



December 14, 2009

Message From State Superintendent Christopher A. Koch

We have completed Illinois' Phase II State Fiscal Stabilization Fund application, a month before the deadline. We have been working to move quickly on completing this application because the state sorely needs the additional cash to continue paying bills.

The budget passed by the General Assembly for FY 2010 includes utilizing approximately \$600 million from the distribution of Phase II of the SFSF. It is our intent to get approval from the federal government and receive those funds as soon as possible after the first of the year. We will send notice to districts prior to utilizing these funds for GSA so that you will be able to take the appropriate accounting measures.

I wanted to update you on the fiscal situation currently facing the state. As you know, General State Aid payments are a priority for the Comptroller's Office and at this point in time, they have been able to make these payments on time. Currently, the Comptroller has a backlog of \$4.2 billion, with unpaid vouchers dating back to Aug. 11, 2009. That \$4.2 billion total includes 18,000 vouchers from the Illinois State Board of Education totaling \$757 million. A breakout of the larger vouchers is as follows:

- Mandated Categoricals — \$523 million
- Early Childhood Bloch Grant — \$80 million
- Textbooks — \$30 million
- Career Tech Education — \$19 million

While I understand the frustration of dealing with the delayed payments, I cannot stress to you enough the importance of making sure your constituents and lawmakers understand that these federal stimulus dollars dry up this year. After we receive these SFSF Phase II funds, there are no more federal dollars in the pipeline that can be used for GSA or other general purposes. In FY 2011, we will need an additional \$1 billion just to stay even.

The State Board of Education meets in Springfield this week and their budget discussion is scheduled to begin at about 1 p.m. Wednesday. You can listen to that discussion over the internet at www.isbe.net.

This will be the last Weekly Message until 2010.

Enjoy the holidays!

Chris

Upcoming Dates and Deadlines

- **National School Lunch Program Verification Summary Report deadline** – Dec. 15
- **FY 2010 NCLB Title I Comparability submission deadline** – Dec. 15
- **American Recovery and Reinvestment Act of 2009 (ARRA) Enhancing Education Through Technology (EETT) Competitive Grant: Illinois School Reform Through Technology Initiative (IL-SRTT) RFP Online Forum** – Dec. 16

- **Reporting for the American Recovery and Reinvestment Act** – Submit data by Dec. 18
- **Deadline for ordering special format test materials for ISAT** – Dec. 21
- **Part 151 (School Construction Program)** – Public comment period ends Dec. 28
- **Nonpublic Registration, Enrollment, and Staff Report (87-01) deadline** – Dec. 31
- **Part 1 (Public Schools Evaluation, Recognition and Supervision) and Part 252 (Driver Education)** – Public comment period ends Jan. 4.
- **IAAE Service Recognition Awards nomination deadline** – Jan. 4
- **School Year 2011 Annual Commodity Order Period** – Jan. 4 through Feb. 1
- **Postmark deadline for waiver applications to be considered by the General Assembly in Spring 2010** – Jan. 8
- **Request for Proposals for the American Recovery and Reinvestment Act of 2009 Enhancing Education Through Technology Competitive Grant: Illinois School Reform Through Technology Initiative** – Deadline for proposals, Jan. 8.
- **Immigrant Education Program Student Report deadline** – Jan. 15
- **Illinois Association for Gifted Children Convention** – Feb. 7-9
- **Part 228 (Transitional Bilingual Education) and Part 235 (Early Childhood Block Grant)** – Public comment period ends Feb. 15
- **Non-Certified Staff Salary Study survey deadline** – March 1
- **Illinois Young Authors' Conference in Bloomington-Normal** – May 15
- **2009-10 Eye Examination Data Collection deadline** – June 30

ARRA

School Level Expenditure Report Requirement

A new school level expenditure report is being required per the American Recovery and Reinvestment Act of 2009 (ARRA) for local education agencies (LEAs) that are entitled to funds under Title I, Part A of the Elementary and Secondary Education Act (ESEA) provided under ARRA (i.e., LEAs that are entitled to ARRA Title I funds calculated under the Targeted Grant and Education Finance Incentive Grant formulas). Such LEAs are required to report school-by-school expenditures from state and local funds for the 2008-09 school year for all of their schools (not just Title I schools). The U.S. Department of Education states that they will use these data to examine the extent to which school-level education resources are distributed equitably within and across LEAs.

