



Oct. 19, 2009

Message From State Superintendent Christopher A. Koch

I know many of you are pouring over the data from your report cards and we at the agency are going over them as well. The Illinois State Board of Education will not publicly release school and district report cards until the morning of Oct. 30 when they will be posted on our Web site.

In the meantime, we have made report card information available to members of the media at a secure Web site location, and we will also be speaking with them about the data later this week. Media, however, are not supposed to report on any of the information they have received from that briefing or our report card site until the morning of Oct. 30.

Schools and districts must make their report card information available to the public by the end of October. Many school districts have already released the results to the public and media, and others will do so between now and the end of October. You may release your information anytime between now and then and, if members of the media get that information from you, they may report on it at anytime, unless you have a specific embargo agreement with them.

The news from this year’s report cards is mixed. Our statewide averages continue to increase incrementally for all tests. Even though we saw decreases in two subjects tested on the PSAE, we still saw an overall gain on the percent of students meeting and exceeding standards.

Unfortunately, even though we are seeing gains, the number of schools making Adequate Yearly Progress continues to drop. This is not a surprise to anyone because the gains that we are making are just not enough to keep up with the increasing performance targets. This truly highlights one of the many reasons to reform No Child Left Behind.

In 2008, 1,200 schools and 340 districts failed to make AYP. In 2009, those numbers increased to 1,553 schools and 429 districts not making AYP. That means almost 50 percent of our districts are not making AYP and more than a third of our schools are not making AYP.

In addition, 39 schools and three districts showed enough progress this year to be removed from improvement status. Of the 39 schools, four were in their fifth year of academic watch and 25 first missed AYP when the performance target for meets/exceeds was 40 percent.

There is much work to be done in our schools but we have some great successes out there.

Have a great week and I look forward to seeing you at the Superintendents’ Conference next week.

Chris

Table of Contents
School Business Services 2
Funding and Disbursement Services..... 2
Grants and Programs 3
Professional Development..... 4
Special Education and Support Services ... 4
Data Analysis and Progress Reporting 5
Educator and School Development 6
Curriculum and Instruction..... 6
Nutrition..... 6
Student Opportunities 7
Principal Appreciation Day 8
Employment Opportunities..... 8
In the News..... 8

Upcoming Dates and Deadlines

- **FY 2011 Budget Hearing in Chicago** – Oct. 21
- **Principal Appreciation Day** – Oct. 23
- **Those Who Excel/Illinois Teacher of the Year Banquet in Peoria** – Oct. 24
- **Part 100 (Requirements for Accounting, Budgeting, Financial Reporting and Auditing):** Public comment period ends Oct. 26
- **Annual Superintendents' Conference in Springfield** – Oct. 27-28
- **FY 2011 Budget Hearing in Springfield** – Oct. 28
- **School District's Adopted Budget due at ISBE** – Oct. 30
- **Special Education Summer Claims deadline** – Nov. 2
- **Illinois Dropout Prevention Summit** – Nov. 4
- **FY 2011 Budget Hearing in Wheeling** – Nov. 5
- **Illinois Advisory Council for the Education of Gifted and Talented Children application deadline** – Nov. 6
- **Annual Statewide Transition Conference** – Nov. 8-10
- **Illinois Arts Education Week Poster Contest deadline** – Nov. 9
- **2009-10 Unfilled Positions Survey deadline** – Nov. 15
- **2009-10 Health and Immunization Collection deadline** – Nov. 16
- **Limitation of Administrative Costs Worksheet deadline** – Nov. 16
- **Annual Financial Report due at ISBE** – Nov. 16 (excluding those granted extensions due Dec. 15)
- **FY 2011 Budget Hearing in Mundelein** – Dec. 9
- **Postmark deadline for waiver applications to be considered by the General Assembly in Spring 2010** – Jan. 8
- **2009-10 Eye Examination Data Collection deadline** – June 30

School Business Services

School Budgets Due Oct. 30

Reminder: All school district budgets must be adopted within or before the first quarter of each fiscal year. Joint Agreement budgets must be adopted annually by Sept. 1.

All budgets are required to be entered and adopted on the applicable form provided by the Illinois State Board of Education at the following link:

<http://www.isbe.net/sfms/budget/2010/default.htm>.

