

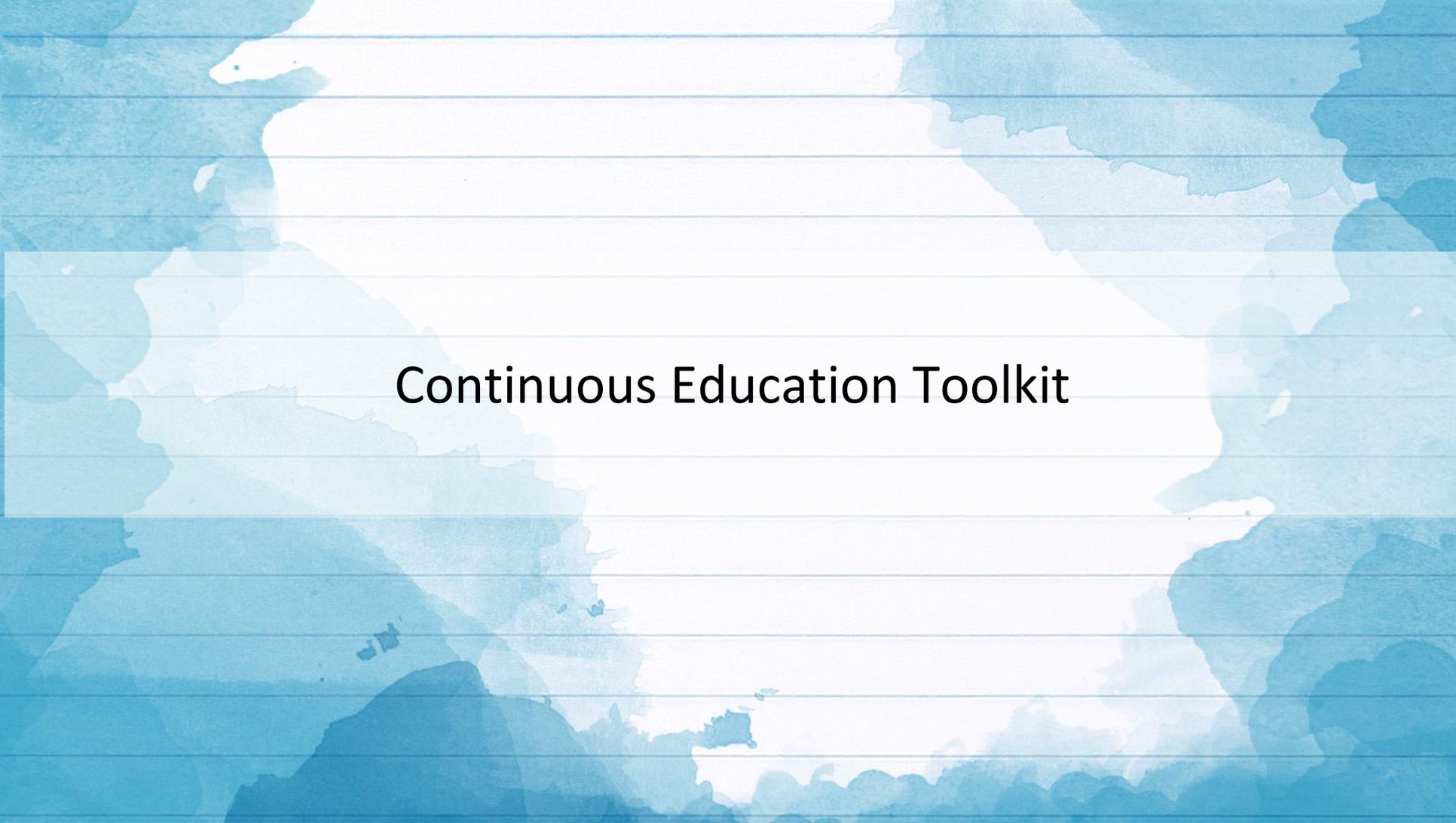
Louisiana Believes

Personnel Director Webinar

April 16, 2020

Agenda

- Welcome (5 min.)
- Continuous Education Toolkit (10 min.)
- Educator Evaluation and Certification: Regulatory Flexibilities (15 min.)
- Mentor Training and Mentor Certification (10 min.)
- Certification and Compass Updates (10 min.)
- Closing and next steps (10 min.)



