Message From State Superintendent Christopher A. Koch

This week members of the Illinois State Board of Education are meeting in Bloomington for their annual strategic planning session. They will also hold their regularly scheduled September meeting to address standard business, but this meeting’s focus will be more long-term, reviewing data and planning for the future. I’d invite you to listen into the discussion on Tuesday and Wednesday.

As part of the strategic planning session centered on College and Career readiness, we will be reviewing data from ACT. We will also be reviewing our own state assessment data and will go over statewide results from the spring 2010 testing.

We continue to see mixed results on our statewide assessment data. In most cases, we’re experiencing slight growth at the elementary level and on the Illinois Alternate Assessment, while our PSAE cumulative score remains unchanged. The overall percentage of students meeting and exceeding on all state tests increased from 75.5 percent in 2009 to 76.4 percent in 2010. Overall performance on the ISAT went up 1.1 percentage points to 80.9 percent in 2010 and the state average on the IAA increased from 66.5 percent to 68.6 percent. The overall score on the PSAE remain unchanged at 53, with increases in math and science, but a drop of nearly three points in reading.


In addition to reviewing data for strategic planning, the Board will also begin to develop its legislative agenda for next spring’s session of the General Assembly. We will be discussing several legislative proposals, including a revamp of the Educator Certification System, revisions to the Textbook Loan Program, ending General State Aid Hold Harmless and addressing General State Aid related issues in Property Tax Extension Limitation Law affecting school districts statewide.

Finally, last spring, agency staff worked with stakeholders and legislators to review suggestions from the field of unnecessary or burdensome mandates. We are going to continue our efforts to examine these issues and look for ways to pursue some relief for districts during the next legislative session.

Have a great week.

Chris

Upcoming Dates and Deadlines

- The school board must hold a public meeting to adopt the school budget on or before Sept. 30. (end of first quarter) (105 ILCS 5/17-1) Within 30 days of adoption, and any subsequent adoption, the annual budgets must be filed with the county clerk. (105 ILCS 5/17-1 and 35 ILCS 200/18-50)
- Sept. 30, 2010, ARRA Jobs and Vendor Data Due – Oct. 5
- Deadline to deliver the Annual Financial Report (AFR) /Audit to the Regional Office of Education/Intermediate Service Center (Cook County) (with the exception of an extension of time granted by the regional superintendent) (105 ILCS 5/3.7 and 105 ILCS 5/3-15.1) – Oct. 15 (Dec. 15 with an approved extension)
- Part 1 (Public Schools Evaluation, Recognition and Supervision) and Part 365 (Children’s Low-cost Laptop Program) – Public comment period ends Oct. 18
- Annual budgets must be filed with the county clerk within 30 days, Oct. 31, of adoption or any subsequent adoption (105 ILCS 5/17-1 and 35 ILCS 200/18-50)
- Annual Budgets must be submitted to ISBE – Oct. 31, annually
- School Mental Health: Strengthening Schools, Supporting Students conference in Springfield – Nov. 9-10
- Limitation of Administrative Costs Worksheet deadline – Nov 15
- Deadline for receipt of the Annual Financial Report (AFR) / Audit to ISBE from the Regional Office of Education / Intermediate Service Center (Cook County) (with the exception of an extension of time granted by the regional superintendent) (105 ILCS 5/3.7 and 105 ILCS 5/3-15.1) – Nov. 15 (Dec. 15 with an approved extension)
- Last day for filing the Annual Statement of Affairs (ISBE form 50-37) to ISBE – Dec. 15
- Postmark deadline for waiver applications to be considered by the General Assembly in Spring 2011 – Jan. 7

ISBE

Systems to Be Down for Maintenance
The Illinois State Board of Education plans an all systems maintenance window from 3 p.m. Friday, Oct. 1, through 3 p.m. Saturday, Oct. 2. This planned maintenance will affect all ISBE employees, ROE staff and external customers who use TCIS and other ISBE systems (IWAS, ECS, MIDAS, FRIS, HRMS, eGMS, etc.). The ISBE website and e-mail will still be available during this planned outage.