The School District Budget Form 50-36 must be submitted electronically to ISBE within 30 days of adoption and no later than Oct. 30.

The filing deadline for the Annual Financial Report (AFR) is Oct. 15 of each year.

Statue requires that the AFR and attachments are to be filed on or before Oct. 15 of each year with the appropriate Regional Superintendent. In extenuating circumstances, the Regional Superintendent may grant up to 60 days extension per Section 3-7 of the School Code. If an extension has not been granted, the AFR must be

electronically submitted to ISBE on or before Nov. 15. As well, a hard copy of the cover page through Page 8 is required to be mailed to ISBE with the appropriate signatures affixed by Nov. 15. The AFR and related material for school districts/joint agreements may be obtained from the following Web site:
<http://www.isbe.net/sfms/afr/afr.htm>.

Annual Statement of Affairs forms must be completed and published in the residing district's local newspaper by Dec. 1, annually, and submitted to ISBE by Dec. 15, annually.

If you have any questions or need assistance, please contact School Business Services at 217-785-8779.

Funding and Disbursement Services

Special Education Summer Claims Are Due by Nov. 2

Special Education Summer School State Aid and Special Education Summer Individual Orphanage claims are statutorily required to be received at the Illinois State Board of Education on or before Nov. 2. Claims are for

eligible students educated in 2009 summer programs and must be filed electronically. No claims will be accepted or honored after the statutory date.

Special Education Summer School State Aid claims authorized under Section 18-4.3 are required to be filed electronically via the Illinois State Board of Education's Web Application Security System (IWAS) and will only be available to transmit student data until midnight Nov. 2.

Eligibility requirements for pupils claimed for summer school are:

- (1) the pupil must be enrolled in one or more courses offered for at least 60 clock hours in the summer session;
- (2) the pupil must be eligible pursuant to the requirements for continued summer school services per his or her Individualized Education Plan (IEP);
- (3) there shall not be a tuition charge to families to insure a "free, appropriate public education."

Questions regarding completion of the Special Education Summer School claim should be directed to Jodi Whitlow, Division of Funding and Disbursement Services at 217-782-5256 or jwhitlow@isbe.net.

Special Education Summer Individual Orphanage claims authorized under Section 14-7.03 must be transmitted electronically using iePoint >2009.2.1 or NetCheck via Harrisburg Project. Technical issues regarding iePoint >2009.2.1 or NetCheck should be directed to Harrisburg Project support staff at 800-635-5274.

Please note that the Special Education Summer Individual Orphanage claims may only be transmitted until midnight Nov. 2. Questions regarding completion of this claim should be directed to Jodi Whitlow, Division of Funding and Disbursement Services at 217-782-5256 or jwhitlow@isbe.net.

Final FY10 Allocations Available for NCLB Consolidated Application

Final FY10 Title I and Title IID allocations for all eligible local education agencies (LEAs) are complete and summarized at http://www.isbe.net/funding/pdf/nclb_allocations10.pdf. This spreadsheet also includes the LEA allocations for Title IIA and Title IV, which have not changed.

The allocations are also available on the NCLB Consolidated Grant Application allotment page for each LEA in the electronic Grants Management System.

Final FY10 Title I allocations for all LEAs are complete and can be accessed at http://www.isbe.net/funding/pdf/title_I_proj_fy10.pdf.

ARRA – Title I allocations have not changed and represent the Final ARRA – Title I allocations, which can be found at http://www.isbe.net/funding/pdf/title_I_arra_prelim_fy10.pdf.

Title I funding is based on LEA eligibility for the four statutory formulas – Basic, Concentration, Targeted and Education Finance Incentive Grants; and on a variable hold harmless. Based on the data from the U.S. Department of Education, many LEAs were held harmless at 100 percent of their FY09 allocation for Title I. Therefore, the final allocations found at http://www.isbe.net/funding/pdf/nclb_allocations10.pdf replace the earlier projected allocations.

If you have already received ISBE approval for your NCLB Consolidated Application, you can amend your application for the changes in allocation. Carryover funds may also be available to your district if your final FY09 expenditure reports have been submitted. If you have not yet applied, (NOTE: The latest date for original submission for NCLB and ARRA-NCLB is Nov. 2, 2009) or your application is still within the approval process at the district level, you may apply for your additional funds at this time.

