Message From State Superintendent Christopher A. Koch

Last week I was invited to attend one of the initial showings of a new movie, “Trust,” at the Chicago International Film Festival. The movie, written and directed by Northwestern alumnus and co-founder of Chicago’s Lookingglass Theatre Company, David Schwimmer, focuses on what happens to a family when a teenager is victimized by an internet predator. It’s a powerful movie that will certainly spur a lot of conversations about how students use technology when it opens nationally next spring.

I was invited to take part in a panel discussion after the movie with Schwimmer and Attorney General Lisa Madigan. Attorney General Madigan’s office has been instrumental in prosecuting and investigating online predators in Illinois. She indicated there are more than 20,000 registered sex-offenders in our state and that they come from all walks of life.

In Illinois, we require internet safety training in our schools beginning no later than the third grade. We have partnered with the Attorney General’s office to provide information and training to schools to improve online safety for students and have created a webpage that provides resources and internet safety best practices examples from Illinois schools. Visit http://www.isbe.net/curriculum/html/internet_safety.htm.

While predators are a very real and dangerous concern, cyberbullying is also a growing concern for more and more of our schools and students. Using the internet to taunt or embarrass fellow students can be much more tragic than strongarming someone on the playground. We must remember that our students are often more fragile emotionally than physically and emotional pain can be devastating. We know students have taken their lives because of what others have posted on the internet.

Please take some time to review your school’s internet safety curriculum. One in seven students who report being frequent online users say they have received an unwanted sexual solicitation over the internet. In addition, more than 20 percent have said they felt uncomfortable with an online conversation or text.

We are exploring some additional partnerships with Lookingglass on this topic and perhaps others that I will keep you updated as they develop.

Thanks,
Chris

Upcoming Dates and Deadlines

- 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
- Summer School State Aid claims due – Nov. 1
- Summer Orphanage Individual claims due – Nov. 1
- School Mental Health: Strengthening Schools, Supporting Students conference – Nov. 9-10
- Illinois Technology Education Conference in Normal – Nov. 12-13
- 2010-11 Unfilled Positions Survey deadline – Nov. 15
- Limitation of Administrative Costs Worksheet deadline – Nov 15
- 2010-2011 Health Examination and Immunization Data Collection 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)
- Part 30 (Programs for the Preparation of Principals in Illinois), Part 100 (Requirements for Accounting, Budgeting, Financial Reporting, and Auditing), and Part 675 (Providers of Supplemental Educational Services) – Public comment period ends Nov. 22
- FY11 NCLB Monitoring Instrument – Nov. 30
- FY11 NCLB Title I Comparability Analysis – Nov. 30
- Part 25 (Certification) – Public comment period ends Dec. 6
- Last day for filing the Annual Statement of Affairs (ISBE form 50-37) to ISBE – Dec. 15
- 2010-11 Teacher Service Record data deadline – Dec. 15
- 2010-2011 Nonpublic Registration, Enrollment, and Staff Report deadline – Dec. 31
- Postmark deadline for waiver applications to be considered by the General Assembly in Spring 2011 – Jan. 7
- 2010-11 Teacher Salary Study Form deadline – Feb. 1
- 2010-11 Eye Examination Data Collection deadline – June 30

Webinars

**New Illinois Learning Standards Webinar Available for Playback**

For those who missed the Oct. 21 webinar on the New Illinois Learning Standards Based on the Common Core, a recording is available online at [http://www.isbe.net/asx/ILS_Common_Core_102110.asx](http://www.isbe.net/asx/ILS_Common_Core_102110.asx).

The webinar was led by Illinois State Board of Education staff to discuss the implementation of the New Illinois Learning Standards based on the Common Core. It provides an overview on agency activities to support district and school level implementation, as well as to provide a timeline for implementation.

For more information and resources on the New Illinois Learning Standards, go to the ISBE website at [http://www.isbe.net/common_core/default.htm](http://www.isbe.net/common_core/default.htm).

**Register for the HealthierUS School Challenge Webinar**

The HealthierUS School Challenge (HUSSC) is a key part of first lady Michelle Obama’s Let’s Move! campaign. The first lady’s goal is to end childhood obesity within a generation.

Are you interested in taking the HUSSC but are looking for more details? Sign-up for the free Go for the Gold: Join the HealthierUS School Challenge webinar, presented by the Illinois Nutrition Education and Training Program. This webinar, funded through a USDA Team Nutrition Training grant, provides school nutrition staff with what it takes to meet the Challenge criteria. Hear success stories from two Illinois schools. Earn one CEU credit.