Continuous Education Toolkit

Continuous Education Toolkit

The Department released the following to support school systems with academic and workforce planning:

[Continuous Education Guide](#)

Guidance and tools to support school system leaders as they analyze instructional and technology resources, develop an approach to providing distance learning opportunities, and implement a distance learning plan

[Academic Resources Guide](#)

A comprehensive listing of academic resources available for distance learning formats, organized by subject and curriculum provider

[Staffing Guide](#)

A guide to support school system leaders as they determine which essential functions must continue during school facility closures and how to create a staffing plan to ensure the continuation of those functions

The first two guides will be updated the week of April 14 to include additional resources for teachers and principals.

Workforce Management

The [Workforce Management Tool](#) supports school systems in **developing staffing plans** that will support the continuation of essential functions during school facility closures.

This tool provides:

- step-by-step guidance regarding how to develop a staffing plan and a communications plan that will facilitate the continuation of essential functions; and
- resources for managing on- and off-site employees and ***tips to support virtual hiring***

CONTINUOUS EDUCATION TOOLKIT FOR SCHOOL SYSTEMS • STAFFING •

PURPOSE

Louisiana continues to monitor and respond to the Coronavirus Disease 2019 (COVID-19) outbreak, which has closed school facilities to students. When school facilities close, the work of educators does not stop. School communities play a critical role in ensuring children continue to receive healthy meals and access equal opportunities to learn. This charge requires courage and creativity.

Among the challenges school leaders must navigate during this extraordinary time, they must consider staffing-related decisions, most importantly:

- **"Which essential functions will I prioritize during school closures?"**
- **"How do I create a staffing plan that supports the continuation of these essential functions?"**

This document is designed to support school leaders as they answer these questions and provides resources to support decision-making, including:

- Centers for Disease Control and Prevention (CDC) guidance for on-site employee safety
- Guidance for on- and off-site employees
- A template for managing employees' work
- Resources for working off-site
- Next steps following school facility closures

WHICH ESSENTIAL FUNCTIONS WILL I PRIORITIZE DURING SCHOOL FACILITY CLOSURES?

Before making staffing decisions, it is important to identify the essential functions school systems will prioritize during school closures, including:

- Ensuring meal services continue, to the maximum extent possible;
- Delivering high quality distance education to all students, including providing equal access to students with disabilities;
- Ensuring that finance staff is available to process payments to vendors providing services and payroll for employees that continue to work; and
- Ensuring that buildings remain secure, closed to the public, and in good repair.

SPECIAL NOTE REGARDING MEAL SERVICES AND THE GOVERNOR'S STAY-AT-HOME ORDER:

To further combat the spread of COVID-19 in Louisiana, Gov. Edwards issued a Stay-at-Home Order on March 22, directing all Louisiana residents to shelter at home and limit movements outside of their homes beyond essential needs. As outlined in the Essential Infrastructure Fact Sheet, distributing food is an essential need. This means individuals may leave their residence to perform any work necessary to provide meal services to students.

The following process will support school systems in making staffing decisions related to these essential functions.



Workforce Management

The [Workforce Management Tool](#) includes two guiding questions relative to staffing.

What essential functions will I prioritize during school facility closures?

This could include:

- ensuring meal services continue, to the maximum extent possible;
- delivering high quality distance education to all students, including providing equal access to students with disabilities;
- ensuring that finance staff is available to process payments to vendors providing services and payroll for employees that continue to work; and
- ensuring that buildings remain secure, closed to the public, and in good repair.

Workforce Management

How do I create a staffing plan that supports the continuation of these essential functions?

Step 1: Determine which employees will be involved in executing each of the essential functions and whether they can do so off-site or if their on-site presence is needed.

Step 2: Contact the school system's personnel director and legal counsel to answer key staffing questions.

Step 3: Create a staffing plan aligned to the questions answered above.

Step 4: Develop a communications plan.

Discussion

- What aspects of the workforce management tool were helpful?
- Is there is any other guidance or support that would be helpful?
- Do you have any tips relative to virtual hiring to share with colleagues?