Questions regarding the Title I, IIA, and IV programs should be directed to staff in the Grants and Programs Division at (217) 524-4832.

For questions about the Title IID Technology – Enhancing Education Through Technology formula grants, contact Kathy Barnhart in the Division of Curriculum and Instruction at (217) 557-7323 or kbarnhar@isbe.net.

Grants and Programs

Improvement and Restructuring Plans

District Superintendents: Remember that your initial notification of academic status started the clock ticking for the submission of improvement and restructuring plans. The submission of plans is now imminent for

districts and many schools. Please see the Frequently Asked Questions at The Resource Manual, http://www.isbe.net/sos/pdf/improvement_manual.pdf, to determine if and when improvement and restructuring plans are due for your district and schools.

Note: Restructuring plans are required for schools in Federal “Restructuring” status and for schools in State Academic Watch 2 status. If you have questions, please contact the Grants and Programs Division at 217-524-4832.

Join the Illinois Advisory Council for the Education of Gifted and Talented Children

The Illinois State Board of Education is accepting applications to become a member of the Illinois Advisory Council for the Education of Gifted and Talented Children. There are three expired positions the agency will be filling. The terms are for four years, and the advisory council meets three times a year. As required by P.A. 094-0151, members of the council will be appointed by the State Superintendent, Dr. Christopher A. Koch.

The Council is charged with advising the State Superintendent regarding all rules and policies to be adopted by the State Board relating to the education of gifted and talented children. Members will be selected on the basis of their knowledge of, or experience in, programs and problems of the education of gifted and talented students.

Deadline for submission of application is Nov. 6. Please send your letter of application along with your resume to Marci Johnson, Division Supervisor, Grants and Programs Division, 100 N. First St. N-242, Springfield, IL 62777. For additional information please call **Marci Johnson** at 217-524-4832 or e-mail marjohns@isbe.net.

Professional Development

Virtual Town Hall for Teachers Oct. 20

On the Oct. 20 special edition of Education News Parents Can Use, U.S. Secretary of Education Arne Duncan will engage teachers across the country in a virtual town hall forum about what’s working and what’s not working in our nation’s schools. During the live program from 7 to 8 p.m., Duncan will listen to comments from a studio audience comprised entirely of local teachers, and he will respond to telephone calls and e-mails from across the country.

Visit <http://www.ed.gov/edtv> for local viewing options and visit <http://www.connectlive.com/events/ednews/> to watch this special edition live online. Join the national discussion online at <http://www.edgovblogs.org/duncan/2009/09/town-hall-with-teachers-join-the-discussion/>.

Dropout Prevention Summit Coming Up

The Illinois Dropout Prevention Summit is just around the corner. The summit, which is set for 9 a.m. to 4 p.m. Nov. 4 in Normal, is being held at no cost to attendees, and lunch will be provided.

America’s Promise Alliance and State Farm Insurance are convening the summit at the Illinois State University Bone Student Center to discuss the school dropout crisis. According to America’s Promise Alliance, 1.2 million students do not graduate with their classmates each year. The alliance is a partnership of more than 300 corporations, nonprofits, faith-based organizations and advocacy groups based in Washington, D.C.

Travel stipends to attend the conference are available on a first-come, first serve basis for school districts through Regional Offices of Education.

For more information and to register, visit <http://www.sfamericaspromise.com/adultsummit.php>.

Special Education and Support Services

Update on 50 percent Reduction of MOE

ISBE, like many local education agencies (LEAs), was concerned about how a “Needs Assistance” local determination for IDEA Compliance Indicators impacted the ability to utilize IDEA funds from the American Recovery and Reinvestment Act (ARRA). ISBE staff continued to seek clarification for school districts in relation to the LEA Determinations after the April 29 issuance of the Determinations.

In addition to several conversations between ISBE staff and our counterparts at the U.S. Department of Education (USDE), State Superintendent Dr. Christopher Koch sent a letter to Education Secretary Arne Duncan regarding the impact of LEA Determinations on IDEA/ARRA funds. Specifically, Koch requested that the USDE allow the 50 percent maintenance-of-effort (MOE) reduction provision to include the districts that received the LEA Determination of “Needs Assistance.”