The free Go for the Gold webinar will be held 2-3 p.m. Nov. 18, 2010. Visit [http://www.KidsEatWell.org](http://www.KidsEatWell.org) to register for this webinar.

**Early Childhood Administrator's Webinar Conference Scheduled for Nov. 10**

The Early Childhood Administrators Meeting will be held this year through a webinar on Nov. 10. Both new and continuing program administrators are invited to participate. Information will include updates regarding currently funded programs for 3- to 5-year olds and birth to 3-year-olds along with new information about the FY 2012 grant process. All administrators are strongly encouraged to participate. Reserve your Webinar seat at [https://www1.gotomeeting.com/register/303053080](https://www1.gotomeeting.com/register/303053080).
• **Title:** Early Childhood Administrator’s Webinar Conference  
• **Date:** Wednesday, November 10, 2010  
• **Time:** 9:30-11:30 a.m.

After registering you will receive a confirmation email containing information about joining the Webinar.

**System Requirements**
- PC-based attendees: Windows 7, Vista, XP or 2003 Server required  
- Macintosh-based attendees: Mac OS X 10.4.11 (Tiger) or newer required

**Webinar on Developing Advanced Placement Program Coming Up**

The webinar “Strategies and Resources for Developing or Expanding an Advanced Placement (AP) Program in Your District” is set for Nov. 9.

Space is limited. Reserve your webinar seat at https://www1.gotomeeting.com/register/695626016.

Representatives from the College Board, working in partnership with the Illinois State Board of Education, will provide a comprehensive review of the advantages an AP program offers to participating students. The presentation includes research results documenting increased postsecondary success for AP students, as well as practical strategies and advice for schools regarding how to develop and implement a successful high school program.

- **Title:** Strategies and Resources for Developing or Expanding an Advanced Placement (AP) Program in Your District  
- **Date:** Tuesday, Nov. 9, 2010  
- **Time:** 10-11 a.m.

**Webinar to Discuss 21st Century Community Learning Center Program**

A webinar called “An Introduction to the 21st Century Community Learning Center Program and the 2012 RFP Process” will be held Nov. 4.

Space is limited. Reserve your webinar seat at https://www1.gotomeeting.com/register/309169169.

The purpose of this webinar is to provide interested parties an understanding of what a 21st Century Community Learning Center Program looks like by explaining some of the federal requirements and expectations that shape the program. Included in the presentation will be cursory information about the 2012 RFP process, including eligibility, funding priorities, classifications of grantees and a timeline for the award.

- **Title:** An Introduction to the 21st Century Community Learning Center Program and the 2012 RFP Process  
- **Date:** Thursday, Nov. 4, 2010  
- **Time:** 1-3 p.m.

**Funding and Disbursement Services**

**ARRA Ed Jobs Reporting – Compensation Funding Start Date Enhancement**

The new Education Jobs (Ed Jobs) program has identical reporting requirements as other programs that fall under the American Recovery and Reinvestment Act (ARRA). Specifically, all local education agencies (LEAs) that are awarded and receive ARRA funds must report full-time equivalent (FTE) jobs funded with ARRA dollars as well as any single vendor payments made in the amount of $25,000 or more. The Ed Jobs program has been assigned revenue code 4880 and is being paid on a reimbursement basis. This means that in order for the LEA to receive Ed Jobs funds reimbursement, a cumulative (i.e. year-to-date) electronic expenditure report must be submitted via the Electronic Expenditure Reporting System in IWAS detailing the amount expended on a cash basis in the appropriate function and object code. If you were unable to attend the Ed Jobs webinar on Sept. 9, 2010 please see the presentation at http://www.isbe.net/arra/ppt/arra_ed_jobs_fund_webinar.pdf.

If the LEA submits or plans to submit an expenditure report requesting reimbursement of qualifying expenditures (i.e. compensation and benefit costs), the ARRA data must be reported in the quarter in which the FTE jobs and vendor payments were funded with Ed Jobs dollars (i.e. Sept. 30, Dec. 31, March 31 or June 30). This is true even if an expenditure report for reimbursement has not yet been filed for the reporting quarter.

