Message From State Superintendent Christopher A. Koch

I hope you all had an opportunity to enjoy at least some of the Labor Day weekend. I know this is an especially busy time for all of us, but hopefully you were able to enjoy a last blast of summer.

Since we’re coming back from a three-day weekend, I’ll keep this brief.

We are posting a back to school letter for parents on our Web site urging them to stay involved in their children’s education. The letter is in both English and Spanish and is posted at www.isbe.net/htmls/welcome_ltr_parents.htm.

While the letter is from me to parents, please feel free to personalize it for your district. Re-write it to come from you, a board member or encourage individual teachers to use it. It doesn’t matter who the message is from, as long as the message gets out.

Have a great week and a super year!

Chris

Upcoming Dates and Deadlines

- Superintendents’ Conference call for presenters deadline – Sept. 15
- School-based Child Nutrition Sponsor Applications due – Sept. 15
- 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
- Deadline for submitting the 2009 Reduction in Force Survey – Oct. 15
- 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
Weekly Message – State Board of Education – Sept. 8, 2009

- Annual Financial Report due at ISBE – Nov. 16 (excluding those granted extensions due Dec. 15)

American Recovery
and Reinvestment Act

New Guidance Available Online


- “Using ARRA Funds Provided Through Part B of the Individuals with Disabilities Education Act (IDEA) to Drive School Reform and Improvement”
- “Using IDEA Part C ARRA Funds to Improve Outcomes for Infants and Toddlers With Disabilities and Their Families”
- “Using ARRA Funds Provided Through Part B of the Individuals With Disabilities Education Act to Drive School Reform and Improvement”

LEAs Reminded to Return Survey

Some local education agencies (LEAs) in Illinois have been selected to participate in an online survey from the U.S. Government Accountability Office (GAO). The survey asks questions regarding how LEAs plan to spend funds provided by the American Recovery and Reinvestment Act (ARRA). LEAs that have received the survey request from GAO are strongly encouraged to respond to this survey as soon as possible. The deadline was Sept. 4, but it has been extended.

ARRA requires GAO to oversee how states and localities spend the funds. Illinois is one of the states selected to be monitored by the GAO over the next few years. GAO has issued two bi-monthly reports to Congress, in April and July, and will continue reporting through calendar year 2011.

As part of the next phase of a review process, GAO has created an electronic survey to gather information from LEAs across the country. The LEAs were selected by GAO on a random basis and were sent an e-mail with access to a Web-based questionnaire on Aug. 21. The survey relates to the initial allocation of ARRA education funds, including Title I, IDEA and state fiscal stabilization dollars. The results of this survey will be summarized at the national and state levels in the GAO’s December bi-monthly report.

For more information, contact Charlie Willson at 202-512-5906, Michelle Verbrugge at 202-579-6873 or Kathy Peyman at 202-512-9536.

Superintendent’s Conference

Presenters sought for annual event

The annual Superintendent’s Conference is just around the corner and needs presenters to talk about college and career readiness, new staff mentoring and many more topics.

A list of suggested topics is available at http://www.isbe.net/supts_conf/2009/09_call_presenters.pdf, along with an application form and additional information. Additional session ideas are welcome too. The form deadline is Sept. 15.


Former Colorado Gov. Roy Romer, who now serves as senior adviser to the New York-based nonprofit The College Board, will be the keynote speaker. His resume includes Superintendent of Schools for the Los Angeles Unified School District and chair of Strong American Schools. Also speaking at this year’s conference will be Michael Geisen the 58th National Teacher of the Year from Crook County Middle School in Prineville, Oregon.

For more information or questions about the conference, contact Leigh Ann Smith at 217-782-4870 or lsmith@isbe.net.

Special Education
and Support Services

Special Educator Work Load Plans

Beginning with the 2009-10 school year, all school districts are required to adopt a plan specifying limits on the work load of their special educators (see 23 Illinois Administrative Code 226.735 at http://www.isbe.net/rules/archive/pdfs/226ark.pdf).

To help address inquiries from the field about the work load plan, the Illinois State Board of Education has
posted an overview document that discusses the requirements for developing the plan, along with a PowerPoint resource that provides examples of such things as a process for developing and possible components of a work load plan and ways to analyze the activities delineated in the state rules. As stated in the overview document, districts are not required to submit the plan to ISBE for review or approval but must maintain a copy on file locally.

Both the overview document and PowerPoint resource can be accessed at http://www.isbe.net/spec-ed/Default.htm. Questions can be directed to the Special Education Services Division at 217-782-5589.