School Business Services

Deadline Set for Nov. 15 for Limitation of Administrative Costs Worksheet
Section 17-1.5 of the 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. School districts must file the Limitation of Administrative Costs Worksheet with the Illinois State Board of Education’s School Business Services Division by Nov. 15, 2010.

A blank Limitation of Administrative Costs Worksheet 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, 2010 (ISBE 50-35). If a completed Limitation of Administrative Costs Worksheet is submitted along with the school district’s Annual Financial Report, a separate worksheet does not also have to be submitted. Please note that the worksheet included in the School District Budget Form July 1, 2010 – June 30, 2011 (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.

Inaccurate Limitation of Administrative Costs Worksheets will be returned to districts for correction.

Districts exceeding the limitation may amend their budgets prior to June 30, 2011, to become in compliance with the limitation. Districts unable to amend their budgets would have to waive the limitation in order to become in compliance. School districts with administrative expenditures in the 25th percentile or below (4th quartile) may waive the limitation following a public hearing and with the affirmative vote of at least two-thirds of the members of the school board. Any district waiving the limitation shall notify ISBE within 45 days of such action. If a school district that is ineligible to waive the limitation by board action exceeds the limitation solely because of circumstances beyond the control of the district and the district has exhausted all available and reasonable remedies to comply with the limitation, the district may request a waiver from the...
General Assembly pursuant to Section 2-3.25g of the School Code. Procedures for requesting a waiver in accordance with Section 2-3.25g of the School Code can be found at http://www.isbe.net/isbewaivers/default.htm.

Quartile rankings for all school districts and a sample waiver resolution for qualifying districts can be found at http://www.isbe.net/sfms/AdminCaps/AdminCaps.htm.

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

Innovation and Improvement

Parent Involvement Analysis Online Tool Available From ISBE

The Illinois State Board of Education has launched a statewide parent involvement initiative that will help schools in the development of the parent involvement components for their School Improvement Plans. The Parent Involvement Analysis (PIA) online tool is a step-by-step process that assists schools in meeting the legislative requirements under Title I Part A Subpart 1 Section 1111-1118 of the ESEA and leads the school team to a set parent involvement objectives for the School Improvement Plan. The PIA also includes tools, samples and workshop modules for schools to use in the implementation of their new parent involvement objectives.

Webinar trainings for administrators, school staff and school team members have been scheduled. The 2010-11 Webinar training schedule for the Parent Involvement Analysis is posted on ISBE’s website at http://www.isbe.net/grants/html/parent.htm. You may register for one of these webinars by clicking on session date. A separate Webinar session is being offered on Sept. 24 and Sept. 30 at 10 a.m. for ROEs to better assist schools with the PIA as part of the School Improvement Plan process. ROEs may register for this webinar session at https://www1.gotomeeting.com/register/278101696.

ISBE Teams Up With Others to Provide Illinoisparents.org

If you’ve never visited Illinoisparents.org, we encourage you to do so. It is a clearinghouse of resources for Illinois families and schools. It is provided by the Illinois State Board of Education and is the collaborative work of the Academic Development Institute and the Early Childhood and Parenting Collaborative (ECAP) at the University of Illinois at UC. Here’s an idea of what you can expect to find there:

- Illinois Organizations and Events: A calendar of statewide workshops and trainings, family resources and service organizations by county, a listing of statewide resources, state hotlines and more.
- Resources for Parents: A searchable database of parent tips sheets, activities and other resources that assist parents in the education of their children.
- Resources for Schools: A searchable database of resources for schools in their work with parents.
- School Community Journal: A free, open access, online journal with research and field reports by top educational researchers.

Illinoisparents.org’s homepage highlights organizations around Illinois that provide services to families and spotlights events, workshops, and trainings around the state. The site groups resources from each of its categories by topic in its monthly “Spotlights,” which are e-mailed to subscribers. If you would like to receive this monthly e-mail, use the link in the upper right hand corner of the home page to subscribe.