To facilitate this required reporting, we are creating a new IWAS application. While the application is not yet available, we did want to alert school districts to this new reporting requirement prior to the holiday break. Our intent is to have this system available in January, as the report of this data is due to the Department of Education by March 31.

This specific report is focused on only state and local fund expenditures for Regular K-12 instruction, within four categories:

- Personnel salaries at the school level for all school-level instructional and support staff.
- Personnel salaries at the school level for instructional staff only.
- Personnel salaries at the school level for teachers only.
- Non-personnel expenditures at the school level (if available).

An Excel worksheet will be available for download and completion. The specific function and object codes, per Part 100 Requirements for Accounting, Budgeting, Financial Reporting and Auditing, will be provided to assist in the calculation of reporting data per school.

School level expenditures to be excluded from this report include those:

- From federal program funds.
- From special education funds.
- Not associated with regular K-12 programs, such as preschool and adult education.
- That serve students from more than one school attendance area, such as summer school.
- Expenditures for employee benefits.

Further information will be made available to you. If you have any questions, please contact Sally Cray of the

Division of Funding and Disbursements, at 217-782-5256 or scray@isbe.net.

ARRA Enhancing Education Through Technology Competitive Grant: Illinois School Reform Through Technology Initiative

The State Board has released an RFP for the American Recovery and Reinvestment Act of 2009 (ARRA) Enhancing Education Through Technology (EETT) Competitive Grant: Illinois School Reform Through Technology Initiative (IL-SRTT). The purpose of the grant is to provide an unprecedented one-time opportunity for eligible applicants to acquire low-cost laptop/ultra-portable netbook computers to create fully integrated, state-of-the art learning environments.

The RFP is available at the following site:
<http://www.isbe.net/curriculum/elearning/default.htm>.

An online forum about the American Recovery and Reinvestment Act of 2009 (ARRA) Enhancing Education Through Technology (EETT) Competitive Grant: Illinois School Reform Through Technology Initiative (IL-SRTT) RFP will be held at 10 a.m. Wednesday, Dec. 16.

This forum can be found at <http://www.isbe.net/curriculum/default.htm>. All questions and answers will remain on the Web site until Dec. 28. Applicants should carefully review these responses before submitting their proposals. During this forum, the RFP will be discussed and applicants will have the opportunity to ask questions. Registration for the Webinar is required and can be completed at <https://www1.gotomeeting.com/register/603423080> or by visiting the home page of the ISBE Web site where this link is posted.

Funding and Disbursements

Estimated Best Three Months Average Daily Attendance IWAS Application

The annual "Estimated Best Three Months Average Daily Attendance" application is available on IWAS. We request that the estimate be provided to the Illinois State Board of Education on or before Jan. 15. The figure you will report is the estimated best three months average daily attendance for the 2009-10 school year.

The estimates you provide will be used as a resource by the General Assembly to determine the General State Aid

(GSA) appropriation level for the 2009-10 claim year payable during Fiscal Year 2011. Accurate estimates are critical for district level budget purposes, as projected GSA entitlements will be based on these estimated figures.

Any questions regarding this system can be directed to Toni Waggoner (twaggone@isbe.net) or Jason Hall (jhall@isbe.net) at 217-782-0249 or Jim Mathes (jmathes@isbe.net) at 217-782-5256.

New Census Estimates Released for FY11 Title I Low Income

The U.S. Department of Education has released the Small Area Income and Poverty Estimates (SAIPE) for income year 2008. These estimates will be used to calculate FY11 Title I Allocations. A file of 2008 Poverty Data, by Local Education Agency (LEA) is provided in an alphabetical listing of LEAs, Poverty Count, 5-17 Population, Poverty Percentage and Total Population at http://www.isbe.net/funding/excel/census_poverty.xls.

With this data, LEAs can determine their potential eligibility for Basic, Concentration, Targeted and Education Finance Incentive Grants (EFIG).

Basic Grant eligibility: An LEA must have at least 10 poverty children and the number of poverty children must be greater than 2 percent of the LEA population of children ages 5-17.

Concentration Grant eligibility: An LEA must have at least 6,500 poverty children or the number of those children exceeds 15 percent of the total 5-17 population.

Targeted and EFIG grant qualifications: An LEA must have at least 10 poverty children and that number must be at least 5 percent of the 5-17 population.

The following link to the Census Bureau, <http://www.census.gov/hhes/www/saipe/index.html>, provides various aspects of the SAIPE count. We will be using the 2008 data to calculate SY 2010-11 Title I, Part A allocations because they are the most recent available data.

