

TITLE 23: EDUCATION AND CULTURAL RESOURCES  
SUBTITLE A: EDUCATION  
CHAPTER I: STATE BOARD OF EDUCATION  
SUBCHAPTER 0: MISCELLANEOUS

PART 525  
REGIONAL OFFICES OF EDUCATION AND INTERMEDIATE SERVICES

Section

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**AUTHORITY:** Implementing and authorized by Sections 2-3.62, 3A-16, and 3A-17 of the School Code [105 ILCS 5/2-3.62, 3A-16, and 3A-17].

**SOURCE:** Adopted at 18 Ill. Reg. 17447, effective November 28, 1994; amended at 21 Ill. Reg. 2172, effective January 29, 1997; amended at 28 Ill. Reg. 15487, effective November 22, 2004; amended at 33 Ill. Reg. 3198, effective January 27, 2009.

**Section 525.10 Advisory Boards for Regional Offices of Education**

- a) Beginning on the first Monday of August 1995, each of the 45 Regional Offices of Education established pursuant to Section 3A-4 of the School Code [105 ILCS 5/3A-4] shall have an Advisory Board to advise the Regional Superintendent of Schools concerning programs and services specified in Sections 3A-16 and 3A-17 of the School Code [105 ILCS 5/3A-16 and 3A-17] and Section 525.110 of this Part. The county(ies) comprising each of these offices are as follows:
- 1) Adams and Pike counties
  - 2) Alexander, Johnson, Massac, Pulaski, and Union counties
  - 3) Bond, Effingham, and Fayette counties
  - 4) Boone and Winnebago counties
  - 5) Brown, Cass, Morgan, and Scott counties
  - 6) Bureau, Henry, and Stark counties
  - 7) Calhoun, Greene, Jersey, and Macoupin counties
  - 8) Carroll, JoDaviess, and Stephenson counties
  - 9) Champaign and Ford counties
  - 10) Christian and Montgomery counties
  - 11) Clark, Coles, Cumberland, Douglas, Edgar, Moultrie, and Shelby counties
  - 12) Clay, Crawford, Jasper, Lawrence, and Richland counties
  - 13) Clinton, Marion, and Washington counties
  - 14) Cook County, excluding the city of Chicago
  - 15) DeKalb County
  - 16) DeWitt, Livingston, and McLean counties
  - 17) DuPage County
  - 18) Edwards, Gallatin, Hardin, Pope, Saline, Wabash, Wayne, and White counties
  - 19) Franklin and Williamson counties
  - 20) Fulton and Schuyler counties
  - 21) Grundy and Kendall counties
  - 22) Hamilton and Jefferson counties
  - 23) Hancock and McDonough counties
  - 24) Henderson, Mercer, and Warren counties
  - 25) Iroquois and Kankakee counties
  - 26) Jackson and Perry counties
  - 27) Kane County
  - 28) Knox County
  - 29) Lake County
  - 30) LaSalle County
  - 31) Lee and Ogle counties
  - 32) Logan, Mason, and Menard counties

- 33) Macon and Piatt counties
  - 34) Madison County
  - 35) Marshall, Putnam, and Woodford counties
  - 36) McHenry County
  - 37) Monroe and Randolph counties
  - 38) Peoria County
  - 39) Rock Island County
  - 40) St. Clair County
  - 41) Sangamon County
  - 42) Tazewell County
  - 43) Vermilion County
  - 44) Whiteside County
  - 45) Will County
- b) That portion of Cook County outside of the city of Chicago will constitute a Regional Office of Education (Section 3A-1 of the School Code [105 ILCS 5/3A-1]). The programs specified in Section 3A-17 of the School Code will be administered through the following Intermediate Service Centers:
- 1) North Cook, including the area within the territorial boundaries of the following high school districts:
    - A) Evanston Township High School District 202
    - B) New Trier Township High School District 203
    - C) Maine Township High School District 207
    - D) Township High School District 211
    - E) Township High School District 214
    - F) Niles Township Community High School District 219
    - G) Northfield Township High School District 225
  - 2) West Cook, including the area within the territorial boundaries of the following high school districts:
    - A) Oak Park and River Forest High School District 200
    - B) J. S. Morton High School District 201
    - C) Lyons Township High School District 204
    - D) Riverside Brookfield Township High School District 208
    - E) Proviso Township High School District 209
    - F) Leyden Community High School District 212
    - G) Ridgewood Community High School District 234
    - H) Elmwood Park Community Unit District 401