Nutrition

New Wellness School Assessment Tool Available Online

Attention, Wellness Policy Coordinators. How complete is your school(s)/school districts wellness policy? Now you may score your school district’s wellness policy quality in less than one hour, with the newly developed online Wellness School Assessment Tool (WellSAT), developed by the Rudd Center for Food Policy and Obesity at Yale University with funding through the Robert Wood Johnson Foundation.

Whether you are responsible for one single school or the school district’s wellness policy, you may now identify the wellness policy’s strengths and weaknesses in the following areas: nutrition education and promotion, physical activity/physical education, school meals and competitive foods. An added feature of WellSAT is the scorecard that provides resource links for specific areas needing improvement. The scorecard rates comprehensiveness as well as strength.
English Language Learning

FY11 ELL Application Technical Assistance Sessions Announced

In an ongoing effort to assist districts in the newly established eGrant process, the Division of English Language Learning (DELL) is pleased to announce upcoming technical assistance sessions. These sessions will provide valuable information in assisting school districts through the approval process of their FY11 English Language Learning (ELL) Consolidated Applications. DELL staff will be present at these sessions and computer access to IWAS will also be available.

In school districts where applications were “returned for corrections” (on IWAS) we would strongly encourage scheduling a time during one of the sessions listed below, or to work with their program consultant by telephone or e-mail to resolve any pending issues.

Prior to scheduling a session, districts must ensure that the representative in attendance has the authority to access and make revisions to the district’s application on IWAS. The district representative will also need to bring with them, any relevant information required to complete the application.

Appointments should be scheduled by contacting the district’s assigned DELL consultant at 312-814-3850. A list of DELL program consultant district assignments is at http://www.isbe.net/bilingual/pdfs/ell_contacts.pdf.

SESSION INFORMATION

- **Sept. 28-30, 2010, and Oct. 1, 2010:** 9 a.m. to noon and 1-4 p.m. at the Illinois Resource Center, 2626 S. Clearbrook Drive, Arlington Heights, IL 60005
- **Oct. 6, 2010:** 9 a.m. to noon and 1-4 p.m. at the Illinois State Board of Education, 100 N. First St., Springfield, IL 62777

Funding and Disbursement Services

**Sept. 30, 2010, ARRA Jobs and Vendor Data Due Oct. 5, 2010**

American Recovery and Reinvestment Act (ARRA) full-time equivalent (FTE) jobs and vendor data for the reporting quarter ending Sept. 30, 2010, is due at the Illinois State Board of Education on or before Tuesday, Oct. 5, 2010, for all local education agencies (LEAs) that were awarded or received ARRA funds. ARRA data reporting includes two primary elements: the number of jobs funded in the reporting quarter with ARRA dollars and a single payment made to a vendor, using ARRA dollars, in the amount of $25,000 or more. All ARRA data must be reported via the ARRA Reporting System in IWAS. Please refer to the ARRA Reporting Instructions at http://www.isbe.net/arra/pdf/arra_reporting_inst.pdf for detailed reporting procedures.


**IMPORTANT-PLEASE READ CAREFULLY:**

ARRA employee FTE and vendor data for the reporting quarter July 1 through Sept. 30, 2010 must be reported via the ARRA Reporting System in IWAS regardless of the ARRA project year (i.e. FY 10 or FY 11). If the LEA ARRA project for FY 10 ended on June 30 and no additional salary or vendor payments of $25,000 or more were paid in July or August from FY 10 project dollars, then ARRA data are not required to be reported for the reporting quarter ending Sept. 30, 2010, for the FY 10 project year. However, per the clarifying Aug. 26, 2010, guidance from the Department of Education, if an employee was funded and paid from FY 10 ARRA project dollars (e.g. employee paid on a 12 month salary schedule) or if a vendor payment of $25,000 or more was paid in July and August with FY 10 project dollars, then ARRA data must be reported for the reporting quarter ending Sept. 30, 2010, via the ARRA Reporting System for the FY 10 project year.

