



Memorandum

To: Latoye Brown, Paulette Bruno, Josh Densen, Mardele Early, Claire Jecklin, Jamar McKneely, Kathy Reidlinger, Terri Smith, Shawn Toronto, Patrick Widhalm
From: Dina Hasiotis, Executive Director of School Performance
CC: Adam Hawf, Colleston Morgan, Mary Garton, Eric Seling, Taina Knox, Thomas Lambert, OPSB
Date: March 6th, 2017
RE: Spring LEA Transition Planning- March Priorities

Herein is an overview of OPSB's plans for supporting schools through the LEA transition. Additionally, suggested LEA Transition priority items are highlighted for school leaders for the month of March to help ensure schools are on track for the transition.

Overview of OPSB's Support Planning Process

As schools elect to transition out of OPSB's LEA, we want to ensure that the transition is smooth. For this reason, OPSB is currently working closely with LDOE to ensure the right guidance is disseminated to schools on the appropriate timeline. At this time, OPSB has identified the following list of high-priority LEA transition items to prepare for:

- Successful year-end data close out to fulfill schools' data and reporting obligations while still part of the OPSB LEA (SER, SIS, STS)
- Organization of information and instructions for data set-up to support data reporting as independent LEAs (i.e. access to eGMS and site codes)
- Transition of funding – MFP disbursements, Federal Funds, and External Grant availability
- Asset inventory and transfer of materials purchased as part of OPSB LEA
- Facilitation of trainings on LEA responsibilities and introductions to LDE staff

Beginning next week, we will share details for how resources will be shared and initiate a weekly LEA Transition update that will include further guidance around these topics. We will also maintain an FAQ guide based on the topics most important to you. As such, we invite you to submit pressing questions and concerns to ensure they are addressed in a comprehensive manner. Lastly, OPSB has *tentatively* identified Tuesday, April 25th from 8-10 am, for an OPSB School Leader meeting, where specific transition items will be covered in depth. In between now and April 25th, OPSB will be providing specific support opportunities as well, which will be advertised via the weekly email update.

Suggested March LEA Transition Priorities for School Leaders:

While major LEA transition action items cannot occur until later this spring, there are several steps you and your teams can take this month to be on track for a successful transition:

- 1. Ensure Initial LEA Transition Paperwork has been submitted:** During the March OPSB Board meeting cycle (March 16th and 18th), the Orleans Parish School Board will review school requests to become their own LEA. Subsequently, during the April meeting cycle, the Board will consider the Common Charter Contract and associated documents. To support this work, please ensure that you have submitted:
 - A signed resolution or signed official extract of governing board meeting minutes certifying the vote to seek independent LEA status, and
 - A Charter Amendment Request form, if you are not a school being renewed this spring

OPSB will follow up this week to secure any missing documents, in order to finalize the placement of items on the March Accountability Committee meeting agenda. If you need support in completing this paperwork, please contact Thomas Lambert at thomas_lambert@opsb.us.

- 2. Get ahead on year-end close-out activities:** All year-end data closeout activities must be completed no later than June 3rd. However, we strongly recommend that schools begin to plan for and carryout that work this month. Specifically, we recommend that schools:
 - Ensure appropriate exit codes are utilized to exit students to avoid unnecessary corrections during the drop out correction period. Review students who exited earlier this year and ensure that if they are now attending BESE approved private schools, BESE approved home study, or moved out of state (with records request) that those are coded correctly.
 - Keep up to date demographics, enrollments, discipline, attendance, and LEP status in PowerSchool.
 - Verify that all students (grades 10-12) have appropriate diploma pathways declared in PowerSchool, if you currently serve High School students.
 - Begin to research SIS vendors. Contact Thomas Lambert with questions you may have as you start this process.
 - Continue submitting reimbursements to Federal Programs. It is critical that these are submitted in a timely fashion as we move toward the close out of this year.

- 3. Mark your calendars for Tuesday April 25th from 8-10am:** OPSB has tentatively identified April 25th for an OPSB school leader meeting to cover specific transition items, along with general planning for the next school year. We will confirm the date shortly, but for now, please hold this time tentatively on your calendars.

- 4. Submit your questions:** Submit specific questions on transition topics you and your teams have regarding the LEA transition [via this on-line](#) form by this Friday, March 10th. While we will continue to field questions beyond Friday, this initial set of feedback will help us respond more quickly to specific items.

Next Steps

We thank you for your patience as we work through this phase together. Please share your feedback and thoughts as we move forward.