Message From State Superintendent Christopher A. Koch

Last week I had the opportunity to meet with administrators in Bureau, Henry and Stark counties. I want to thank Regional Superintendent Bruce Dennison for inviting me and hosting the discussion with these administrators. I truly value getting out and speaking with you, and I am committed to continuing this practice.

Late last week the Comptroller’s office paid about $600 million in bills owed to public school districts, including the June Mandated Categorical payments. This is positive news as we start a new school year. Currently, the Comptroller’s backlog of FY 2009 unpaid bills is approximately $550 million, of which about $35 million is owed to schools. The current backlog of FY 2010 unpaid bills stands at $1.280 billion, with about $12.7 million designated for education.

I want to make you aware of a letter that I have sent to members of the General Assembly discussing budget matters and Illinois’ Race to the Top (RT3) application. This communication to lawmakers will keep our budget concerns on their minds and also let them know that we will need their support as we move forward in the RT3 process.

I updated members of the General Assembly on the FY 2010 budget, and how the decision to provide us with a $511 million lump sum for discretionary programs is affecting our grantees. Even with an additional $150 million from discretionary funding under Governor Quinn’s control, many fine programs are being reduced by half.

I also raised my concerns about the late payments to districts. While the state is now only about $50 million behind in payments to districts – the lowest this amount has been in a very long time – I would expect to see that figure grow as school begins and programs get up and running at full speed.

I also again raised the issue of the $1 billion funding cliff. As I have mentioned to you previously, Illinois used about $1 billion from the State Fiscal Stabilization Fund (SFSF) in FY 2009 and will again use another $1 billion from the SFSF in this fiscal year to fund education. That money is gone at the end of FY 2010 and we need legislators to begin thinking about how to replace that money.

When you see your legislators over the next few months, speak to them about budget concerns that you have. Let them know how you are being affected this year. Specifically, I encourage you to explain the cost your district incurs when state funds arrive late, as well as your concerns about the impending funding cliff. We must begin the conversation now so that everyone is cognitive of the impact these difficulties are having and will continue to have on public education.

You can access the full-text of the letter at http://www.isbe.net/pdf/ga_budget_ltr.pdf.

Chris
Upcoming Dates and Deadlines

- Affidavit of School Treasurer Bonds submitted by Regional Superintendents – Sept. 1
- Hooked on Hydroponics application deadline – Sept. 18
- Bright Green Dream Challenge entry deadline – Sept. 25
- National Public Lands Day – Sept. 26
- State Farm’s Youth Advisory Board service-learning grants deadline – Oct. 2
- U.S. Senate Youth Program and Hearst Scholarship application deadline – Oct. 7
- Illinois Youth Dropout Prevention Summit – Oct. 12
- Part 100 (Requirements for Accounting, Budgeting, Financial Reporting and Auditing): Public comment period ends Oct. 26
- Annual Superintendents’ Conference in Springfield – Oct. 27-28
- School District’s Adopted Budget due at ISBE – Oct. 30
- Illinois Dropout Prevention Summit – Nov. 4
- Annual Statewide Transition Conference – Nov. 8-10
- Veterans Day moment of silence – Nov. 11
- Limitation of Administrative Costs Worksheet deadline – Nov. 16
- Annual Financial Report due at ISBE – Nov. 16 (excluding those granted extensions due Dec. 15)

Legal

School Fee Waivers and Verification Process (P.A. 96-360)

Under Illinois law, school districts are required to waive charges for textbooks and other fees for children whose families are unable to afford them, including children eligible for the federal free lunch and breakfast program, and for any other extenuating circumstances for which the school board will waive fees as communicated in its adopted policy (e.g., reduced-price lunch or medical emergencies). [105 ILCS 5/10-20.13 and 34-21.6]

P.A. 96-360, effective Sept. 1, changes Sections 10-20.13 and 34-21.6 of the School Code to provide flexibility for school districts when they are verifying a student’s eligibility for a school fee waiver so that the verification can occur outside of the federally mandated process for the federal meals program (see http://www.ilga.gov/legislation/publicacts/fulltext.asp?Name=096-0360&print=true&write). The law provides two application options for verification purposes:

Option 1: Use of a student’s application for free meals under the federal program that does not rely on a student’s application for, eligibility for or participation in the free meals program.