- 3) South Cook, including the area within the territorial boundaries of the following high school districts:
- A) Thornton Township High School District 205
  - B) Bloom Township High School District 206
  - C) Lemont Township High School District 210
  - D) Thornton Fractional Township High School District 215
  - E) Argo Community High School District 217
  - F) Community High School District 218
  - G) Reavis Township High School District 220
  - H) Rich Township High School District 227
  - I) Bremen Community High School District 228
  - J) Oak Lawn Community High School District 229
  - K) Consolidated High School District 230
  - L) Evergreen Park Community High School District 231
  - M) Homewood Flossmoor Community High School District 233
- c) There will be no Regional Office of Education in the city of Chicago; however, the Intermediate Service Center serving Chicago School District #299 will remain and operate in accordance with Section 525.60 of this Part.

(Source: Amended at 21 Ill. Reg. 2179, effective January 29, 1997)

**Section 525.20 Purpose (Repealed)**

(Source: Repealed at 21 Ill. Reg. 2179, effective January 29, 1997)

**Section 525.30 Membership and Selection (Repealed)**

(Source: Repealed at 21 Ill. Reg. 2179, effective January 29, 1997)

**Section 525.40 Duties (Repealed)**

(Source: Repealed at 21 Ill. Reg. 2179, effective January 29, 1997)

**Section 525.50 Intermediate Service Centers in Cook County Outside the City of Chicago**

- a) Each of the Intermediate Service Centers established pursuant to Section 525.10(b) of this Part shall have a Governing Board consisting of 11 members, of whom 3 shall be public school teachers nominated by the local bargaining unit representatives to the existing Governing Board for appointment or election in accordance with that Board's bylaws and no more than 3 members from each of the following categories to include at least superintendents, school board members and a representative of higher education. The Regional Superintendent (or designee) of Cook County shall be a member of each of these three Governing Boards. A member who changes category status shall be allowed to remain on the board only if the change does not violate the membership limits specified above.
  - 1) The member(s) of the Governing Board who represents public school teachers, superintendents and board members shall be selected from school districts within the center's service area.
  - 2) The member(s) of the Governing Board who represents higher education shall be selected from a degree-granting postsecondary institution whose campus lies within the area to be served.
  - 3) The member(s) of the Governing Board who does not represent, is not employed by, or is not the designee of public school teachers, superintendents, the regional superintendent, school board members or higher education must reside within the area to be served by the center.
- b) Terms of office for Governing Board members shall be four years. The method for filling vacancies on the Governing Board, including vacancies created by the expiration of members' terms, shall be determined by each center's Governing Board and shall be specified in its bylaws.
- c) Each Governing Board shall have the following duties and responsibilities:
  - 1) to select a chairperson, vice-chairperson and secretary;
  - 2) to review the budget for those services and programs provided pursuant to Section 525.110 of this Part;
  - 3) to review the regional improvement plan for the Regional Office of Education developed pursuant to Section 525.120 of this Part;

- 4) to adopt an annual calendar of meetings providing for at least six meetings a year; and
  - 5) to submit information and reports requested by the State Superintendent of Education.
- d) The three Governing Boards shall work in cooperation and in consultation with the Cook County Regional Office of Education in the delivery of services and programs provided pursuant to Section 525.110 of this Part.
- e) All meetings of the Governing Boards shall comply with the Open Meetings Act [5 ILCS 120].

(Source: Amended at 21 Ill. Reg. 2179, effective January 29, 1997)

**Section 525.60 City of Chicago Intermediate Service Center**

There shall be an Intermediate Service Center in the city of Chicago, which shall develop and deliver services designed to meet the needs of the schools in its service area pursuant to the requirements of Section 525.110 of this Part.