ISBE received a response from the USDE stating that their staff did not interpret IDEA to allow the 50 percent MOE reduction provision to include the LEAs that have received the determination of “Needs Assistance” and, therefore, could not grant ISBE’s request.

Data Analysis and Progress Reporting

Health and Immunization Data Collection

The Student Health Data - Immunization data collection system will be open in IWAS starting Friday, Oct. 16. The deadline for submitting these data is Nov. 16.

URLs for important related documents are provided below.

User Guide:

http://www.isbe.net/research/pdfs/Immunization_user_guide.pdf.

Immunization and Compliance With State Law:

http://www.isbe.net/research/pdfs/immunization_requirements.pdf.

Data Entry Worksheet:

http://www.isbe.net/research/xls/immunization_worksheet.xls.

How to Calculate Actual Unduplicated Count:

<http://www.isbe.net/research/pdfs/UnduplicatedCount.pdf>.

Health and immunization questions and answers:

<http://www.dhs.state.il.us/OneNetLibrary/27894/documents/SchoolHealth/FAQ09.doc>.

Please share this information with your school nurse or health technician and those responsible for submitting the Health/Immunization data to the Illinois State Board of Education. Questions can be addressed to Md. Shafiqul Azam in the ISBE Data Analysis and Progress Reporting Division at 217-782-3950 or mazam@isbe.net.

Eye Examination Data Collection

The Student Health Data – Vision data collection system will be open in IWAS starting Friday, Oct. 16. The deadline for submitting these data is June 30, 2010. URLs for two important related documents are provided below.

User Guide:

http://www.isbe.net/research/pdfs/vision_iwas_guide.pdf.

Data Entry Worksheet:

http://www.isbe.net/research/xls/eye_exam_wsht.xls.

Please share this information with your school nurse or health technician and those responsible for submitting the Eye Examination data to the Illinois State Board of Education. Questions may be addressed to Md. Shafiqul Azam in the ISBE Data Analysis and Progress Reporting Division at 217-782-3950 or mazam@isbe.net.

2009-10 Teacher Service Record to Open in IWAS

The 2009-10 Teacher Service Record will open Oct. 16 for districts and other reporting entities to provide data on full- and part-time employees working as of Oct. 1 in a position that requires a teaching, administrative or school service personnel certificate issued by the Illinois State Board of Education. This includes any retiree working in a position requiring certification, performing duties other than as a substitute.

The deadline for submitting these data is Dec. 15.

Questions about completing the Teacher Service Record can be directed to the ISBE Data Analysis and Progress Reporting Division at tsr@isbe.net or 217-782-3950.

2009-10 Unfilled Positions Survey Available in IWAS

The 2009-10 Unfilled Positions Survey is now available in IWAS for data entry. The deadline for completing the survey and submitting it to ISBE is Nov. 15. Districts are to report the number of budgeted positions they were unable to fill as of Oct. 1. All districts are required to complete the survey, even districts that did not have any unfilled positions.

To avoid duplicating unfilled positions reported by public school districts, other reporting entities (e.g., special education cooperatives) should only report their unfilled employee positions.

Questions about the survey content can be directed to Jim Sweeney in the ISBE Data Analysis and Progress Reporting Division at jsweeney@isbe.net.

Educator and School Development

Supplemental General State Aid Expenditure Plans Due Oct. 30 for School Districts Maintaining Over 1,000 Student Average Daily Attendance

The majority of Illinois school districts receive Supplemental General State Aid (SGSA) due to the percentage and number of disadvantaged, low income, students attending the district. Districts receive SGSA funding through the Poverty Grant Calculation, which is part three of the General State Aid claim. The SGSA payments are included as a portion of the General State Aid payments. School districts with average daily attendance more than 1,000 are required by the school code to file an SGSA Expenditure Plan.

The required SGSA Expenditure Plan must be filed electronically utilizing the ISBE IWAS system. The IWAS system can be accessed through the Illinois State Board of Education's Web page at isbe.net; the IWAS button is at the top of the page. All pertinent SGSA information is contained on your district's screen. A brief narrative is required on the first page and a budget breakdown must be listed on the second page. SGSA funding may be expended in numerous ways but must primarily benefit the disadvantaged, low income, students that generate the funding for the district without supplanting other types of funding that is already in place.

