must be entered into the [Data Entry Interface](#) (DEI) by March 15.

- Test administrators must complete the Post-Administration Oath located in the [ELPT Summative TAM](#).
- There is no pre-scheduled pickup day for ELPT materials. Follow the Packing Materials for Return document that arrived with your secure shipment to arrange materials pickup. Materials must be returned no later than March 22.
- The ELPT scores will be available in May. Results will be posted in the AIR Online Reporting System (ORS) that is accessed through the [ELPT portal](#).

ACT and WorkKeys

- **March 12:** Paper based ACT initial test date
- **March 12-14, 19-21:** Administer ACT Online
- **March 12-13:** Order standard time materials for the April 2 makeup test date.
- **March 12-26:** Order ACT-approved accommodations and/or supports materials for the April 2-8 makeup testing window **by calling ACT Accommodations, 800-553-6244 ext. 1788.**
- **March 14-22:** Order additional standard time and non-college reportable materials for the April 2 makeup test date.
- **By March 27:** Conduct sessions for examinees to complete the non-test information for the ACT taken online or provide the information to examinees to complete on their own.

Assessment Administration Support and Training

The next Assessment and Accountability **Monthly Call** will be March 19 at 1:00 p.m.

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

Technology Training: Four in-person trainings will be offered for technology staff to learn about how to install and deploy DRC's new Central Office Services which will replace the current TSM services in June. Technology staff can register for the training through the links below. If a training is full, technology coordinators should still sign up to be added to the waitlist, as additional sessions will be offered.

- March 18: [Bossier](#)
- March 19: [Monroe](#)
- March 20: [Jefferson \(New Orleans Area\)](#)
- March 26: [Baton Rouge](#)

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

High School Pathways

New: 2019 Super Summer Institute

Please share with CTE Supervisors, counselors, and principals.

Super Summer Institute (SSI) will be offered regionally across the state to secondary and post-secondary educators. SSI provides educators the opportunity to attend training sessions and earn statewide industry-based certifications aligned to Jump Start pathways. **Registration is now open and closes on April 26.**

School systems are responsible for all travel expenses, textbooks, and the 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)

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

New: AP Exam Study Sessions

Please share with administrators, teacher leaders, and content specialists.

The [National Math and Science Initiative](#) (NMSI) has agreed to allow Louisiana teachers and students free access to its virtual AP® Physics and AP® Computer Science Principles exam [study sessions](#). The study sessions will broadcast during the hours of 4:00 p.m. to 7:00 p.m. covering multiple topics through the months of March and April. The purpose of the study sessions is to highlight and review key topics in preparation for the May 2019 AP exams.

If interested in attending an in-person English Language and/ or English Literature session, please contact tbunn@nms.org. Stay tuned to the weekly newsletter for more helpful AP exam readiness tips and resources.

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

New: 2019-2020 Pupil Progression Plan

Please share with superintendents and Pupil Progression Plan Coordinators.

Pupil Progression Plans are the policies and guidelines local school systems use to determine whether students will be promoted to the next grade, retained in the current grade, or advanced to higher grades. The plans also outline the criteria for high school graduation.

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.

Please contact ppp@la.gov for more information.

Reminder: 2018-2019 Graduate Diploma Orders

Please share with principals, professional school counselors, and data coordinators.

The deadline to order diplomas is this Friday, March 15. Diploma orders made after March 15 will not be shipped until after May 15.

Please use the new [Diploma Order form](#) to submit an order for the 2018-2019 graduates. Please note that the diploma order process is utilizing a Google Form that will auto-submit upon completion by a school system. All diploma requests must be submitted through the [Diploma Order form](#). Only one form should be completed for each school system. The Department will cover the costs for the initial order and distribution.

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

Reminder: Jump Start 2.0 Blueprint and Feedback Survey Released

In February, the Department [released](#) for public feedback the [Jump Start 2.0 blueprint](#) outlining the future of career and technical education in Louisiana. The draft blueprint calls for enhancements to Jump Start by collaboratively working with school systems, and business and industry to reduce the stigma attached to career education and ensuring every student graduating with a Career Diploma is fully prepared to succeed in a high-wage, high-growth industry.

School system leaders, principals and school leaders, CTE supervisors and teachers, and all interested stakeholders are encouraged to share feedback on the blueprint by completing this [survey](#) by **this Friday, March 15**.

Email jumpstart@la.gov with questions.

Educator Preparation

New: BESE Tuition Program for Teachers - Applications for Summer and Fall 2019 Coming Soon

[The BESE Tuition Program for Teachers](#) provides tuition funding for selected classroom teachers to enroll in courses at regionally accredited colleges or universities in Louisiana. Online applications for coursework funding for the summer and fall 2019 semesters will be available on March 19. The deadline to submit completed applications is April 1. Program details, as well as a link to the application once it becomes available, can be found on the [Continuing Opportunities for Educators](#) page.

For questions about the BESE Tuition Program for Teachers, visit the [Frequently Asked Questions](#) page, or contact stem@la.gov.

New: 2019-2020 Mentor Teacher and Content Leader Nominations

The nomination process for the 2019-2020 Mentor Teacher and Content Leader trainings is underway. Similar to last year's process, there will be one nomination template with separate tabs for Mentor Teacher, ELA/Math Content Leader, and Intervention Content Leader nominees. The [nomination template](#) is available for download in both the [Mentor Teacher](#) and [Content Leader](#) libraries. The deadline to submit nominations will be **April 18**.

The Department will hold a webinar **this Friday, March 15 at 3:30 p.m.** to provide additional guidance around the nomination process. 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 Numbers:** 669-900-6833
- **Meeting ID#:** 719247319

Please contact believeandprepare@la.gov with questions.