- a) The Chicago Intermediate Service Center shall be governed by an 11-member Governing Board that shall include 3 public school teachers who shall be nominated by the local bargaining unit representative to the existing Governing Board for appointment or election in accordance with that Board's bylaws and no more than 3 members from each of the following categories to include at least a representative of higher education.
  - 1) The member(s) of the Governing Board who represents public school teachers and subdistrict superintendents shall be selected from the school district within the center's service area.
  - 2) The member(s) of the Governing Board who represents higher education shall be selected from a degree-granting postsecondary institution whose campus lies within the area to be served.
  - 3) The member(s) of the Governing Board who does not represent, is not employed by, or is not the designee of public school teachers or higher education must reside within the area to be served by the center.
  - 4) Terms of office for Governing Board members shall be four years. The method for filling vacancies on the Governing Board, including vacancies created by the expiration of members' terms, shall be determined by the center's Governing Board and shall be specified in its bylaws.
- b) The State Superintendent of Education shall designate an administrative agent for the center in consultation with its Governing Board established pursuant to subsection (a) of this Section. The administrative agent shall be either a Regional Office of Education or a public school district and shall serve as the chief administrator of the center with the following responsibilities:
  - 1) to designate a person to serve as an ex officio nonvoting member of the Governing Board;

- 2) to be the employer of record for personnel who are necessary to carry out the functions of the center, and whose employment has been recommended to and approved by the Governing Board;
  - 3) to submit recommendations to the Governing Board for the employment of personnel;
  - 4) to provide direction and assistance to center staff pursuant to policies adopted by the Governing Board;
  - 5) to supervise and evaluate center staff pursuant to policies adopted by the Governing Board;
  - 6) to serve as fiscal agent with authority to receive and disburse funds within a budget adopted by and pursuant to approval by the Governing Board;
  - 7) to make recommendations to the Governing Board regarding budget, personnel policies and decisions, and other such matters as the Governing Board may delegate;
  - 8) to oversee the implementation of the center's regional improvement plan developed pursuant to Section 525.120 of this Part; and
  - 9) to prepare and submit information as directed by the State Superintendent of Education.
- c) The Governing Board shall have the following duties and responsibilities:
- 1) to select a chairperson, vice-chairperson and secretary;
  - 2) to periodically evaluate the performance of the administrative agent and, if such evaluation indicates a change in agent is desirable, to recommend such change to the State Superintendent of Education pursuant to the provisions of subsection (b) of this Section;
  - 3) upon recommendation of the administrative agent, to approve the employment of such personnel as may be necessary to carry out the functions of the center;
  - 4) to approve the center's budget;

- 5) to approve the regional improvement plan for the center developed pursuant to Section 525.120 of this Part;
  - 6) to adopt all necessary rules for the management and governance of the center, including bylaws, personnel policies, and an annual calendar of meetings providing for at least six meetings a year;
  - 7) to indemnify, insure and protect the center and its Board members, administrative agent, employees, and authorized volunteers against civil and constitutional rights damage claims and suits and bodily injury and property damage claims and suits; and
  - 8) to submit information and reports as deemed necessary by the State Superintendent of Education.
- d) All meetings of the Governing Board shall comply with the Open Meetings Act [5 ILCS 120].

(Source: Amended at 21 Ill. Reg. 2179, effective January 29, 1997)

**Section 525.100 Role of Chief Administrator**

The Regional Superintendent of Schools in each Regional Office of Education shall serve as the chief administrator for the programs and services specified by Section 2-3.62 of the School Code and shall:

- a) oversee personnel who are necessary to carry out the services and programs pursuant to Section 525.110 of this Part;
- b) provide information to the Advisory Board concerning programs and services specified by Section 525.110 of this Part;
- c) oversee fiscal accounts and the receipt and disbursement of funds;
- d) oversee the implementation of the Regional Office of Education's regional improvement plan developed pursuant to Section 525.120 of this Part; and
- e) prepare and submit information as directed by the State Superintendent of Education.