Superintendents, business managers and Title I directors should carefully examine the data for their LEA as this will be the first indication as to whether your LEA may be gaining or losing in eligibility for Title I funds in FY11. ISBE neither controls nor generates the data.

Note that this preliminary data does not include other non-census information, such as foster, neglected or delinquent counts that may be used to calculate Title I allocations.

If you have questions on the information provided in this message, please contact Sally Cray or Kim Lewis in the Division of Funding and Disbursement Services at 217-782-5256.

Longitudinal Data System

Illinois Longitudinal Data System Data Advisory Committee

Illinois Longitudinal Data System Data Advisory Committee was established as a result of the Cooperative Agreement that ISBE has with the Department of Education under the Institute for Educational Science.

The committee is comprised of representatives from the Illinois Association of School Boards, Illinois Board of Higher Education, Illinois Community College Board, Illinois Education Research Council, Illinois Federation of Teachers, Illinois Education Association, Illinois Principal Association, Illinois Student Assistance Commission, Legislative Research Unit, Large Unit District Association, The Illinois Business Roundtable, The Department of Commerce and Economic Opportunity, Chicago Public Schools and the Illinois Early Learning Council.

This committee will provide advice to ISBE as we build the Illinois Longitudinal Data System and the data warehouse. It will meet monthly and all meeting material and information regarding the Longitudinal Data System will be posted to the ISBE Web site.

Assessment

Ordering ISAT Special Format Test Materials

The deadline for updating PROFILE information and ordering special format tests (large print, Braille, audio, readerscript and linguistically modified) for ISAT is Dec. 21. Keep in mind that only LEP students may use the linguistically modified form. Please verify with your ISAT coordinator that your district's information has been provided through the Pearson Assessment Network. If your coordinator has questions, please have them contact Pearson's Illinois Customer Support Center at 888-705-9413, 6 a.m. to 7 p.m. Monday through Friday.

Pre-ID Files

Please remember to keep your Student Information System (SIS) information up to date. The pre-ID files for state tests are created for you through SIS. It is imperative that your student information is accurate. Please verify all demographic information, along with home, serving and testing school fields. In addition, the appropriate test should be identified. This is especially important for IAA.

Important Dates for 2010 State Assessment Materials Orders

ISAT

- ISAT Regular Orders: Based on ISBE's SIS Pre-ID enrollments as of Jan 8.
- ISAT Special Format Test Orders: Enter on Pearson's Assessment Network through Dec. 21.

PSAE

- PSAE Standard Time and Day 2 Accommodations Materials Orders: Enter on PSAE TestSites Online through Jan. 29.
- PSAE Day 1 ACT-Approved Accommodations Applications: ACT receipt deadline is Monday, Feb. 1.
- PSAE Day 1 State-Allowed Accommodations Requests: ACT receipt deadline is Friday, March 5.

IAA

- IAA Materials Orders: Based on student records identified as "IAA" in ISBE's SIS Pre-ID file as of Jan. 8.

Pre-ID Label Deadlines for ISAT and PSAE

- Pre-ID label files for ISAT and PSAE student records will be sent to the ISAT and PSAE test contractors for the purpose of producing Pre-ID barcode labels to be affixed to answer documents. ISAT Pre-ID barcode labels will be shipped to the district office affiliated with the Testing School code indicated in the Pre-ID file as of Jan. 8. PSAE Pre-ID barcode labels will be shipped directly to the Testing School indicated in the Pre-ID file as of Feb. 26.

Note: Students who enroll in your district or school after these dates must still test, but a Pre-ID label will not be produced for such students. School personnel must hand-grid information on answer documents for these students so it matches what is in SIS.

Innovation and Improvement

Illinois Association for Gifted Children Convention Scheduled for Feb. 7-9

The 15th annual Illinois Association for Gifted Children Convention will be held Feb. 7-9 at the Chicago Marriott Downtown.

The convention will offer a variety of sessions on Feb. 8 and 9. There are quarter-day sessions organized around the following strands: program development and social and emotional needs. In addition, Feb. 7 will have special parent and educator workshops in the afternoon, as well as a Sunday evening session.

For more information, including the schedule and registration brochure, visit <http://www.iagcgifted.org> and click on “convention.”

Illinois Association for Gifted Children is an organization of parents, educators, and others committed to the education and development of children with diverse gifts and talents. They educate, support and influence those who touch the lives of children and focus our energies to meet the needs of children with gifts and talents in Illinois through: advocacy, standards, and networking.

