

# LDOE Weekly Newsletter



**May 7, 2019**

Dear Colleagues,

As you know, this week is Teacher Appreciation Week across our country. I was honored to deliver a [recorded message](#) to teachers across the state this week, and I'm sure that each of you will go out of your way to show gratitude and respect for those who serve our children. I hope you will also be able to take some time to reflect on the teachers in your own life and, in whatever way, wherever they are, to express your appreciation. I see my teachers too rarely. But I had the chance recently to see a number of them for the first time in a while. And I was struck, now many decades later, by how easy our conversations were, as if we had just seen one another for class that very day. In spite of our distance in years and miles, they rank among the people closest to my mind and heart. I am forever grateful to them.

In some sense, the recent ongoing push for pay increases in the Legislature is an administrative tribute to our collective admiration for the teachers in our lives. While it does not and could never fully express the respect teachers deserve, it seeks to pay respect. Yesterday, as you may know, the House Appropriations committee passed a budget bill that expands the teacher pay increase to \$1200 annually and that increases support staff pay by \$600 (the House budget does not include additional funding for school systems, however). The full House will meet on the budget Thursday before the bill heads to the Senate for its consideration and modifications.

Having already sent the Legislature an MFP that included pay increases of \$1000 and \$500, as well as a 1.375 percent increase for school systems, BESE met earlier today to listen to stakeholders and discuss the MFP. The board took no action, allowing the Legislature to continue its consideration of the formula BESE already submitted. In the coming weeks, the Senate begins its review and determines what changes it wishes to make to the House version of the budget. During this same time period, BESE may or may not decide to meet again to take up the formula. Such a meeting would likely take place weeks from today.

I will continue to provide updates on the MFP and other financial issues. In the meantime, my thanks to you for your teaching and your service

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

John

## **In This Issue**

- [School System Support](#)
- [Family Engagement](#)
- [Assessment & Accountability](#)
- [High School Pathways](#)
- [Educator Preparation](#)
- [Special Education](#)
- [Data](#)
- [Finance](#)

## Important Dates for School Systems

### Upcoming Events

- [May School System Planning Call](#): May 8 at 1:00 p.m.
- [Special Education Leader Monthly Webinar](#): May 9 at 2:00 p.m.
- [Accountability Commission Meeting](#): May 13 at 1:00 p.m.
- [Assessment and Accountability Monthly Call](#): May 14 at 1:00 p.m.
- [Class of 2018 Press Conference](#): May 15 at 8:30 a.m.
- [Early Childhood Care and Education Advisory Council Meeting](#): May 15 at 1:00 p.m.

### Important Deadlines

- FY2018-2019 Projected Local Revenue Data Submission deadline: May 8
- [Teacher Leader Advisor \(TLA\) Application](#) deadline: May 13
- Deadline to complete interest surveys for June [Educator Review Committees](#): May 17
- CVR closes for Roster Verification: May 17

## School System Support

### **New: Updates to 2019-2020 School System Support Calendar**

The [2019-2020 School System Support Calendar](#) has been updated to include the following changes that are highlighted in yellow within the calendar.

- Updates to the 2019-2020 Assessment and Accountability Office Hours and Monthly Calls
- Addition of the monthly release of Classroom Chronicles

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

### **Reminder: Release of 2019 Teacher Leader Session List and App**

**Please share with all educators attending the Teacher Leader Summit.**

**The 2019 Teacher Leader [session list](#) and app are now available.** All registered attendees will receive a notification from SCHED with instructions for downloading the app, or you can search for it in the app store under "2019 Teacher Leader Summit."

This year, **registered participants will be able to build their schedule and reserve seats for all sessions in advance of the event.** Seating in each session is available on a first come, first served basis. **Registrants are strongly encouraged to reserve a seat in the sessions of their choice in the Summit App, or desktop version of Sched, as soon as possible.** If a session is full, participants can still add it to their schedule and get on the waitlist. Participants will be required to print their schedule from the app and present it to room attendants to gain entrance into sessions.

A variety of sessions will be offered each day, for all types of educators, therefore participants should plan to attend all three days. A list of [priority sessions](#) by participant type is available to help participants build their schedule. [Ed Talks](#) are also back this year offering participants with thought-provoking sessions led by some of the leading voices in education, on how schools and school systems can ensure meaningful growth for every child, every day.

As a final reminder, **all Summit participants must register by June 14** to secure the regular registration rate. On-site registration will be available at the rate of \$60 per day and by credit card only.

View the [Summit Overview](#) for registration and session building details and other information about the event, or email [louisianateacherleaders@la.gov](mailto:louisianateacherleaders@la.gov).

## **Reminder: May School System Planning Call**

The [May School System Planning Call](#) will take place on May 8 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:** May 8 at 1:00 p.m.
  - **Webinar Link:** <https://ldoe.zoom.us/>
  - **Meeting ID#:** 398875849

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

## **Family Engagement**

### **Reminder: Parent Guides to the ELPT and LEAP Connect Student Reports**

**Please share with principals and teachers.**

Parent Guides to the LEAP Connect and ELPT Student Reports are available in the [Family Support Toolbox library](#) and should be sent home to families with the student reports this month. The guides, available in English, Arabic, Spanish, and Vietnamese, help parents understand the various components of the reports and how the results should be used to identify additional supports students may need.