(Source: Amended at 21 Ill. Reg. 2179, effective January 29, 1997)

**Section 525.110 Programs and Services to be Provided**

The following school improvement services shall be provided by each Regional Office of Education and the Chicago Intermediate Service Center as defined in Section 525.10 of this Part. These services shall comprise a core common to all Regional Offices and the Chicago Intermediate Service Center, but shall not limit the range of programs and services that may be offered by one or more of these entities. The 10 Regional Offices of Education with the smallest populations shall provide services under cooperative agreements with one or more of the 35 Regional Offices of Education with the largest populations in accordance with subsection (b) of this Section.

- a) Each Regional Superintendent of Schools shall ensure the provision to all school districts of the programs and services listed in this subsection (a). Such services may be provided either directly by each Regional Office of Education or in cooperation with one or more Regional Offices of Education. Such services may include, but need not be limited to, the provision of administrator and teacher training programs, data collection, on-site consultation, evaluation services, implementation of the improvement practices selected by school district staff, and other services identified by school personnel as critical to the completion of their school improvement efforts.
  - 1) Each Regional Office of Education shall provide for Computer Technology Education as specified in Section 2-3.62(2) of the School Code. This shall include planning, implementation, and evaluation services necessary for the establishment of programs designed to achieve computer literacy and high-technology competency. These technology services must include, but need not be limited to, inservice training and staff development; use, application, and evaluation of software; technical assistance; and curriculum development.
  - 2) Each Regional Office of Education shall provide for Staff Development Services in Fundamental Learning Areas, to include at least mathematics, science, and reading resources, as specified in Section 2-3.62(3) of the School Code. These services shall include planning, implementation, and evaluation services as they relate to the continuing education, inservice training, and staff development needs of teachers and administrators in the areas of mathematics, biological and physical sciences, language arts, fine arts, social sciences, and physical development and health. Activities shall include, but need not be limited to, assisting in needs assessment activities, providing workshops and inservice training sessions, providing technical assistance, convening study or assessment groups, and acting as a clearinghouse for research materials in the fundamental learning areas.

- 3) Each Regional Office of Education shall ensure access for all administrators to continuing professional development offered through the Illinois Administrators' Academy (Section 2-3.53 of the School Code [105 ILCS 5/2-3.53]) and at least provide the following services: assessing regional needs, acting as a clearinghouse for educational materials and research, and keeping accurate records of attendance at inservice training sessions provided through the Illinois Administrators' Academy.
  - 4) Each Regional Office of Education shall establish and maintain a directory of cooperating consultants used by the Regional Office to provide services to school districts and to make information regarding such consultants available to schools.
- b) The 10 Regional Offices of Education with the smallest populations shall enter into cooperative agreements with one or more of the larger regions to provide those services outlined in subsections (a)(1) through (4) of this Section, provided that:
- 1) approval for the agreement is obtained from each Regional Superintendent of Schools involved in the cooperative;
  - 2) services and programs to be delivered are included in the regional improvement plan pursuant to Section 525.120 of this Part; and
  - 3) if one or more of the 10 Regional Offices of Education cannot enter into a cooperative agreement with one or more of the larger regions, then the State Board of Education shall work with regions so that they enter into a cooperative agreement or, if necessary, assign regions to participate in a cooperative agreement.

(Source: Amended at 28 Ill. Reg. 15487, effective November 22, 2004)

**Section 525.120 Regional Improvement Plan**

- a) Each Regional Office of Education, in consultation with its Advisory Board, and the Chicago Intermediate Service Center annually shall develop a plan to carry out the services and programs required under Section 525.110 of this Part. The regional improvement plan shall include a description of:
- 1) the scope and content of the programs and services to be provided and whether those programs and services will be provided by the Regional Office directly or through a cooperative agreement with one or more other Regional Offices;
  - 2) the services to be provided that address school improvement needs identified by the Regional Office of Education annually through needs assessment conducted in consultation with the region's educators (i.e., teachers, administrators);
  - 3) whether services will be delivered by means of on-site consultations, meetings, workshops, conferences, or other means;
  - 4) the costs for implementing each activity; and
  - 5) the standards and procedures by which the completion of each outcome will be evaluated by the Regional Office of Education. Such evaluation shall specify the progress made toward meeting each need identified in the annual needs assessment and describe the procedures to be taken to address those needs in which inadequate progress was made and those that continue to be a priority.
- b) Those Regional Offices of Education that choose to provide the programs and services defined in Section 525.110(a)(1) through (5) of this Part in cooperation with each other shall ensure that each regional improvement plan addresses all the components for each office working in cooperation.
- c) The Regional Offices of Education which have contracted with the 10 Regional Offices of Education with the smallest populations to provide programs and services as defined in Section 525.110 of this Part shall work with these offices to develop regional improvement plans and ensure that those plans address all the components for each office.