If you have questions, contact **Richard Loman** rloman@isbe.net or 217-782-2948.

Curriculum and Instruction

ISBE Joins Forces on Thinkfinity Site

The Illinois State Board of Education is collaborating with the Illinois Office of Educational Services to increase knowledge and awareness, and provide training toward the use of Verizon Foundation's Thinkfinity online K-12 free education portal at <http://www.thinkfinity.org/>.

This Web resource houses more than 55,000 standards-aligned educational resources created by consortium partners, including leading educational organizations, (applicable for use by) educators, after-school program leaders and instructors, students and parents.

A link to a video overview of this valuable technology integration resource is available online at <http://www.thinkfinity.org/tour/thinkfinitytour.aspx>.

For more information about this resources site and related professional development or training opportunities, contact **Debbie Potts** at dpotts@ioes.org or 217-786-3010, ext. 233, or Faith Bishop at fbishop@isbe.net or 217-557-7323.

Illinois Arts Education Week Poster Contest Under Way

The third week of March is traditionally designated Illinois Arts Education Week by the governor. The next Illinois Arts Education Week will be March 15-21. It is also sponsored in cooperation with the Illinois Alliance for Arts Education (IAAE) and ISBE.

This poster contest reinforces the importance of the arts in the growth and development of all students. Each year an Illinois student's artwork is featured on the poster, which is sent to all public and private schools in Illinois. The winner will be recognized at the annual IAAE Awards Ceremony and at the ISBE board meeting on March 18.

The postmark deadline for entries is Monday, Nov. 9. The contest criteria and entry forms can be accessed under what's new on ISBE Curriculum page, http://www.isbe.net/curriculum/html/arts_week.htm.

Nutrition

Summer Breakfast and/or Lunch Program Mandate

Public Act 096-0734 (amends Public Act 095-0155), amends Section 20 of the Childhood Hunger Relief Act (105 ILCS 126/20). This amendment requires a school district to implement a summer breakfast and/or lunch program for the duration of the summer school program in all schools where 50 percent or more of the student population is eligible for free or reduced-price meals and that have a summer school program. This amendment applies to all schools that meet the above criteria, including those schools not currently participating in any federal Child Nutrition Program.

Two federal Child Nutrition Programs administered by the Illinois State Board of Education, the National School Lunch Program's Seamless Summer Option (SSO) and the Summer Food Service Program (SFSP) assist school districts in implementing a successful program and in

supplementing the costs of providing meals to students during the summer. The legislation, along with question and answers, is accessible at <http://www.isbe.net/nutrition> on either the National School Lunch Program or Summer Food Service Program Web page under Public Act 096-0734— Summer Food Service Program. Public Act 096-0734 (accessible at <http://www.ilga.gov/>) also includes information regarding an opt-out provision.

Public Act 096-0734 is an important piece of legislation for Illinois children. Staff from our Nutrition Programs Division is available at 800-545-7892 or 217-782-2491 for technical assistance with reimbursement or program operations.

America Recycles Day Coming Up

Celebrating its 11th year, America Recycles Day encourages people to recycle. Plan now to get your school community, students, faculty and administration involved. At the school community level, investigate recycling of the following: aluminum, cardboard, plastic, steel, organic waste and paper.

Did you know that we only recycle 1.5 pounds of the 4.6 pounds we generate daily, as individuals? Visit <http://www.resourcefulschools.org> and <http://earth911.com> for more ideas to help improve recycling efforts, such as finding recycling centers and much more.

National School Lunch Program Required Verification Process

Verification is the confirmation of eligibility for free and reduced-price meals under the National School Lunch Program (NSLP) and School Breakfast Program (SBP). By Nov. 15 of each year, each local educational agency (LEA) must have selected and verified a sample from applications approved for benefits on-file as of Oct. 1. The verification process is a requirement for LEAs participating in the NSLP and/or SBP programs.

Verification Timeline:

- Oct. 1 — Count number of approved applications by category on file and begin verification process.
- Last operating day of October — Count number of ALL free and reduced-price eligible students by category.

- Nov. 15 — Ensure verification process complete.
- Dec. 15 — Submit Verification Summary Report.