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

## **Assessment and Accountability**

### **New: Release of Class of 2018 Results**

Over the course of the next two weeks, the Department will celebrate the Class of 2018 as the most successful class in Louisiana history through a series of data releases. Here are the details of these events.

<b>Action</b>	<b>Release date and format</b>	<b>Data included</b>
School systems receive individual graduation and career credential data files	May 13, FTP	Individual school system and school-level cohort graduation and career credential data for Class of 2018
Class of 2018 results briefing for superintendents and charter school leaders	May 14, briefing at 11:30 a.m.	Class of 2018 performance data
Superintendents and charter school leaders receive public cohort graduation and career credential data, and TOPS	May 14 after 5:00 p.m.; email from Asst. Superintendent Baghian	Statewide, school system, and school-level cohort graduation and career credential data, and TOPS eligibility

eligibility data files		data files for Class of 2018; to be posted in <a href="#">Data Center</a> on May 15
Class of 2018 Press Conference	May 15, <a href="#">press conference at 8:30 a.m.</a> (Claiborne Building, Baton Rouge)	Class of 2018 performance data

Class of 2018 college enrollment data will be released later this month. Additional details will be provided in the school system newsletter.

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

### **New: Accountability Commission Meeting May 13**

The Accountability Commission will meet at 1:00 p.m. on May 13 in the Thomas Jefferson room of the Claiborne Building (1201 N. Third Street, Baton Rouge). The agenda will be posted [on the BESE website](#); however, the meeting can be [viewed live](#).

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

### **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](#).
- The updated Central Office Testing Site Manager is now available for download in eDIRECT under the Downloads tab. Central Office will replace the TSM for the 2019-2020 school year and must be installed prior to August.

#### **K-2 Pilots**

- **May 6-17:** Instead of administering the Second Grade Checkup to students, the Department will be collecting feedback through a survey of all teachers and school system personnel involved in the pilot this spring. The survey will include sample test questions for teachers and students to interact with and questions on administration, reporting, and accountability. The survey will be emailed to school system contacts, administrators, and teachers. **Participants will have May 6-17 to complete the survey.**

#### **K-3 Assessments**

- School systems must complete the K-3 Screener [survey](#) to indicate the assessment choices for their school system. The survey must be completed by May 17.

#### **LEAP 2025**

- **Now through May 17:** High School LEAP 2025 testing window
- All 3-8 testing irregularities and void forms should be submitted to [assessment@la.gov](mailto:assessment@la.gov) by Friday, May 10.
- Seniors needing to take a LEAP 2025 assessment must be placed into the Senior form in [eDIRECT](#). All underclassmen should be placed in the regular form in [eDIRECT](#). All students regardless of grade levels can test in the same physical location.

#### **LEAP 360**

- School systems that use LEAP 360 during the 2019-2020 school year will not be required to pay an annual fee; however, they will be required to sign a [Memorandum of Understanding \(MOU\)](#) to protect the item and test content. Submit the signed MOU to [assessment@la.gov](mailto:assessment@la.gov).

#### **LEAP Connect:**

- **By Friday, May 10:** LEAP Connect/LAA1 student results will be posted in [eDIRECT](#) under Report Delivery and View Reports. Additional guidance on viewing reports in [eDIRECT](#) is located in the [eDIRECT User Guide](#). **The [Parent Guide to LEAP Connect Student Reports](#) should be sent home with the report.**

#### ELPT

- **By Friday, May 10:** ELPT student results will be posted in the AIR Online Reporting System (ORS) that is accessed through the [ELPT portal](#). The [ORS User Guide](#) is available in the ELPT portal.
- **The [Parent Guide to the ELPT Student Reports](#) should be sent home with the report in the parents' native language.**

#### ACT and WorkKeys

- **Important WorkKeys Score Report Update:** School Test Coordinators can now access student score reports in the [Validus](#) Online Reports Portal for students taking the WorkKeys assessments online. Score reports for WorkKeys assessments taken on paper will be available in the portal on May 15.
- [The ACT Score Report Schedule](#) and the [WorkKeys Score Report Schedule](#) can be found on the [ACT State Testing](#) site. Please refer to this schedule for estimated access and delivery dates.
- Student should begin checking their myworkkeys.com accounts for scores and NCRCs if earned. Students may contact the WorkKeys customer service helpdesk at 800-WorkKey (967-5539) for help accessing their accounts.
- **No later than June 10:** WorkKeys Summary Score Reports and Roster Score Reports will be available in the Online Reports Portal in [Validus](#). The [WorkKeys Online Reports Portal User Guide](#) has descriptions of each report and instruction for running the reports.
- **No later than July 2:** ACT school and district level reports will be available through [PANext](#).
  - Reports must be downloaded before PANext is activated for the 2019-2020 school year, which is usually the beginning to mid-August.