(Source: Amended at 21 Ill. Reg. 2179, effective January 29, 1997)

**Section 525.130 Annual Application**

Each Regional Office of Education and Chicago Intermediate Service Center shall submit an annual application. The application shall include the following:

- a) A letter of transmittal which identifies the Regional Office of Education and, in the case of the Chicago Intermediate Service Center Governing Board, shows that the Board has formally approved a motion granting authority to submit the application.
- b) A detailed annual plan for the services to be provided by the Regional Office of Education or Chicago Intermediate Service Center pursuant to Section 525.120 of this Part. This plan shall be aligned with the school improvement planning needs identified through surveys of school districts to be conducted by each Regional Office of Education when formulating the plan. Objectives along with specific activities shall be presented. Activity statements shall include:
  - 1) an indication of each activity that responds to a need identified in the annual needs assessment as specified in Section 525.120(a)(2) of this Part;
  - 2) an indication of when each activity will be implemented and completed;
  - 3) an indication of who (e.g., Regional Office of Education or Intermediate Service Center staff, consultants) will conduct each activity;
  - 4) an indication of what each activity will accomplish; and
  - 5) evaluation criteria by which progress can be measured.
- c) Job descriptions for the professional and nonprofessional staff to be employed by the Regional Office of Education or Chicago Intermediate Service Center. If there will be part-time employees, the approximate percentage of time they will be assigned to activities shall be submitted. Resumes shall not be submitted.
- d) Services that may be subcontracted are those which the Regional Office of Education or Chicago Intermediate Service Center staff cannot provide.
  - 1) The following information regarding subcontracts in excess of \$5,000 shall be provided to the State Board of Education prior to entering into any subcontract:
    - A) a statement of what is needed and why the staff cannot provide it;

- B) name of the subcontractor;
  - C) the total subcontract amount;
  - D) a description of the goods and/or services to be distributed or delivered;
  - E) a detailed budget, including the beginning and ending dates for the proposed subcontract; and
  - F) a resume(s) if the subcontract includes professional services.
- 2) The State Superintendent of Education shall approve a subcontract when the evidence presented demonstrates that a need exists which the Regional Office of Education or Chicago Intermediate Service Center staff cannot meet and that the costs represent fair market value for the goods and/or services to be provided.
- e) Applications shall contain a budget indicating in detail each item of expenditure for the programs and services to be provided. The proposed budget shall be presented on a form provided by the State Board of Education. Expenditures shall be annually audited by the Auditor General pursuant to Section 2-3.17a of the School Code [105 ILCS 5/2-3.17a] and rules of the Auditor General (Code of Regulations; 74 Ill. Adm. Code 420.320(c)).
  - f) Applications must be submitted in accordance with directions set forth by the State Superintendent within 45 days after written notice by the State Board of Education. The Regional Office of Education or Chicago Intermediate Service Center shall submit three copies of the application to the State Superintendent, with one copy bearing the original signature of either the Regional Superintendent or Chairperson of the Governing Board, in the case of the Chicago Intermediate Service Center. No FAX copies will be accepted; however, electronic transmission may be allowed as directed by the State Superintendent of Education.
  - g) Applications shall be reviewed by State Board of Education staff. If an application does not meet the criteria set forth in Section 2-3.62 of the School Code and this Part, then State Board staff shall contact the applicant and request the submission of an amended application.

- h) Upon determining that an application is in compliance with Section 2-3.62 of the School Code and this Part, the State Superintendent of Education shall approve the application and shall notify the Regional Superintendent or, in the case of the Chicago Intermediate Service Center, the Chairperson of the Governing Board and the Administrative Agent, of such approval.

