




Illinois State Board of Education

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State Superintendent of Education

TO: Bilingual Program Directors

FROM: Robin M. Lisboa, Division Administrator for English Language Learning 

DATE: July 26, 2011

RE: **FY12 Annual State Bilingual Directors' Meeting**

On Monday, September 19, 2011 and Tuesday, September 20, 2011 the Division of English Language Learning (DELL) will hold a two-day meeting **required** for all program directors of TBE/TPI and Title III (LIPLEPS/IEP) programs. The purpose of this annual meeting is to address topics related to your implementation of programs serving English language learners and to provide a forum where you can discuss these issues with other directors. Similar to last year, this year's meeting will begin with a new directors' venue at 8:30 a.m. on Monday morning September 19, 2011. New directors are those individuals who have been in their position 5 years or less.

Registration will begin at 7:30 a.m. on Monday, September 19, 2011 with the general meeting starting at 1:00 p.m. You (or a district representative) are required to pre-register online at <http://www.thecenterweb.org>. A confirmation postcard will be sent to all participants from the Illinois Resource Center who is facilitating the registration process for DELL.

Registration fees, lodging, mileage or per diem expenses must be included in either the district's LIPLEPS or TBE/TPI program budget under the improvement of instruction services line item, function 2210/300, in order for your district to charge these expenses to the grant as an approved activity. You must follow your school district travel policies to claim a reimbursement for the above meeting expenses.

This year's meeting will be held at the Hilton Springfield Hotel, 700 East Adams Street, Springfield, Illinois 62701-1601. A block of rooms has been reserved for Sunday and Monday nights, September 18-19, 2011. You must call the hotel directly to reserve your room at (217) 789-1530 and refer to group code "**Illinois State Board of Education Bilingual Directors' Meeting.**" The deadline to make hotel reservations is Sunday, August 28, 2011. The single room rate is \$70 (state rate) and \$85 for a double. Room rates are also subject to a 12% tax.

Please contact DELL at (312) 814-3850 for technical assistance related to any programmatic issues or if you need assistance with revising/amending your FY12 LIPLEPS or TBE/TPI program budget.

I wish you and your programs great success this year and look forward to seeing you in September.

Welcome back!