Specific information about each of these options can be found at http://www.isbe.net/htmls/meals_fee waivers.htm.

Waivers/Modifications No Longer Needed for Legal School Holiday Requests, Most Parent-Teacher Conference Schedules

Holiday modifications: Since 1998, the Illinois State Board of Education (ISBE) has recommended that Section 24-2 of the School Code be changed to accommodate the needs of districts and other applicants to use legal school holidays for other purposes without having to submit a modification request to and obtain the approval of ISBE. With the enactment of Public Act 96-640, these changes can now be made at the local level with no need to use the waiver/modification law. P.A. 96-640 was enacted on Aug. 24 and takes effect immediately. This act provides that a school board or other eligible entity is authorized to hold school or schedule teachers’ institutes, parent-teacher conferences or staff development activities (including school improvement and inservice training) on the following legal school holidays:

- The birthday of Dr. Martin Luther King Jr. (third Monday in January);
• The birthday of President Abraham Lincoln (Feb. 12);
• The birthday of Casimir Pulaski (first Monday in March);
• Columbus Day (second Monday in October); and
• Veterans Day (Nov. 11).

The school board or other applicant is authorized to take these actions provided that (1) the person/persons honored by the holiday are recognized through instructional activities conducted on that day or, if the day is not used for student attendance, on the first school day preceding or following that day; and (2) the entity choosing to exercise this authority first holds a public hearing about the proposal. The school board or other applicant shall provide notice preceding the public hearing to both educators and parents, setting forth the time, date and place of the hearing; describing the proposal; and indicating that testimony from educators and parents will be taken about the proposal during the public hearing. Again, there is no longer a need to then submit these materials to ISBE for approval.

Applicants should also note that Public Act 96-0084, which took effect on July 27, requires that a school holding any kind of event at the school on Nov. 11, Veterans Day, must include a moment of silence at that event to recognize veterans of foreign wars. The public act can be viewed at http://www.ilga.gov/legislation/publicacts/fulltext.asp?Name=096-0084&GA=096.

Please note that holiday modifications currently in effect are not altered by P.A. 96-640. Such modifications will remain in effect until they expire.

Instructions for coding the public school calendar will be available soon.

Parent-teacher conferences: For several years, the State Board also has recommended that Section 18-8.05(F)(2)(d)(1) of the School Code be amended to allow applicants more flexible scheduling options for parent-teacher conferences without the need to submit a waiver request. Public Act 96-640 changes the School Code to allow a school district or other eligible entities to count as a full-day, parent-teacher conference, any of the following configurations:

• A minimum of five clock-hours of parent-teacher conferences;

• Both a minimum of two clock-hours of parent-teacher conferences held in the evening following a full day of student attendance and a minimum of three clock-hours of parent-teacher conferences held on the day immediately following evening parent-teacher conferences; or

• Multiple parent-teacher conferences held in the evenings following full days of student attendance, in which the time used for the parent-teacher conferences is equivalent to a minimum of five clock-hours.

If an applicant wants to employ a full-day conference configuration not covered by the language above, the applicant will need to submit a waiver to the General Assembly for its consideration.

As a reminder, full-day parent-teacher conference days cannot be considered for computing average daily attendance.

Please note that waivers for parent-teacher conferences currently in effect are not altered by P.A. 96-640. Such waivers will remain in effect until they expire.

Applicants should also note that Public Act 96-0084, which took effect on July 27, requires that a school holding any kind of event at the school on Nov. 11, Veterans Day, must include a moment of silence at that event to recognize veterans of foreign wars. The public act can be viewed at http://www.ilga.gov/legislation/publicacts/fulltext.asp?Name=096-0640&GA=096.

If you have any questions on the new law, contact the Rules and Waivers Division at 217-782-5270 or waivers@isbe.net.

No Child Left Behind

Waiver Notifications

The Illinois State Board of Education has reviewed the U.S. Department of Education (ED) Guidance on Title I, Part A Waivers, and is preparing the following waiver for submission on behalf of the LEAs in the state. Additional information and the draft waiver letters are available at http://www.isbe.net/nclb/htmls/waivers.htm.