(Source: Amended at 33 Ill. Reg. 3198, effective January 27, 2009)

**Section 525.140 Program Evaluation Standards and Procedures**

The State Board of Education will annually evaluate programs that receive funds under this Part on the basis of the following standards.

- a) A review of the Regional Office of Education or Chicago Intermediate Service Center program records and operations reveals that the program complies with the provisions of Section 2-3.62 of the School Code and that it has been conducted in conformance with the provisions of the application approved by the State Superintendent of Education pursuant to Section 525.130 of this Part. To make these determinations:
  - 1) State Board staff shall review the Regional Office of Education's or the Chicago Intermediate Service Center's program records at least annually; visits to districts receiving services from a particular office or center will be conducted if the staff believes on-site clarification of questions arising from the documentary review is needed;
  - 2) State Board staff shall visit the Regional Office of Education or the Chicago Intermediate Service Center at least once every two years for the purpose of reviewing records and operations on-site; and
  - 3) Additional on-site visits shall be conducted as the State Board staff may deem necessary to resolve any questions arising from the documentary review.
- b) Regional Office of Education or the Chicago Intermediate Service Center evaluation standards and procedures shall conform to the requirements of Section 525.120(a)(5) of this Part; and the report resulting from the application of these standards and procedures shall describe the extent to which the Regional Office of Education or the Chicago Intermediate Service Center has met its objectives.

(Source: Amended at 21 Ill. Reg. 2179, effective January 29, 1997)

**Section 525.150 Allocation of Funds**

The State Superintendent will determine the allocation of funding based on the following criteria:

- a) the total appropriation of state funds identified with a particular program;
- b) the amount of federal grant funds applicable to particular programs to be provided through the Regional Office of Education or Chicago Intermediate Service Center for programs and services to be provided pursuant to Section 525.110 of this Part;
- c) the level of each Regional Office of Education's or Chicago Intermediate Service Center's need for support, including levels of expenditure and experience from prior years, as evidenced in its annual application to the State Board of Education; and
- d) the need to assure the delivery of services on a statewide basis.

**Section 525.160 Fiscal Procedures**

- a) The Regional Superintendent of Schools in each Regional Office of Education and the Administrative Agent for the Chicago Intermediate Service Center shall maintain accurate financial records. The State Board of Education and its agents shall have full and complete access at all times during regular business hours to files, records and all other property maintained by the Regional Superintendent of Schools or Administrative Agent for programs and services provided pursuant to Section 525.110 of this Part.
- b) All purchases exceeding the amount specified in Section 10-20.21 of the School Code [105 ILCS 5/10-20.21] must be bid in accordance with that Section.
- c) The Regional Superintendent of Schools and the Administrative Agent of the Chicago Intermediate Service Center shall maintain an inventory of equipment acquired with funds received directly from the State of Illinois.
- d) The Regional Superintendent of Schools in each Regional Office of Education and the Governing Board of the Chicago Intermediate Service Center shall establish travel regulations. The travel regulations shall include reimbursement rates, designation of reimbursable items, and other conditions deemed necessary.
- e) Registration charges and other fees for professional development, technical assistance, and other school improvement activities authorized under Section 2-3.62 of the School Code are to be determined on a cost-recovery basis. Excess funds resulting from registrations and other fees beyond the anticipated cost-recovery basis shall be deposited in a separate fund to be used solely to cover costs incurred due to less-than-anticipated registrations or to reduce the cost of similar activities.
- f) A maximum daily rate for consultants shall be established by the Regional Superintendents of Schools and the Governing Board of the Chicago Intermediate Service Center. The maximum daily rate for individual programs cannot exceed the rate the State Board of Education establishes in the annual application.
- g) The Regional Superintendent, or the Administrative Agent to the Chicago Intermediate Service Center Governing Board, shall provide on a regular basis such fiscal and programmatic information (e.g., expenditures, revenues, contracts, staffing) as is necessary for the Advisory Board or Governing Board to perform its duties.

(Source: Amended at 33 Ill. Reg. 3198, effective January 27, 2009)