**SUMMARY OF NEW ENHANCEMENT:** To assist the LEA and ISBE reflect when employees were funded with Ed Jobs funds, a new “compensation funding start date” has been added to the electronic expenditure reporting system for the Ed Jobs program. The
compensation funding start date entered should be the earliest date the LEA elects to fund an employee with Ed Jobs dollars. This date will be entered once and is critical as it becomes the “start date” for the Ed Jobs funds project and dictates when ARRA data must be reported in the ARRA Reporting System. For example, if the LEA elects on Dec. 1 to submit an Ed Jobs expenditure report requesting reimbursement of qualifying expenditures through Nov. 30 and enters a compensation funding “start date” of Oct. 1, then the LEA must report FTE jobs in the ARRA Reporting System for the period ending Dec. 31 (i.e. Oct. 1-Dec. 31). However, if the LEA enters a compensation funding “start date” prior to Sept. 30, the LEA must report FTE jobs in the ARRA Reporting System for the period ending Sept. 30. This is true for any subsequent quarter. You are cautioned at this time if you choose to fund positions prior to Sept. 30; an ARRA data report must still be submitted for the reporting quarter ending Sept. 30, 2010. This report was due to the federal government Oct. 10, 2010, so reports submitted for the period ending Sept. 30 will be retained for audit purposes.

Once the LEA begins to request Ed Jobs expenditure reimbursement, they are obligated to report ARRA data via the ARRA Reporting System every subsequent quarter, even if no expenditure reports for reimbursement have been submitted in the ARRA reporting quarter, until all funds have been expended and all ARRA data have been reported. To complete the aforementioned example, if the LEA does not request any reimbursement of Ed Jobs expenditures between Jan. 1 and March 31, they must still submit ARRA FTE jobs and vendor data for the March 31 ARRA reporting quarter that no FTE jobs or vendor payments were funded with Ed Jobs dollars during the reporting quarter. The LEA must continue to submit ARRA data reports for each subsequent quarter until all Ed Jobs funds have been expended and all ARRA data have been reported.

If you have further questions or concerns, contact Jim Mathes at jimathes@isbe.net or Marj Beck at mbeck@isbe.net. Both can be reached by telephone at 217-782-5256.

Revised ARRA Reporting Instructions – October 2010

The Federal offices of Management and Budget as well as the Department of Education have issued clarifying guidance pertaining to the American Recovery and Reinvestment Act (ARRA). The local education agency ARRA reporting requirements and instructions have been updated to incorporate these changes. In addition, information on the purpose, permissible use and prohibitions of the new Education Jobs Fund program has been provided and can be accessed at http://www.isbe.net/arra/pdf/arra_reporting_inst.pdf.

A summary of the significant changes to this revision includes:

- New Department of Education and Office of Management and Budget ARRA Guidance Links (Page 1)
- ARRA fraud reporting statement and procedures (Page 2)
- Reminder: renewal of DUNS numbers with the Central Contractor Registration Site (Page 3)
- Revised statement regarding the return of interest income (Pages 4-5)
- Education Jobs Fund – permissible use, prohibitions and reimbursement requests (Pages 9-11)

If you have any questions regarding ARRA reporting procedures please contact the Division of Funding and Disbursement Services at 217-782-5256.

Important Announcement Regarding ‘Bus Trust’ Lease Agreements

In the past few years, the Central States Bus Sales Co. issued what are known as “bus trust” lease agreements with local education agencies that were advertised as agreements to lease buses without interest or finance charges. During the past several months we have met with representatives from Central States to discuss our concerns with these agreements as amortization schedules did not disclose inherent interest or finance charges that are not claimable on the Transportation Reimbursement claim. Central States has agreed to a revision of these previously issued agreements and will now ensure that invoices clearly establish the sales prices of the buses leased, and the yearly lease payments will be structured to avoid any ambiguity with interest components and rates clearly noted.

Local education agencies that entered into “bus trust” lease agreements with Central States Bus Sales prior to July 1, 2010, will not be penalized on the Transportation claims submitted to ISBE. However, it is expected that all future agreements and subsequent claims will clearly denote interest and finance charges that are not claimable.
If you have questions regarding this issue, please contact Jamie Johnson at jjohnson@isbe.net or phone 217-782-5256.

**Nutrition**

**Food Guidelines – Local Policies Required by Start of 2011**

Per Public Act 96-0349, the Illinois State Board of Education, in conjunction with the Illinois Department of Public Health, has released the Guidelines for Managing Life-Threatening Food Allergies in Illinois Schools. These guidelines were assembled by an ad hoc committee comprised of experts in the field of food allergens, representatives on behalf of students with food allergies, public schools management organizations and two statewide teachers’ organizations. By Jan. 1, 2011, each school board is required to implement a policy based on these guidelines. Also, at least every two years, an in-service training program for school personnel who work with students must be conducted by persons with expertise in anaphylactic reactions and management.