7. Request to Waive the Provision That Prohibits an SEA From Granting to an LEA a Waiver of the Carryover Limitation More Than Once Every Three Years

• If granted, this waiver would enable ISBE to waive the carryover limitation more than once every three years for an LEA that needs the additional waiver because of the ARRA, which
U.S. Department of Education

H1N1 Continuity of Learning Guidance

The U.S. Department of Education wants to make sure students keep learning in the event of a flu outbreak.

The federal agency, in conjunction with the Department of Health and Human Services, recently issued recommendations for schools to help plan for the fall flu season, which includes the threat of H1N1 influenza.

To prepare for student absences and possible school closures, educators are being asked to create take-home assignments in advance for distribution to affected students, and to make use of telephones and the Internet to post homework materials, conduct classes and maintain communication with parents and students.

For the complete H1N1 Continuity of Learning Guidance, visit www.ed.gov/h1n1flu.

“We can all work to keep ourselves healthy now by practicing prevention, close monitoring and using common sense,” Arne Duncan, secretary of the Department of Education said. “We know that some students may be affected by H1N1. And our top priority is making sure that they have a way to get well, stay well and to keep learning. With these recommendations, we’re providing a menu of strategies for educators to help ensure that the learning process will continue.”

The department is working with private sector partners and service providers to make continuity of learning resources like pre-printed lesson plans, conference call services, webinar support, podcasting and virtual classrooms more affordable and accessible for educators.

“Everyone’s goal should be to keep children healthy and in school. But if they get sick -- and some will -- we have to make sure that they don’t fall behind,” said Kathleen Sebelius, secretary of Health and Human Services.

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Rules and Waivers

Notice of Completed Rulemaking

Please be advised that a set of emergency amendments recently adopted by the Illinois State Board of Education is now in effect. These rules have been posted on the agency’s Web site at www.isbe.net/rules. Please choose “Rules Currently in Effect” and scroll to Part 100. The emergency amendments are posted separately, just below the main document.

Part 100 (Requirements for Accounting, Budgeting, Financial Reporting and Auditing)

Adds new revenue account numbers and other material related to funds received pursuant to the American Recovery and Reinvestment Act of 2009 (ARRA); replaces the previous emergency action on this Part.

Affected Sections: 100.130 and 100.Table C

Effective Date: Aug. 26, 2009, for a maximum of 150 days

Invitation to Comment on Rules

A proposed rulemaking recently reviewed by the Illinois State Board of Education is available for public comment. The proposal has been posted on the agency’s Web site at www.isbe.net/rules; choose “Proposed Rules and Amendments.” Please submit any comments or suggestions you may have to rules@isbe.net.

Part 100 (Requirements for Accounting, Budgeting, Financial Reporting, and Auditing)

Adds new revenue account numbers and other material related to funds received pursuant to the American Recovery and Reinvestment Act of 2009 (ARRA); makes other technical corrections.


Curriculum and Instruction

Illinois History Teacher of the Year Named

Kathy Fuller, a Junior High School teacher at Unity Point School in Carbondale, was recently named Illinois History Teacher of the Year by the Gilder Lehrman Institute of American History and Preserve America.

Kathy Fuller is a 1982 graduate of Eastern Illinois University with a Bachelor of Science in elementary education. Fuller also received a Master of Science in education, with a specialty of instructional technology, in
1999 from Southern Illinois University. Fuller has taught at Unity Point School in Carbondale for 23 years, with the first 20 years at fifth grade and the last three teaching junior high social studies. Fuller is an Intel Master Teacher Trainer and has taught technology classes at John A. Logan College. In 2003, Fuller won a Best Buy Grant. She has presented at conferences in Illinois, Georgia, and Missouri.

Fuller, a Murphysboro resident, received a $1,000 honorarium and will be in the running for the National History Teacher of the Year award to be selected this fall. Unity Point School’s library will also receive a core archive of history books and educational materials from the Gilder Lehrman Institute of American History.

**Technology Integration Plan Information**

Several federal and state funding programs for schools and districts in the state of Illinois require a Local Educational Authority (LEA) to have an approved technology plan. The Illinois State Board of Education serves as the approving entity of tech plans for public schools and/or districts outside of the city of Chicago.

ISBE is also certified by the Universal Service Administrative Co. (USAC) to approve technology plans, and will serve as the Technology Plan Approver (TPA) for public schools and/or districts registered with ISBE for the purpose of E-Rate.