Educator Evaluation and Certification: Regulatory Flexibilities

Educator Evaluation and Certification: Regulatory Flexibilities

Waiver of evaluations: Due to extenuating circumstances related to COVID-19, educator evaluations for the 2019-2020 year are waived.

- 2019-2020 valuations will be noted as “Score not calculated”
- School systems may enter data for formative evaluation purposes only
- Prior to the closeout of the 2019-2020 school year (August 31, 2020) please ensure that all rosters are up to date by manually dropping anyone in CIS who is no longer in your school/school system in the *Maintenance Tab*.

Compensation implications

State law requires that salary schedules provide for increases based on performance (based on effectiveness ratings), demand, and experience. Because effectiveness data will not be available, school systems may rebalance the salary schedule to the “demand” or “experience” factors.

One-Year Extension of Certificates

Certification implications

Certificates for educators who were employed in a public school in the 2019-2020 academic year, as reported in the Profile for Educational Personnel (PEP), will be automatically extended for a period of one year, provided that the certificate:

- requires an evaluation in order to be renewed or in order to advance to the next level;
- was valid at any point during the 2019-2020 academic year.

The one-year extensions include the Temporary Authority to Teach certificates.

The extensions are expected to be complete by the end of May. Once complete, the new certificate end date will be viewable on Teach LA.

One-year Extension of Certificates

Certificate Types Eligible for One-year Extension

Ancillary: Artist (Art, Creative Writing, Drama, Dance, Music, Theatre, or Visual Arts)	Ancillary: Mentor Teacher	Level 1 (L1)	Out-of-State Superintendent (OSS)
Ancillary: Content Leader	Ancillary: Talented (Music, Theatre, or Visual Arts)	Level 2 (L2)	School Guidance Counselor
Ancillary: Dyslexia Practitioner	Career and Technical Trade and Industrial Education Level 2 (CTTIE-2)	Level 2* (L2* Non-Public)	Temporary Authority to Teach (TAT)
Ancillary: Dyslexia Therapist	Educational Leader in Special Education Ancillary (EDL in Sped Ancillary)	Level 3 (L3)	Turnaround Specialist Certificate (TSC)
Ancillary: Family & Consumer Science: Occupational	Educational Leader Level 1 (EDL1)	Level 3* (L3* Non-Public)	Type C (C)
Ancillary: Junior ROTC	Educational Leader Level 2 (EDL2)	Out-of-State Principal Level 1 (OSP1)	World Language Certificate (WLC)
Ancillary: Math for Professionals	Educational Leader Level 3 (EDL3)	Out-of-State Principal Level 2 (OSP2)	

Mentor Certification

Beginning in September 2020, every teacher who serves as the mentor of an undergraduate or post-baccalaureate candidate must hold the Mentor Ancillary Certificate or the Provisional Mentor Ancillary Certificate.

In light of COVID-19 school facility closures, BESE has extended the validity of the Provisional Mentor certificate from 12 months to 18 months for individuals who hold this certificate in the 2019-2020 academic year.

The validity period will be extended automatically.

Praxis at Home

ETS plans to introduce a solution that will allow educators to take a *Praxis* exam at home while test centers are closed due to Coronavirus (COVID-19).

- Solution will be proctored remotely by a trained specialist and is expected to be available by mid-May 2020
- Most frequently adopted tests will be released first

Please visit the [ETS Testing Updates webpage](#) for additional updates.

Discussion

- Are there any questions relative to the regulatory updates?



Mentor Training and Mentor Certification

2017-2018 and 2018-2019 Mentor Cohorts

Based upon recommendations from personnel directors, BESE approved an update at the March meeting that enables teachers who participated in the 2017-2018 and 2018-2019 mentor teacher and content leader pilot programs to be eligible for the ancillary certificate.

- Individuals attending the **2017-2018** and **2018-2019** state led training who completed at least seven days of training may apply for the Mentor Ancillary certificate. Please submit the following in the online [certification portal](#): [Ancillary Application](#), along with a training completion certificate showing at least **7 out of 9 days** completed
- Individuals attending the **2017-2018** and **2018-2019** state led training who completed less than seven days of training may apply for the Mentor Ancillary certificate once they have completed the assessment series. Please submit the following in the online [certification portal](#): [Ancillary Application](#), along with a training completion certificate showing **less than 7 days** completed, and assessment completion certificate from Bloomboard.