Nutrition

School Year 2011 Annual Commodity Order Period Jan. 4 Through Feb. 1

The Illinois Commodity System (ICS) will begin accepting orders on Jan. 4 for next school year. Due to time constraints placed on states by the U.S. Department of Agriculture, we must require you to complete your order by Monday, Feb. 1.

Starting in February, schools choosing to divert commodities to processors should watch the ICS Message Board for important news regarding processors receiving trucks of commodities. You may change your orders placed with processors that do not receive a truck to processors that will receive trucks from Feb. 6 through Feb. 14. If you place an order with a processor that does not receive a truck and you do not change to a processor that is receiving a truck, the Illinois State Board of Education will delete that order.

You can call Food Distribution Program staff at 800-545-7892 or 217-782-2491 if you have any questions regarding the annual order process.

Curriculum and Instruction

Helping Unaccompanied Youth Access College Financial Aid

Unaccompanied youth are young people who are not in the care of a parent or guardian who may lack safe, stable housing. These students can apply for financial aid should they choose to attend college. Recent federal law changes to the Free Application for Federal Student Aid (FASFA) eliminated unnecessary barriers for those students applying for aid for the 2009-10 school year and future years.

School personnel are encouraged to access the Resources Section available at the Curriculum and Instruction page for Homeless Education on the ISBE Web site at <http://www.isbe.net/homeless/default.htm#rfp>.

Data Analysis and Progress Reporting

2009-10 Teacher Service Record – Fall Data Collection Reminder

This is a reminder that the deadline to submit 2009-10 Teacher Service Record (TSR) data is Dec. 15. For the fall data collection, you must do the following no later than midnight Dec. 15:

- Report and make any necessary updates for full- and part-time employees working as of Oct. 1, 2009, 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.)
- Ensure that special education teachers have at least one teaching assignment beyond assignment 1.
- Indicate if a teacher is paid (in part or in full) with Title I funds.
- Enter the number of classes for each teaching assignment.

Rules and Waivers

Notice of Completed Rulemaking

Please be advised that a set of amendments recently adopted by the Illinois State Board of Education are in

effect. These rules have been posted on the agency's Web site at <http://www.isbe.net/rules>. Please choose "Rules Currently in Effect" and scroll to the Part number.

Part 120 (Pupil Transportation Reimbursement)

Adds language affecting school districts that choose to provide transportation to and from child care locations; amendments require consistent actions on the part of school districts choosing to provide transportation for students in such locations. Other technical corrections have also been made.

Affected Sections: 120.30, 120.50, 120.90, and 120.110

Effective Date: Nov. 2, 2009

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.

Affected Sections: 100.120, 100.130, 100.Appendix C

- *Effective Date: Nov. 23, 2009*
- Ensure that your superintendent has approved the data in the "Teacher Service Record Data Wizard" and submitted the data to ISBE.

Salaries are not required for this data collection; the salary field has been intentionally disabled.

Questions about the 2009-10 TSR fall data collection may be directed to the ISBE Data Analysis and Progress Reporting Division at TSR@isbe.net or 217-782-3950.

Department of Public Health

Warning Issued on H1N1 E-mail Scam

Dr. Damon T. Arnold, Director of the Illinois Department of Public Health, is alerting Illinoisans to a nationwide H1N1 phishing e-mail scam. The fraudulent e-mails (phishing) claim to be from the U.S. Centers for Disease Control and Prevention (CDC) and reference a CDC sponsored State Vaccination Program. The messages request that users must create a personal H1N1 (swine flu) Vaccination Profile on the CDC Web site. The message then states that anyone 18 years or older has to create a personal Vaccination Profile on the CDC Web site.

The Illinois Department of Public Health encourages anyone who receives these e-mails to delete them immediately as the CDC has not implemented a state

vaccination program requiring registration on <http://www.cdc.gov>. Users that click on the e-mail are at risk of having malicious code installed on their computer system.

People should take the following steps to reduce the risk of being a victim of this or other phishing attacks:

- Do not follow unsolicited links and do not open or respond to unsolicited email messages.
- Use caution when visiting un-trusted Web sites.
- Use caution when entering personal information online.

Office of the Governor

Survey Under Way on Illinois Green Cleaning Schools Act

Being environmentally conscious is something that we can all do to help our earth. However, it is something that needs to be taught and practiced everyday to be successfully integrated into our everyday lives.