Schools and/or districts applying for E-Rate that have a Technology Integration Plan expiring on June 30, 2010, are required, by USAC, to complete a Basic (Draft) Plan before posting a Form 470. ISBE recommends that applicants complete the Basic Tech Plan no later than Oct. 1 in readiness for the E-Rate Year 12 (2010-11) funding year filing windows to be posted at [http://www.usac.org/sl/](http://www.usac.org/sl/). Schools and/or districts holding plans that will not expire in 2010 must complete an annual review of their plan and document monitoring set forth in the monitoring section. More information about the annual reviews is available on the Technology Integration Plan information page at [http://www.isbe.net/curriculum/elearning/default.htm](http://www.isbe.net/curriculum/elearning/default.htm).

Technical Assistance and training sessions relative to the writing of a tech plan are offered at various times during the year by through the Learning Technology Centers (LTC) throughout the state. Contact your local LTC director for dates and information. Additional information regarding Technology Plan writing and USAC requirements is available online at [http://www.usac.org/sl/](http://www.usac.org/sl/).

For more information, contact Faith Bishop at 217-557-7323 or [fbishop@isbe.net](mailto:fbishop@isbe.net).

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### Board Services

#### Thomas Lay Burroughs Award Nominations

The State Board of Education invites you to nominate your local board president for the Thomas Lay Burroughs Award for the State’s Outstanding School Board President.

This award was created in 1991 in memory of the late ISBE chairman and is presented each November at the IASB/IASA/IASBO conference in Chicago. This year, the conference will be held Nov. 20-22 and the award will be presented Sunday morning, Nov. 22.

Nominations should be submitted as indicated below by the close of business on Oct. 16.

Send your nomination via e-mail to Jean Ladage at [jladage@isbe.net](mailto:jladage@isbe.net). Please indicate in the subject line of the e-mail: Burroughs Nomination. If you have questions, call Jean Ladage or Marsha Moffett at 217-557-6626.

For nomination information and format please go to: [http://www.isbe.net/pdf/burroughs_award.pdf](http://www.isbe.net/pdf/burroughs_award.pdf).

#### Recognizing Achievement

The Illinois State Board of Education has become more proactive in its efforts to recognize the exemplary achievements of students, teachers, school administrators and local board members in Illinois. These achievements are such that they truly stand out from the ordinary.

Upon review and acceptance, the Illinois State Board of Education will pass a resolution describing the particulars of the achievement.

The signed resolution would be presented in one of the following three ways: mailed to the recipient(s); personally awarded to the individual(s) at their respective school(s); or presented to recipient(s) during the State Board meeting at which their resolution is approved.
Thank you for your assistance in providing the State Board with opportunities to praise the hard work of students and educators throughout the State of Illinois.

A nomination form can be downloaded at http://isbe.state.il.us/board/word/recognizing_achievements.doc.

**American Recovery and Reinvestment Act**

**Correction Made to Guidance for Securing DUNS Number and CCR Registration**

Corrected guidance has been provided by the federal government for carrying out the reporting requirements included in Section 1512 of the American Recovery and Reinvestment Act of 2009 (ARRA). In the Aug. 11 and Aug. 18 issue of the Weekly Message, it was stated that all sub-recipients that receive ARRA funds, such as districts, regional offices of education, joint agreements and other local education agencies must secure a Data Universal Numbering System (D-U-N-S) number but did not have to register with the Central Contractor Registration (CCR) site.

We have recently learned that the information provided to us was in error. All sub-recipients that are awarded ARRA funds must secure a D-U-N-S number and register with the Central Contractor Registration site. We apologize for the confusion this may have caused.

**Q: What is a D-U-N-S number and who provides it?**

**A:** Dun & Bradstreet (D&B) maintains a business database of information on businesses worldwide. D&B provides a D-U-N-S number, which is a unique 9-digit identification number for each physical location of a business organization. For school districts and other local education agencies this would be the physical location of the central administrative office. D-U-N-S number assignment is free for all entities required to register with the U.S. federal government for contracts or grants.

Most school districts already have a D-U-N-S number. Please check with your business office to determine if your district has a D-U-N-S number assigned, and if you do not, please register at http://www.dnb.com.