The same is true for LEAs that submitted FY 11 ARRA project applications on or before Sept. 30, 2010, and intend to fund and pay an employee’s salary or make a vendor payment of $25,000 or more using ARRA dollars for the reporting quarter July 1 through Sept. 30, 2010, for the FY 11 project year. The ARRA Reporting System is set up with a Sept. 30, 2010, reporting date for both FY 10 and FY 11 project years so LEAs can properly report FTE and vendor information applicable to each project year. For specific examples of how to calculate the jobs FTE and correctly report between each project year, please see the following link.
Sept. 30 ARRA data must be reported for the following ARRA programs if your LEA has been awarded or received funds:

- Title I Low Income – Revenue Code 4851
- Title I Low Income Neglected – Revenue Code 4852
- Title I Low Income Delinquent – Revenue Code 4853
- IDEA Part B Preschool – Revenue Code – 4856
- IDEA Part B Flow Through – Revenue Code 4857
- Title II D Enhancing Education Through Technology – Revenue Code 4861
- McKinney Vento Homeless Education – Revenue Code 4862
- Stabilization Other Government Services (Early Childhood) – Revenue Code 4875
- Education Jobs Fund Program – Revenue Code 4880 (If funds are requested in August or September)

If you have any questions regarding this information, contact Funding and Disbursement Services at 217-782-5256.

Curriculum and Instruction

Illinois Longitudinal Data System: The Transcript Coding Project

The Sept. 7 Weekly Message included an article on this topic. This is a follow-up note, listing the schedule and some reminders.

District staff will match local course numbers to corresponding Secondary School Course Classification System: School Codes for the Exchange of Data codes, provided by the National Center for Education Statistics, Common Core of Data, which can be located at [http://nces.ed.gov/pubsearch/pubinfo.asp?pubid=2007341](http://nces.ed.gov/pubsearch/pubinfo.asp?pubid=2007341), and create a crosswalk. This NCES data handbook outlines a system for assigning standard codes to secondary school courses in 22 major subject areas. It also includes a content description for each course and instructions on how to use the system in coding courses. Following the crosswalk will be data submitted by July 30, 2011.

ISBE will hold an orientation webinar in early October to answer general questions and provide an overview. That webinar will be followed by onsite regional sessions and a final webinar. CPDU credit or Administrators Academy credit is available for participants. The schedule is as follows:


- **Orientation Webinar**: 1-2 p.m. Oct. 4
- **Workshop 1**: 1-4 p.m. Oct. 21; Regional Office of Education, Conference Rooms A-C, 1000 S. Illinois St., Belleville
- **Workshop 2**: 1-4 p.m., Oct. 22; John A. Logan Community College, Workforce Development Building, Room H-127, 700 Logan College Road, Carterville (Bring a laptop)
- **Workshop 3**: 1-4 p.m., Oct. 22; Two Rivers Professional Dev. Center, 10112 W. Dubois Road, Edwards (Bring a laptop)
- **Workshop 4**: 1-4 p.m. Oct. 27; Carpentersville-Dundee District 300, Hampshire High School, 1600 E. Big Timber Road, Hampshire (Bring a laptop)
- **Workshop 5**: 12:30-3:30 p.m. Oct. 27; Workforce Development Center, Computer Lab, 305 Richmond Avenue East, Mattoon
- **Workshop 6**: 1-4 p.m. Oct. 29; Joliet Township HS District 204, Joliet High School, Board Rooms A-D, 300 Caterpillar Drive, Joliet (Bring a laptop)
- **Workshop 6a**: 1-4 p.m. Nov. 2; I-KAN Regional Instructional Center, 50 Industrial Park Drive, Kankakee (Bring a laptop)
- **Workshop 7**: 1-4 p.m. Nov. 3; Regional Office of Education, Room 128, 19525 W. Washington St., Grayslake (Bring a laptop)
• **Workshop 8:** 8:30-11:30 a.m. Nov. 4; Regional Office of Education, 300 Heart Boulevard, Loves Park

• **Workshop 9:** 1-4 p.m. Nov. 4; Regional Office of Education, 300 Heart Boulevard, Loves Park