Ancillary Mentor Certification

To apply for Mentor certification for participants attending the **2019-2020** and beyond cohorts, please submit the following in the online [certification portal](#):

- [Ancillary Application](#), along with a training completion certificate showing **8 out of 9 days** completed or greater
- **and**
- Assessment completion certificate from Bloomboard

Ancillary Provisional Mentor Certification

A **provisional certificate** may be issued to any individual who has completed training or is currently enrolled in Mentor training. The provisional certificate is valid for **one year** and is **non-renewable***.

Candidates who are able to make progress on their assessments should continue working based on the [guidance document](#).

Starting **August 1**, candidates who need more time to finish should apply for the Provisional Mentor Certificate. To apply, please submit the following to the online [certification portal](#):

- [Ancillary Application](#), along with **confirmation email** from training center confirming enrollment in an approved program

*Due to COVID19 individuals who apply for the provisional certificate during the 2019-2020 school year will be granted an additional six months to earn the full ancillary certificate.

Mentor Selection Process

<p>Teachers who have completed an approved training program and the assessment series or Have successfully completed the pilot</p>	<p>Teachers who have completed an approved training program, but have not yet finished the assessment series</p>	<p>Teachers who are National Board Certified</p>	<p>Teachers who have not completed an approved training or the assessment series.</p>
<p>Eligible for ancillary Mentor certificate</p>	<p>Eligible for provisional ancillary Mentor certificate</p>	<p>Eligible for ancillary Mentor certificate upon completion of the two mentoring assessments.</p>	<p>If they hold Supervision of Student Teaching credential can use as a mentor without any further action required until September 1, 2023.</p> <p>If they do not hold the Supervision of Student Teaching credential they must enroll in an approved Mentor training program and are then eligible for the provisional ancillary certificate.</p>

Mentor Training Providers

Current approved Mentor training providers.	Mentor providers seeking BESE approval	
<ul style="list-style-type: none">● A+PEL● Grambling State University● Learning Forward● Louisiana Tech University● McNeese State University● Nicholls State University● NIET● Southeastern Louisiana University● Southern University● The Teaching and Learning Center (LAE)● University of Louisiana at Lafayette● University of Louisiana at Monroe	<ul style="list-style-type: none">● Collegiate Academies● Crescent City Schools● Learning Forward● Louisiana State University- Baton Rouge● Louisiana State University- Shreveport● Northwestern State University● St. Tammany Public Schools● TNTP● University of Texas at Austin, Dana Center	<ul style="list-style-type: none">● FirstLine Schools● Loyola University● Relay Graduate School of Education● SchoolKit Group● Tangipahoa Parish Schools● University of Holy Cross● University of New Orleans

Continuing Work on Assessments

In light of school facility closures, the Department has partnered with Bloomboard to create this [guidance](#) for candidates working on assessments virtually or with limited access to students.

Examples include:

- Utilizing student work samples from a previous lesson
- Recording student discussion using video conferencing tools
- Using student work submitted via Google Classroom
- Recording a coaching conversation with a Mentee using video conferencing tools



Certification Processing Updates

Certification Portal

The certification office will continue to provide certification application processing and office hours scheduling remotely via our online portal. Questions may be submitted through online portal accounts or to certification@la.gov.

The online teacher certification payment portal has been updated with the link to the new payment center. All links to the payment center from online applications have also been updated. Application revision dates have been included on the first page for update awareness.

Please only use the current [payment link](#) in the portal or current application links for payment processing. Please also update any payment link you have bookmarked.

The background of the slide is a watercolor-style illustration. It features a central white area that tapers towards the top, surrounded by various shades of blue and teal. The colors are blended and layered, creating a soft, artistic effect. The overall composition is clean and modern.