Data Analysis and Progress Reporting

2009 Reduction in Force Survey

The 2009 Reduction in Force Survey is available on IWAS for districts to submit data on tenured and nontenured teacher dismissals due to reduction in force. The deadline for submitting the 2009 Reduction in Force Survey is Oct. 15.

As required by Section 10-20.26 of the Illinois School Code, please provide on the survey the requested information on dismissals, rehiring and eliminated positions.

To ask questions about the survey, please contact Niann-Tsyr Chern in the Data Analysis and Progress Reporting Division at 217-782-3950.

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 as the basis for granting a school fee waiver; or

Option 2: Establishment of a separate application process to determine a student’s eligibility for school fee waivers based upon the income guidelines established by the federal meals 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](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.


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

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**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](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 provided a supplemental Title I, Part A appropriation.
- This waiver will only apply to districts that need a second (or third) waiver within three years because of its Title I, Part A ARRA funds.

If additional waivers are prepared, we will post them on the Web site and include a notification in the Weekly Message. Please send any questions or concerns on this matter to nclb@isbe.net.

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**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](http://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.

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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](http://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); 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


**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.

Nutrition

School Breakfast Incentives

The fiscal year 2010 budget has been signed; however, it includes a significant reduction in funding. It was a difficult decision as to what educational programs, including School Breakfast Program Incentives, would be reduced or eliminated.

It was determined that School Breakfast Incentives funding, which is comprised of three incentives, would be cut by about 50 percent from $723,500 to $361,800. With this amount, we will continue to fund as many School Breakfast Program Start-Up Grants ($3,500 per site) as possible and will continue to fund the Additional 10¢ Reimbursement Incentive. The Additional 10¢ Reimbursement will be paid only in the fourth quarter of FY2010, and payments will most likely be pro-rated to fairly distribute the funds to those eligible statewide.

More information on these incentives is available at http://www.isbe.net/nutrition/pdf/bfast_faq.pdf.

With the passage of Senate Bill 1957 (Public Act 96-0158), the third incentive, Universal School Breakfast Incentive, has been replaced with the Non-Traditional Breakfast Incentive effective July 1, 2009. Recognizing there are barriers to implementing breakfast in a traditional setting such as a cafeteria, this incentive will make grants available to school boards to offer the School Breakfast Program in a non-traditional setting or using non-traditional methods. Priority will be given to schools that are on the Early Academic Warning List. However, with the cuts to this year’s budget, the Non-Traditional Breakfast Incentive will not be made available in FY2010.

Aside from these breakfast incentives, you are still eligible for federal reimbursements for meals served if you participate in the School Breakfast Program. These rates are available at http://www.isbe.net/nutrition/pdf/school reimbursement.pdf.

Many difficult decisions had to be made and we appreciate your commitment to serving breakfast. If you have additional questions, please contact Shawn Rotherham in the Nutrition Programs Division at 800-545-7892.

School-based Child Nutrition

Sponsor Applications Due Sept. 15

The Sponsor/Site Applications to participate in the National School Lunch Program, School Breakfast Program, Special Milk Program and/or After-School Care Snack Program during the 2009–10 school year is accessible through IWAS (ISBE Web Application Security)/Application and Claim Entry System (ACES).

Applications will cover operating months of October 2009 through September 2010 and are due no later than Sept. 15. For instructions on completing the applications, see http://www.isbe.net/nutrition/htmls/instructions.htm.

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. 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.

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.

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 weeklong 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.

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 “Crate” 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 Flim-Flam

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.

Free, Online School Bomb Threat Training Available

“The midst of a crisis is not the time to start figuring out who ought to do what. At that moment, everyone involved – from top to bottom – should know the drill and know each other,” says Margaret Spellings, former U.S. Secretary of Education.

New Mexico Tech’s Energetic Materials Research and Testing Center uses that quote to promote its free, online course for school personnel to be prepared for the unthinkable – a bombing crisis. The class, Understanding...
& Planning for School Bomb Incidents, is sponsored and certified by the Department of Homeland Security.

The training covers such topics as threat assessment, warning signs of aggressive student behavior, effective response plans and recognition of homemade explosive devices. For more information or to register, visit http://www.emrtc.nmt.edu/training/upsbi.php.

Questions? Contact Barbara Kuhns at bkuhns@emrtc.nmt.edu or 575-524-6815 or Richard Campbell at rcampbell@emrtc.nmt.edu or 575-835-5054.

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.

In the News

Weekly News Clips