March 19, 2019

Dear Colleagues,

I was honored last week to publish a piece in the journal *Education Next* depicting the exemplary work being done at Start Elementary School in Richland Parish, which recently earned an “A” rating for annual progress in its students’ skills.

At Start, and at other high-progress schools, administrators and teachers choose curricula that challenge students (incidentally, Lafayette Parish took a similar and well-reported step last week, choosing a suite of top curricula). But these schools do not stop with adoption of curricula. In fact, as the piece I wrote notes, they know that adopting a curriculum is just one, limited step.

So they make curriculum the centerpiece of a plan for professional support that starts with undergraduate residents and continues throughout teachers’ careers. In these schools, professional development and curriculum are tightly linked partners. In-service days, cluster teams, and PLCs are spent learning how to use a curriculum, how to plan to make the most of it each day, and how to achieve stronger student work.

Every school in the state can achieve this level of focus. Hundreds of Content Leaders from school systems around the state have been trained and will soon be certified to serve as experts in teaching specific curricula and to assist teachers in implementing those curricula. Trained and certified Mentors are prepared to provide one-on-one coaching that is specific to their content area and, for ELA and math, high-quality curriculum.

The nomination process for 2019-2010 Mentor Teachers and Content Leaders is currently underway. A nomination template, with separate tabs for both Mentor Teacher and Content Leader nominees, is now available. The deadline to submit the nomination template is April 18, and school systems will be notified about funding for these educators in advance of the April BESE meeting.

This year’s Teacher Leader Summit, and subsequent collaborative trainings across the state, will largely focus on assisting schools in building teams of leaders, principals, Mentors, and Content Leaders, who can lead the daily work of supporting curriculum implementation. This marriage of curriculum adoption and professional support ranks among the most important turns we can make in our schools, a key step to challenging students every day in learning to read, solving complex problems, and building knowledge about the world.

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

John

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Important Dates for School Systems

Upcoming Events
- [Education Technology Monthly Call](#): March 21 at 11:30 a.m.
- [Navigating Special Education Data Webinar](#): March 21 at 2:00 p.m.
- [Assessment and Accountability Office Hours](#): March 26 at 1:00 p.m.

Important Deadlines
- [FY2019 E-Rate Funding Application](#) deadline: March 27

School System Support

**Reminder: 2019-2020 School System Planning Calendar**

The [2019-2020 School System Planning Calendar](#) in 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](mailto:districtsupport@la.gov) with questions.

**Reminder: 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: 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: 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**
- **Now-March 22:** Writing Sample pilot administration window
- **Due May 31:** School systems participating in the Kindergarten CLASS pilot should finalize observations in the K CLASS portal.

**LEAP 2025**
- Test setup for LEAP 2025 3-8 is open in eDIRECT. 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.
- Test setup for high school LEAP 2025 will open on March 25.
- Materials for computer based testing for grades 3-8 arrived last week. The additional materials for CBT is open in eDIRECT.
- School systems needing to request 2017-2018 test scores for English I and US History 5-level must complete the 2017-2018 Test Score Request Form located in the Assessment Library under Resources and Forms. Email the completed form to assessment@la.gov.

**LEAP Connect**

- School test coordinators and 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.
- The LEAP Connect and LAA1 scores will be available in May and posted in eDIRECT.

**ELPT**

- School test coordinators and 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 this Friday, 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.
- By April 1: Test administrators/proctors, district test coordinators, school test coordinators, and technology coordinators should complete the ELPT Survey.

**ACT and WorkKeys**

- March 12-26: Administer the ACT on paper with accommodations and/or supports during the initial testing window.
- 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 13-27: Administer the ACT WorkKeys on paper and online with accommodations and/or supports during the spring testing accommodation window.
- March 14-22: Order additional standard time and non-college reportable materials for the April 2 makeup test date.
- March 19-21: Administer the ACT online with standard time and accommodations and/or supports during the initial testing window.
- March 22: Purge cached content from all proctor caching computers for ACT given online.
- Once materials arrive - 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 **Office Hours** call will be March 26 at 1:00 p.m.

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

**Technology Training**

The following 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 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.

**Reminder: 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.

High School Pathways

Reminder: 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.

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

**Educator Preparation**

**New: Important Changes to Educator Certification Applications**

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.**

Please contact christy.bellue@la.gov with questions.

**Reminder: 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 is now available. 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.

**Special Education**

**New: Webinar on Accessing Special Education Data in the Secure Portal**

Louisiana’s secure portal has a wealth of information on academic performance, early childhood, high school pathways, and workforce planning at the school system and school levels. Please join the Department **this Thursday, March 21 at 2:00 p.m.** for a webinar on accessing, navigating, and using data specific to students with disabilities for school system planning.

- **Webinar Date and Time:** March 21 at 2:00 p.m.
- **Webinar Link:** [https://ldoe.zoom.us/j/322140475](https://ldoe.zoom.us/j/322140475)
- **Webinar Phone Number:** 646-876-9923
- **Meeting ID#:** 322140475
It is recommended that special education leaders obtain access to the secure portal in advance of the webinar. Please email specialeducation@la.gov for more information.

**Data**

**New: February 2019 Data File of Economically Disadvantaged Students**

The Department will release the February 2019 data file of economically disadvantaged students for each school system on March 29 for the purposes of informing grants, federal funding, and subgroup determinations. The single Excel file, LEA Code LEA Name Feb 2019 Economically Disadvantaged, will be available through July 1 on the Data Management FTP site. FTP coordinators should locate their individual school system file and share it with their federal program and finance staff.

Please email systemsupport@la.gov with questions.

**Finance**

**New: Minimum Foundation Program (MFP) Mid-Year Adjustments**

Please share with business managers and financial officials.

The transmittal memo in addition to the March 2019 Budget Letter has been updated to include the October and February mid-year adjustments for students and the final local per pupil amount for charter schools. The supporting documentation is provided in the Department's Minimum Foundation Program Library.

Please contact ldoemfphelpdesk@la.gov with questions.

**New: Proposed Fiscal Year 2019-2020 MFP**

The BESE adopted MFP resolution and formula was submitted to the Legislature on March 15. The proposed MFP documents for FY2019-2020 are available in the Department's Minimum Foundation Program Library.

Please contact ldoemfphelpdesk@la.gov with questions.

**New: Final Charter School Per-Pupil Amounts for FY2018-2019**

The final FY 2018-2019 Charter Per-Pupil amounts have been completed and are now available. The local revenue representation per pupil amount for charter schools is required to be updated from the initial to the final amount and used in the MFP formula allocation according to Louisiana Revised Statute 17:3995.

Please contact ldoemfphelpdesk@la.gov with questions.

**Reminder: 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](mailto:nakia.jason@la.gov) with questions regarding the MOE review process. For technical inquiries or support, contact [jason.berard@la.gov](mailto:jason.berard@la.gov).

**Policy**

**New: March BESE Meeting Summary**

The Board of Elementary and Secondary Education (BESE) met on March 13 and approved a number of bulletin revisions and recommendations. A summary of the approvals that directly impact the activities of school systems is now available.

Please email [ryan.n.gremillion@la.gov](mailto:ryan.n.gremillion@la.gov) for more information.

**Federal Programs**

**Reminder: 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](mailto:daphne.flentroy@la.gov) with questions.

**Program Monitoring**

**Reminder: 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

**Reminder: 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.