#### Assessment Administration Support and Training Office Hours

The next Assessment and Accountability **Monthly Call** will be May 14 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](#). Email [assessment@la.gov](mailto:assessment@la.gov) with questions.

## High School Pathways

### **New: 2019-2020 Course Choice Catalog**

**Please share with professional school counselors and district high school coordinators.**

**Registration for Course Choice 2019-2020 will open on July 1.** The preliminary [2019-2020 Course Choice Catalog](#) is now available. Schools will register students directly with the course provider, colleges, and/or universities. Please refer to the [Course Choice Registration Instructions](#) for details on this process. Once students are registered, schools should document enrollments in the [Course Choice Reporting System](#).

Course Choice provides students and schools with access to a broad variety of course offerings from online, face-to-face, industry training, and dual enrollment course providers.

For more information, please contact [sca@la.gov](mailto:sca@la.gov).

### **Reminder: Advanced Placement Professional Development**

**Please share with counselors, administrators, and AP teachers.**

Advanced Placement (AP®) courses offer students the opportunity to earn college credit by taking rigorous courses in high school. In order to support educators teaching AP® coursework a summary of [professional development opportunities occurring during this summer](#) has been created.

For more information about any of these opportunities, please contact [collegereadiness@la.gov](mailto:collegereadiness@la.gov).

## Educator Preparation

### **Reminder: Schedule Changes for 2019-2020 Math Content Leader Trainings**

A few minor changes have been made to 2019-2020 Math Content Leader training schedule to accommodate travel for northern school systems to the Teacher Leader Summit.

All math Content Leader cohorts will meet in New Orleans before the Teacher Leader Summit; however individual cohorts have been assigned a specific meeting day. The following table outlines the updated meeting dates for participants in each cohort:

Meets in New Orleans on Monday, June 24	Meets in New Orleans on Tuesday, June 25
Cohort 1 (New Orleans)	Cohort 2 (Baton Rouge)
Cohort 6 (Baton Rouge)	Cohort 3 (Ruston)
	Cohort 4 (Shreveport)
	Cohort 5 (Lafayette)
	Cohort 7 (Shreveport)
	Cohort 8 (Alexandria)

A revised training schedule has been posted to the [Content Leader Library](#) website. **Please note that participants only attending Content Leader training on June 24 or 25 and not attending Summit do not need to register for Summit.**

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

## 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 on May 9 at 2:00 p.m.** Topics will include upcoming deadlines, updates, guidance, and training opportunities. Pre-registration is not required.

- **Webinar Date and Time:** May 9 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](mailto:specialeducation@la.gov).

## Data

### **Reminder: April Quarterly Home Study Reports**

**Please share with superintendents, child welfare/attendance officers, and home study personnel.**

The Quarterly Home Study Reports for April 2019 are available via the Data Management FTP (with user names ending in @datamgmt) in zipped files named "LEACode\_LEAName\_Apr2019HomeStudy" through July 31. Within the zipped file, there will be the following:

- Statewide enrollment numbers of BESE-Approved Home Study students
- Detailed list of students from your LEA enrolled in Home Study program
- Each student's Home Study approval notification letter

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

### **Reminder: 2018-2019 Teacher Roster Verification for Value-Added Model (VAM)**

**Please share with principals and teachers.**

The [Curriculum Verification and Results \(CVR\) Reporting Portal](#) roster verification ensures that teachers are assigned to the correct courses and classroom rosters of students for the purposes of value-added (VAM) analyses. The data in CVR will be used to calculate a teacher's VAM score even if the teacher and/or the principal do not verify the roster. Teachers instructing ELA, math, social studies (grades 4-8), and Algebra, Geometry, English I and English II EOC courses (all grades) should verify their rosters as they are eligible to receive VAM scores.

#### **Now-May 17 (2 weeks): CVR open for roster verification**

This process is required and allows teachers and principals the ability to verify and correct records for specific courses and students. Data managers will use the system to track verification completion at the school system and school level. An updated [CVR user guide](#) is available to support educators in this process.

Please contact [ldocvr@la.gov](mailto:ldocvr@la.gov) with questions regarding roster verification, and [compass@la.gov](mailto:compass@la.gov) with general Compass related questions.

## Finance

### **New: 70 Percent Instructional Requirement FY2017-2018**

**Please share with business managers and all other finance officials.**

Per the MFP Resolution, LEAs must ensure that **70 percent of the local school system general fund expenditures are in the areas of instruction and school administration at the school building level.** The instructional requirement calculation is complete for FY2017-2018, and an overview of the 70 percent expenditure process is [now available](#).

The items listed below are available in each LEA's "edfin" FTP site.

- **70% Calculation Summary - 2017-18.pdf** is a one-page summary of LEA's 70 percent instructional requirement calculation.
- **Funds Proration.xlsx** provides a line-by-line item account of how each expenditure is allocated and the basis for that allocation.
- **Salary Distribution.xlsx** 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.xlsx** 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.

Please review the data and contact [ldoemfphelpdesk@la.gov](mailto:ldoemfphelpdesk@la.gov) with questions. A summary of this data will be presented to BESE at the June Finance Committee Meeting.