In 2007, legislation passed regarding "green cleaning" for schools. Please help us understand the impact of this law and let us know how your school is implementing a green cleaning program at <http://www.surveymonkey.com/s/5PG662R>.

This survey will take less than 15 minutes to complete and will maintain your anonymity. Please submit your survey by Dec. 21.

More information on the actual Green Cleaning Schools Act, an overview fact sheet and more is available at http://www.standingupforillinois.org/green/school_cleaning.php.

The Sustainable School Compact is available at <http://www.standingupforillinois.org/green/compact.php>. This is a voluntary program for K-12 schools focusing on environmentally friendly initiatives. Our hope is that green habits can become part of the daily life for students at all Illinois institutions.

Nearly 400 schools have already signed on to making a difference in our state. Schools can join efforts to "go green." By signing this document, you will be joining a group committed to a better quality of life, thus improving the world for future generations. Schools will receive a monthly newsletter with updates on how other campuses are integrating green programs, as well as information on grants and funding resources. Visit the

Web site above for the school compact, which needs to be signed and can be returned by e-mail with an electronic signature (preferred) or mail. Gov. Pat Quinn will then sign the document and you will receive a copy of the compact.

For more information, contact Eric Heineman at eric.heineman@illinois.gov.

Professional Development

Toolkit Aims to Help School Leaders Support Military Children

The American Association of School Administrators is offering free, online materials for school leaders to help them meet the needs of children whose parents are deployed with the military. The toolkit is available at www.aasa.org/MilitaryChild.aspx.

“Children of military families often face multiple stressors, including frequent moves and extended periods of separation from loved ones,” said Mark Bielang, the president of the AASA. “School leaders play an important part in helping these students maintain a sense of stability and stay on track to achieve their educational goals.”

The toolkit, which was developed with a grant from the Veterans Support Foundation, features videos and a variety of documents, including fact sheets, a Q and A and more.

Conference on Financial Literacy Slated

Registration is under way for the second annual K-12 Teacher Conference on Financial Literacy, which is organized by Econ Illinois, a non-profit organization that provides professional development and resources to K-12 teachers.

The free conference is set for Jan. 22 at the Federal Reserve Bank of Chicago, 230 S. LaSalle St.

Registrations are accepted via e-mail only. Go to http://econed-il.org/icee/prog_pd_w_cofl.shtml. Participation is limited to 100 attendees. For more information, visit <http://econed-il.org> or call 815-753-0356.

Student Opportunities

College Financial Aid Handbook Available from the American Legion

The American Legion’s latest college financial aid handbook is available online for free at <http://needalift.org>. The publication features lists of scholarships available at the national and state level. The “Need a Lift?” handbook also features tips on selecting a school, directions on applying for financial aid and many other resources for college-bound students.

A list of American Legion scholarships is also available at <http://www.legion.org/scholarships>. The American Legion is the nation’s largest veterans service organization with 2.5 million members.

Econ Illinois Offers Contests for High School Students

Econ Illinois, a non-profit organization that provides professional development and resources to K-12 teachers, is offering two competitions for high school students.

The Illinois Personal Finance Challenge targets consumer education and personal finance students that compete in teams. Twenty teams advance to the state finals in Chicago and a state championship team will compete at the national stage in Kansas City on May 20. Registration deadline for the preliminary online competition is Feb. 1. Go to <http://econed-il.org/icee/ipfc.shtml> to register.

Econ Illinois’ other contest is the Illinois Economics Challenge, an online only competition for high school students. Registration for the preliminary round will be accepted through Feb. 1. For more information, visit <http://www.econed-il.org/icee/econchal.shtml>.

Art Contest Seeks Submissions

Students ages 5-15 are eligible to compete in an art contest that will select a winner from each state to be featured in a national touring exhibition, starting in Washington, D.C. All submitted work will be included in an online gallery and an interactive kiosk in the exhibition.

The theme is “State of the Art: The United States is a country made up of many cultures and environments. How do you fit into your community and what makes where you live unique? Is it the landscape or the people around you? What about a tradition passed on from your family? What can you say through your artwork? Consider all the questions when depicting your environment.”

The contest is organized by VSA arts and CVS Caremark, in partnership with Artsonia. For more information, visit <http://www.artsonia.com/allkidscancreate>, where submissions can be made. The deadline is Feb. 5. Arts education resources can be found at <http://www.vsarts.org>.

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/091211.htm>.