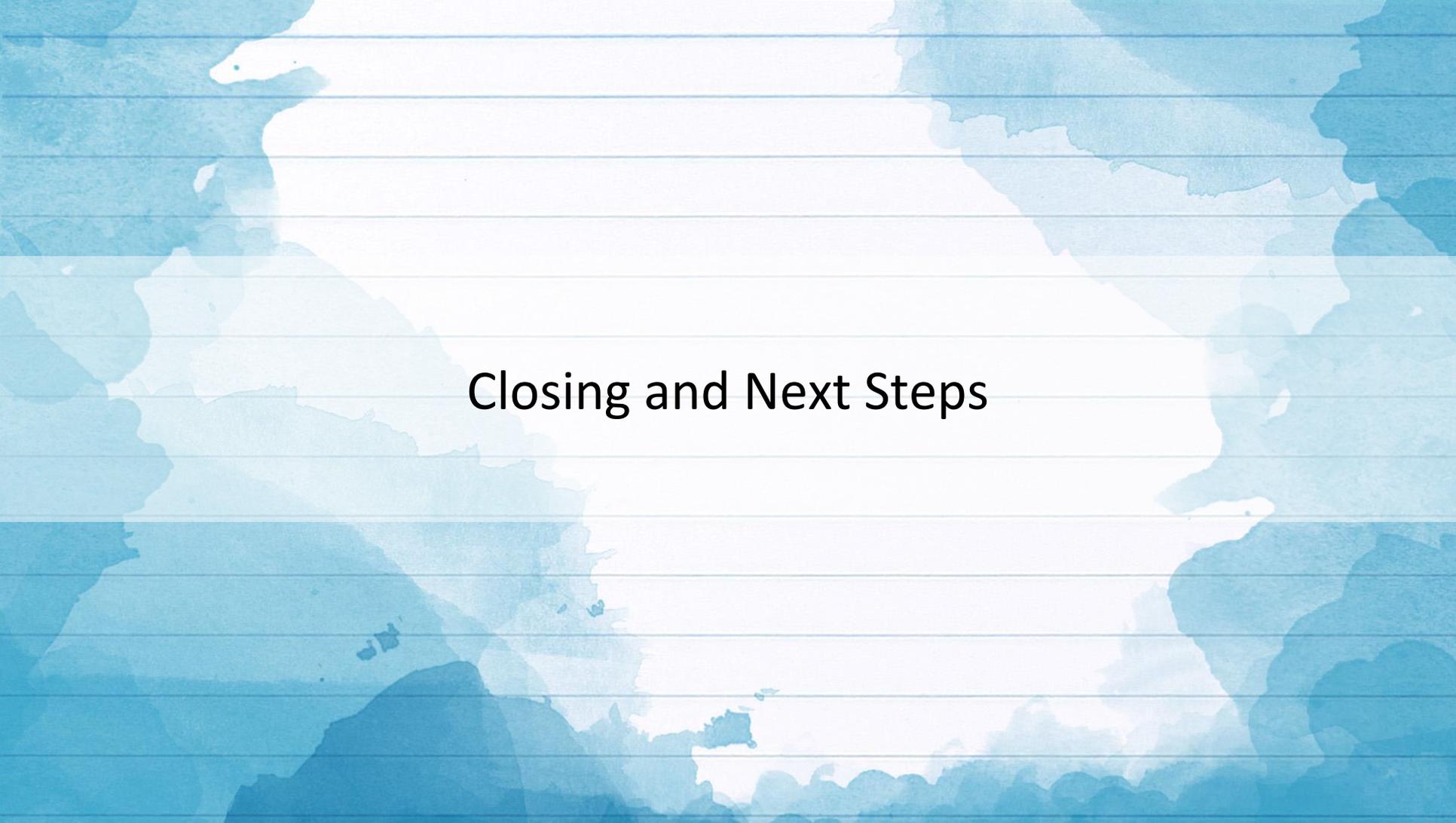
Compass Updates

Update on Unreported Evaluation Scores Upload

Thank you so very much to the school systems who submitted unreported scores. As a result, the Department was able to update the scores of almost 3,000 teachers across the state.

- All unreported scores sent to the Compass team during the unreported scores collection period have been recorded and are available in the Compass Information System (CIS) for the years 2015, 2016, and 2018.
- We anticipate that 2017 unreported scores will be uploaded by the end of the month.

For further information, please contact Compass@la.gov.



Closing and Next Steps

Closing and Next Steps

The next quarterly webinar will be held on **June 11, 2020 at 1:00 PM.**

What topics would be helpful to cover during the next webinar?

Please send any additional topics to Sara (sara.delano@la.gov) by June 1.

Please email certification@la.gov with any certification questions.