**Q: What is a CCR?**

**A:** The Central Contractor Registration (CCR) is the primary database for the federal government. CCR collects, validates, scores and disseminates data in support of agency acquisition missions. Since October 2003, it is federally mandated that any organization wishing to do business with the federal government under a Federal Acquisition Regulation-based contract must be registered with CCR before being awarded a contract. There is no cost to registrants. Additional information is available at http://www.ccr.gov.

Please check with your business office to determine whether your local education agency is registered with a CCR, and if not, access the CCR link and register. Note: You must have a D-U-N-S number before registering with CCR.

If your district needs to obtain a D-U-N-S number and/or register with CCR, please allow sufficient time to complete the process.

**English Language Learning**

**Annual English Language Proficiency Assessment**

The result of the 2009 ACCESS for ELLs report indicated that a substantial number of school districts did not annually administer the ACCESS for ELLs to all students who have been identified as having a limited English proficiency.

As you know, Illinois school districts are required to annually assess the English language proficiency (including aural comprehension [listening and speaking], reading and writing of all English Language Learner (ELL) students, whether enrolled or not in bilingual education programs (20 USC 6826, Sec. 3116(b) (3) (c), 23 Ill. Adm. Code, Section 228.25 (c) (1) and Section 14C-3 of the School Code), using the English language proficiency assessment (ACCESS for ELLs), prescribed by the State Superintendent of Education, until such time where the student achieves an English “proficient” score.

We urge you to review your assessment and enrollment procedures with your staff to make sure that your ELL students are properly identified and reflected on the Student Information System (SIS). Any students who, during the ACCESS for ELLs test administration window are identified as ELLs, are required to take this test.

Should you have any questions please contact the Division of English Language Learning at 312-814-3850.
School Business Services

Limitation of Administrative Costs Worksheet

School districts must submit the completed Limitation of Administrative Costs Worksheet - Section 17-1.5 to Illinois State Board of Education’s School Business Services Division by Nov. 16. The Illinois School Code requires school districts to limit the growth of “administrative” expenditures to a maximum of 5 percent from one fiscal year to the next. The provisions of Section 17-1.5 took effect July 1998.

School districts with administrative expenditures per pupil in the 25th percentile or below (4th quartile) that wish to waive the administrative cap via a school board resolution must:

1. Publish notice of a public hearing
2. Conduct a public hearing
3. Have an appropriate waiver resolution approved by the affirmative vote of at least two-thirds of the members of the school board
4. File a copy of such resolution with the State Board of Education within 45 days of approval

The Limitation of Administrative Costs Worksheet, quartile rankings for all school districts and a sample waiver resolution for qualifying districts can be accessed at www.isbe.net/sfms/AdminCaps/AdminCaps.htm.

Additionally, the Limitation of Administrative Costs Worksheet is included in the Illinois School District Annual Financial Report – June 30, 2009 (ISBE 50-35). The worksheet included in the School District Budget Form July 1, 2009 – June 30, 2010 (ISBE 50-36) is a working document for local use only and will not be accepted for official submission of the Limitation of Administrative Costs Worksheet.

Submitted Limitation of Administrative Costs Worksheets will be verified to the district’s submitted School District Budget Form July 1, 2009 – June 30, 2010 (ISBE 50-36) and the district’s submitted Annual Financial Report – June 30, 2009 (ISBE 50-35). Inaccurate Limitation of Administrative Costs Worksheets will be returned to districts for correction.

If you have any questions, contact Michelle Heninger, School Business Services Division, at 217-785-8779 or mheninge@isbe.net.

Nutrition

New Workshops on Purchasing in the National School Lunch Program

The Nutrition Programs Division is pleased to announce a new set of workshops focused on purchasing in the National School Lunch Program, The Competitive Edge: Purchasing in the National School Lunch Program.

The half-day workshops are designed to assist schools and districts with the processes involved in establishing procurement procedures, developing solicitations/contracts, issuing solicitations for bids and awarding contracts. Emphasis is placed on the state and federal rules and regulations that govern the purchasing of foods and goods for School-Based Child Nutrition Programs.

Registration for the workshops begins at 8:30 a.m. and the training is scheduled from 9 a.m. to noon. Complimentary beverages will be available, but no meals or snacks will be served.

Pre-registration is required and must be completed at http://webprod1.isbe.net/cnscalendar/asp/EventList.asp. There is no registration fee.