• **Workshop 10:** 1-4 p.m. Nov. 5; Marquardt School District 15, Administrative Center, Large Training Room, 1860 Glen Ellyn Road, Glendale Heights (Bring a laptop)

• **Workshop 11:** 1-4 p.m. Nov. 10; Collaborative Learning Center West 40, 2701 W. Washington, 2nd Floor West, Bellwood (Bring a laptop)

• **Workshop 11a:** 12:30-3:30 p.m. Nov. 15; Dewitt, Livingston, McLean Regional Office of Education, 905 N. Main St., Normal (Bring a laptop)

• **Final Webinar:** 1-3 p.m. Nov. 16

Districts should plan to send a two-person team to this training. It is critical that district representatives have knowledge of the high school course content and course scheduling processes. Bring along schedule information, including electronic scheduling information if available locally.

If you have questions, contact Marica Cullen, Division Administrator, Curriculum and Instruction, at mcullen@isbe.net or 217-557-7323.

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### Professional Development

#### National Refugee and Immigrant Conference Coming Up in Chicago


The conference is a collaboration of the Illinois State Board of Education, the Illinois Governor’s Office of New Americans Policy and Advocacy, the Illinois Department of Public Health, the Illinois Department of Human Services, Chicago Public Schools and other organizations.

Topics to be discussed include a variety of educational issues such as developing dialogues among teachers of refugee students on best practices for integrating refugee children and their families into the American school system.

The registration fee is $250 for both days or $125 per day. For more information, visit [http://www.thecenterweb.org/alrc/refugee.html](http://www.thecenterweb.org/alrc/refugee.html) or contact Lynn Osheff at 224-366-8632 or losheff@cntrmail.org.

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### Student Opportunities

#### Entries Sought for Illinois Arts Education Week Poster Contest

The 2011 Illinois Arts Education Week poster contest is under way. Entry forms are available at [http://www.isbe.net/curriculum/html/arts_week.htm](http://www.isbe.net/curriculum/html/arts_week.htm).

The theme of the poster contest is “The Arts Rock!” This year, Illinois public or private school students in grades 9-12 are eligible to enter. (Students in grades K-8 were eligible last year and will compete again in 2012.) Entries must be postmarked by Monday, Nov. 15. The winner will be featured on an Illinois Arts Education Week poster and distributed across the state.

The annual contest is held in conjunction with Illinois Arts Education Week, which is set for March 14-20 as designated by Governor Pat Quinn. The special week is sponsored by the Illinois Alliance for Arts Education and the Illinois State Board of Education. Visit the website listed above for more information.

#### Annual Prudential Spirit of Community Awards Honor Top Student Volunteers

Illinois students in grades 5-12 can apply for the Prudential Spirit of Community Awards, which will honor two top youth volunteers from each state and the District of Columbia.

The deadline to apply for the 16th annual awards is Nov. 1 with winners to be announced Feb. 8. The top middle school and high school volunteer from Illinois will have an opportunity to travel in the spring to Washington, D.C., where the top 10 student volunteers from across the nation will be named.

The awards are presented by Prudential Financial in partnership with the National Association of Secondary School Principals. Last year’s Illinois winners were Janice Guzon of Hoffman Estates and Emily Koulis of Channahon.
Young volunteers can apply online at http://spirit.prudential.com or at http://www.principals.org/spirit. A paper version of the application form for those without Internet access is available by calling 877-525-8491 toll free.

**Publishing Company Offers Scholarship for Create-A-Greeting Card Contest**

The Prudent Publishing Co. is holding its fourth annual Create-A-Greeting Card Scholarship Contest. The winner receives a $10,000 scholarship, and a $1,000 prize goes to the winner’s school. The deadline to enter is Jan. 15. Monthly prizes will be awarded as well.

High school students (age 14 or older) are eligible to compete. (College students and military personnel are also eligible.) Contest participants should register at http://www.gallerycollection.com/greetingcardscontests.htm. Visit the website for complete rules and sample cards.

**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**