Reminder: Nomination Forms Available for 2019-2020 Louisiana 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 [enrollment portal](#) for Cohort 5 (2019-2020) of the Louisiana Principal Fellowship is now open and available on the [Louisiana Principal Fellowship website](#). This newly developed website will contain important information about the Principal Fellowship including: unit overviews, agendas, sign-in sheets, newsletters, and payment information.

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.

Please contact teri.roberts@la.gov with questions.

Special Education

Reminder: Join the Special Education Leader Monthly Webinar

The Department will hold its **monthly webinar for school system directors, supervisors, and coordinators of special education this Thursday, March 14 at 2:00 p.m.** Topics will include upcoming deadlines, updates, guidance, and training opportunities. Pre-registration is not required.

- **Webinar Date and Time:** March 14 at 2:00 p.m.
- **Webinar Link:** <https://ldoe.zoom.us/j/432848651>
- **Webinar Phone Number:** 408-638-0968
(for dial-in only)
- **Meeting ID#:** 432848651

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

Data

Reminder: Monthly Data Coordinator Webinar Rescheduled

Please share with data coordinators and data managers.

The Department has rescheduled its monthly webinar to this Thursday, March 14 at 1:00 p.m. Topics will include 2018-2019 end-of-year collections kickoff, data submissions, upcoming deadlines, validation reports and rosters, other updates, and best practices.

- **Webinar Date and Time:** March 14 at 1:00 p.m.
- **Webinar Link:** <https://ldoe.zoom.us/j/976397929>
- **Webinar Phone Number:** 646-876-9923
(for dial-in only)
- **Meeting ID#:** 976397929

Please email systemsupport@la.gov with questions.

Finance

New: Maintenance of Effort (MOE) Fiscal Requirements

Please share with business managers and financial officials.

Meeting yearly Maintenance of Effort (MOE) requirements is part of the business process to confirm compliance and determine eligibility of federal grant funds for ESSA and IDEA grants. The USDOE requires an annual review that determines if each LEA: 1) has not decreased spending of general fund dollars, and 2) is budgeting expenditures to meet the MOE standards.

There are three MOE measurements submitted in the eGMS system:

- 2018 IDEA MOE Confirmation (Compliance Review) deadline for submission is April 30.
- 2020 ESSA MOE Verification updates are in progress and will be available in the near future.
- 2020 IDEA MOE Verification (Eligibility review) updates are in progress and will be available in the near future.

A Heads Up

The Department has enhanced the MOE system to include a technical assistance feature that shows if the LEA has not met the MOE requirement for IDEA. LEAs are encouraged to start early and work through the new technical assistance feature found at the consistency check.

The [MOE Quick Reference Guide](#) is available to assist with the new feature and submitting all three MOE applications.

Please contact nakia.jason@la.gov with questions regarding the MOE review process. For technical inquiries or support, contact jason.berard@la.gov.

Federal Programs

New: Notice of Allocation Requirement for Private Schools

The Every Student Succeeds Act of 2015 requires each state education agency to annually provide information on the amount of funds, by programs, allocated for equitable services for eligible private school children, teachers, educational personnel and families. In order to adhere to this federal requirement, private school officials and LEAs can review the [Private School Allocation Report by District](#), which is also located under [Equitable Services](#) on Louisiana Believes.

For additional information refer to the Non-Regulatory Guidance: Fiscal Changes and Equitable Services Requirements under the Elementary and Secondary Education Act of 1965 (ESEA), as Amended By the Every Student Succeeds Act (ESSA) - [ESEA sections 117\(a\) \(4\) \(C\) and 8501\(a\) \(4\) \(C\).](#)

Please contact daphne.flentroy@la.gov with questions.

Program Monitoring

New: Consolidated Monitoring Schedule for 2018-2019SY (Third Quarter)

The Department conducts annual monitoring of school systems to ensure compliance with federal and state requirements. To assist school systems in thoughtful planning and preparation for a scheduled monitoring event, the Department is releasing the [consolidated monitoring schedule for the 2018-2019 school year](#). This schedule is tentative and the Department may make adjustments as necessary.

Quarterly updates are being provided to school systems via the newsletter, and assigned Department staff will send detailed monitoring notification reminders, along with any necessary planning documents or instructions, directly to Superintendents and Federal Program Directors of each school system appearing on the monitoring schedule. The [third quarter monitoring schedule](#) is now available.

Please contact tasha.anthony@la.gov with questions about the monitoring schedule or program monitoring related to the Every Student Succeeds Act (ESSA). For questions related to the Individuals with Disabilities Education Act (IDEA), please contact chauncey.mcelwee@la.gov.

Safe and Healthy Schools

New: 39th Governor's Conference on Juvenile Justice

Each year, the Juvenile Justice and Delinquency Prevention Advisory Board hosts the Louisiana Governor's Conference on Juvenile Justice to deliver information regarding the current state juvenile justice and delinquency prevention in Louisiana. National and state experts will present on the current state of the system and offer innovative solutions to problems facing our juvenile justice professionals.

The 39th Annual Louisiana Governor's Conference on Juvenile Justice will be held in New Orleans from April 24-26. [Registration](#) is currently open and closes on April 12. Registration is \$75.

Please contact gc_dana@earthlink.net with questions.

Reminder: Outstanding School Support Employee Awards Program Accepting Applications

The [Outstanding School Support Employee Awards Program](#) (OSSE) is accepting [applications](#) through April 8. OSSE honors an outstanding employees at the elementary, middle, and high school levels, who have gone beyond the call of duty in supporting and providing leadership in the operation of non-instructional activities within the school year.

Please contact dana.dauzat@la.gov with questions.