Here are the scheduled workshops: Sept. 17 in Bloomington at Eastland Suites Hotel and Conference Center; Sept. 18 in Schaumburg at the Radisson Hotel; Sept. 25 in O’Fallon at the Hilton Garden Inn and The Regency Conference Center; and Sept. 30 in Springfield at the Illinois Education Association Building.

Grants and Programs

48th Annual U.S. Senate Youth Program Hearst Scholarship

Information for the U.S. Senate Youth Program and Hearst Scholarship is available online at http://www.isbe.net/sos/htmls/hearst.htm. Each high school should have received a mailing from the state superintendent concerning the program and scholarship during the first week in August.

The first phase of this program brings two students from each state to Washington, D.C., March 6-13 to participate in the U.S. Senate Youth Program (USSYP). Delegates will be immersed in Washington activities throughout their weekend stay. The William Randolph Hearst
Foundation will pay all expenses for the week, including transportation, hotel and meals.

The second phase awards both recipients a college scholarship of $5,000. The Hearst Foundation requires that to obtain scholarship funds, a student must, within two years after high-school graduation, enroll at an accredited college or university in the U.S. The student is encouraged to include courses in government or related subjects to his or her undergraduate program.

In addition to the application in the August packet, applications can be obtained on the Illinois State Board of Education Web site at http://www.isbe.net/sos/pdf/42-60_hearst.pdf. A hard copy must be received by ISBE no later than 5 p.m., Oct. 7.

More information on this program can be obtained at http://www.hearstfdn.org/ussyp/, or contact Sally Veach, principal education consultant, at 217-524-4832 or sveach@isbe.net.

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**Professional Development**

**Conference on Illinois History features workshops to earn CPDUs**

The annual Conference on Illinois History, which features teacher workshop sessions approved for Continuing Professional Development Units (CPDUs), is scheduled for Oct. 1 and 2 in Springfield at the Prairie Capital Convention Center.

The 11th annual conference, sponsored by the Illinois Historic Preservation Agency, includes the following workshops:

- Photographing History: Increasing Student Interest
- Nineteenth-Century Illinois Settlement Patterns and the Impact on Political Sources
- A “Crane” Escape: Using Henry “Box” Brown to Teach Slavery and Freedom Thematically
- Using GPS and GIS to Map History
- Technology in the History Classroom
- Picturing the Past: Visual Sources and Resources for Illinois History
- Exhibiting History: Making the Lincoln-Douglas Debate Come Alive
- Deedslingers, Ghost Towns, and Frontier Flam-

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To receive a registration form and program for the conference, contact Donna Lawrence at donna.lawrence@illinois.gov or 217-785-7933. For more information, visit www.IllinoisHistory.gov/conference.htm.

**Classroom Opportunities**

**Teachers and Students Invited to Participate in Letters About Literature**

The Illinois State Library and the Illinois Center for the Book are pleased to announce information about Letters About Literature.

Letters About Literature is a national reading and writing program offered by the Illinois State Library, Illinois Center for the Book and Center for the Book in the Library of Congress in partnership with Target. The program invites students in grades 4 through 12 to read a book, reflect on it and write a letter to the author letting the author know how the book changed their life or their view of the world. The deadline to enter the competition is Dec. 12.

State winners receive a $50 Target Giftcard and a US Savings Bond at an awards ceremony with the Secretary of State. The state winners’ teachers will also receive recognition at the awards ceremony. The state winners’ letters go on to national judging, where six national winners each receive a $10,000 grant from Target to implement reading programs at their school or public library and 12 national honorable mentions each receive a $1,000 grant.

For additional information about Letters About Literature and to access the curriculum chart, teacher’s guide, letters of past winners, the entry form and guidelines, go to the Illinois Center for the Book Web site at http://illinoiscenterforthebook.org, click on “Projects” on the right navigational bar and scroll down to Letters About Literature. Questions? Contact Bonnie Matheis, coordinator of the Illinois Center for the Book, at bmatheis@ilsos.net or 217-558-2065.

The Illinois Center for the Book is also looking for judges to represent all areas of the state. Judging is set for February. If you think you might be interested in judging or know someone else who might be, please contact Bonnie.
Employment Opportunities

**ISBE External Vacancy List**

An External Vacancy List for the Illinois State Board of Education is available at [http://www.isbe.net/hr/Default.htm](http://www.isbe.net/hr/Default.htm).

In the News

**Weekly News Clips**