For questions or guidance on the verification process please call 800-545-7892 or visit our Web site at http://www.isbe.net/nutrition/pdf/verification_process.pdf.

Student Opportunities

Video Contest Under Way for Students

In 2 minutes or less, America's students have an opportunity to show the nation and the world how far education can take them and how they will achieve their dreams. The U.S. Department of Education is asking students to participate in a national video contest titled “I Am What I Learn.”

The contest is open to active middle, secondary and college students, ages 13 and older. Through Nov. 2, students can submit their videos up to 2 minutes long at <http://www.Ed.gov/IAmWhatILearn>. There are no restrictions on the style of the video, as students are encouraged to be creative.

Video submissions will be reviewed by a panel of judges, including Secretary Duncan. Judges will choose 10 finalists to promote on the U.S. Department of Education's official YouTube channel. The public can then view the finalists' videos and vote on their favorites. The top three finalists with the most votes will each win \$1,000 prize issued by the U.S. Department of Education. Winners will be announced the week of Dec. 1.

Winning videos will be chosen based on the following criteria: use of creativity, strength and originality of content, and ability to inspire.

For more information and complete contest rules, visit <http://www.Ed.gov/IAmWhatILearn>.

Illinois Arts Council Promotes 2009 Poetry Out Loud Contest

The Illinois Arts Council invites all Illinois high schools to participate in the 2009 Poetry Out Loud: National Recitation Contest, a free national program created by the National Endowment for the Arts and the Poetry Foundation. Now entering its fifth year of national competition, Poetry Out Loud has inspired hundreds of

thousands of students to discover a broad spectrum of classic and contemporary poetry.

Poetry Out Loud will award more than \$100,000 to state- and national-level winners in total this year. National Finals will award a total of \$50,000 in cash awards and school stipends for the purchase of poetry books, and each state-level contest awards \$1,000 in cash prizes to the champion, runner-up and their schools.

Hard copies of all Poetry Out Loud materials are free for participating schools, including print and online poetry anthologies, a teacher's guide to help instructors teach recitation and performance, an audio CD featuring distinguished actors and writers, promotional and media guides, and a Web site. Read the full release at <http://www.state.il.us/agency/iac/NEWS/PR%2010%20POL%20Deadline%20Announcement.html>.

Web Design Contest Offered for High School Students

Illinois high school students are invited to compete in a Web design contest sponsored by Microsoft. Using the company's Expression Web software, students can participate in teams of two to four people in the "blink" competition.

Registration for the contest is under way until Feb. 17, with final Web site submissions due by March 17. Microsoft is providing the software to qualifying schools. See <http://www.bliinkcontest.com> for details and to register.

The theme for the competition is "I Imagine a Green Future." Prizes include MP3 players, up to \$300 and a trip to Washington, D.C., in April. In addition, winning Web sites will be featured on a Microsoft site.

Free tutorials and learning materials on Web design are available at <http://expression.microsoft.com/education>. For questions, e-mail ew4hs@innovativeteachers.us.

Financial Literacy Challenge Available for High School Students

High school students across the country are invited to participate in the third annual Financial Literacy Challenge, an online quiz competition offered by the Common Knowledge Scholarship Foundation and the Students In Free Enterprise team at the University of Florida.

Interested students should visit

<http://www.knowmoremoney.org>, where study material is available before taking competitive quizzes about basic financial literacy topics such as identity theft, credit and budgeting. Scholarship prizes totaling \$2,000 will be awarded.

Principal Appreciation Day

Illinois Principals Association Offers Ideas to Mark the Occasion

Did you know Oct. 23 is Principal Appreciation Day? The state-endorsed occasion aims to honor the work of principals, assistant principals and deans in schools throughout Illinois.

The Illinois Principals Association is encouraging us to celebrate by offering a list of possible "Acts of Appreciation." Here are a few:

Decorations: Decorate the office and hallways of the school showing your appreciation for your principal.

E-mail: Teachers can have their students send their principal thank-you notes via e-mail during computer class.

For more ideas, visit

http://www.ilprincipals.org/pages/special_events.html.

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

ISBE has posted highlights from last week's education news clips at <http://www.isbe.net/news/2009/newsclips/091016.htm>.