The Guidelines for Managing Life-Threatening Food Allergies in Illinois Schools, which includes checklists for district employees and training resources, is at [http://www.isbe.net/nutrition/htmls/food_allergy_guidelines.htm](http://www.isbe.net/nutrition/htmls/food_allergy_guidelines.htm). A sample policy and administrative procedure are available through the Illinois Association of School Board’s Policy Reference Education Subscription Service (PRESS). These sample materials were included in Issue 73, August 2010 of PRESS, and have been mailed to all PRESS subscribers. The Illinois Association of School Boards (IASB) will also provide these samples complimentary to its member school boards and non-member school boards in Illinois that request them. To make a request for these samples, contact Anna Lovern at the IASB Springfield location at 217-528-9688, ext. 1125 or Laurel DiPrima at the IASB Lombard location at 630-629-3776, ext. 1245.

**Illinois School Breakfast in Action Summit Scheduled for Nov. 16**

School breakfast participation increased almost 20 percent in fiscal year 2010 in Illinois. In recognition of this significant improvement, the Nutrition Programs Division announces the Illinois School Breakfast in Action Summit during Illinois School Breakfast Week, Nov. 15-19, 2010. This one-half day complimentary event will offer:

- Proven best practices of nontraditional breakfast service in different sizes of schools across Illinois;
- Current research related to breakfast consumption by a representative from the Bell Institute of Health and Nutrition;
- Effective marketing strategies to increase student breakfast participation;
- An examination of expenses and revenue related to breakfast service;
- Ways to maximize nutrition in the breakfast meal with USDA Foods;
- Grant and scholarship resources, tips of the trade and samples of breakfast items; and
- Ideas for developing school and community partnerships to foster high breakfast involvement by all school staff.

The conference date is Tuesday, Nov. 16, 2010. Registration begins at 8 a.m. and the program starts at 8:30 a.m. and concludes at 12:30 p.m. The location is 40 West Intermediate Service Center, 2701 West Washington Blvd., Bellwood, IL 60104.

Pre-registration is required. Go to [http://www.isbe.net/nutrition](http://www.isbe.net/nutrition) and click on Illinois School Breakfast in Action Summit under Special Events and Workshops. If you have any questions, please contact the Nutrition Programs Division at 800-545-7892 or 217-782-2491.

**Special Education Services**

**Deadline Coming Up to Apply for ISBE Conference in Oak Lawn**

This is the last week to register for the Illinois State Board of Education’s Conference on Best Practices for Nonpublic Special Education Programs, which will be held at the Hilton Oak Lawn (Ill.) Hotel on Nov. 15 and 16. Participants will hear presentations by colleagues and related professionals in addition to updates from ISBE.

Registration for the conference is available online via the Illinois State Board of Education website at [http://webapps.isbe.net/ISBEConference/](http://webapps.isbe.net/ISBEConference/). The closing date for registration is Friday, Oct. 29, 2010.

For more information, including registration guidelines and a tentative schedule, go to [http://www.isbe.net/spec-ed/np_handouts/default.htm](http://www.isbe.net/spec-ed/np_handouts/default.htm). You may also contact Paul Nijensohn at pnijenso@isbe.net or Sarah Sebert at ssebert@isbe.net in Special Education Services.
School Health Task Force

Feedback Sought on Issues Related to Meeting Health Needs of Students

The Governor's Office is convening a School Health Task Force in response to HJR 0046 (96th General Assembly) to study issues related to meeting health needs of students during the school day.

Your cooperation in completing a survey by Nov. 5 will assist in gathering baseline data needed to facilitate the work of the task force. Only anonymous, aggregate data is requested.

Please click on the following link to access the survey: http://www.surveymonkey.com/s/VBBSKF7.

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Early Childhood

Survey on Kindergarten Assessments Distributed

A survey on kindergarten assessments was recently distributed to elementary school principals in your district through the Illinois Principals Association. A statewide group of stakeholders has been convened, with support from the McCormick Foundation, to explore benefits of a statewide Kindergarten Developmental Assessment Process (KDAP). The KDAP would give educators and families information about the knowledge, skills and attitudes towards learning that children bring to kindergarten and support our efforts to establish a learning continuum to guide instruction and planning across the P-20 spectrum.

Please encourage your principals to respond. We will be happy to share the survey results with you when data are compiled.

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School Business Services

Funding Available for FY 2011 School District Reorganization Feasibility Studies

The State Board of Education is accepting agreements for the FY 2011 School District Reorganization Feasibility Studies. Feasibility studies are a tool to be used by school districts wanting to investigate the advantages and/or disadvantages of reorganization options. Interested school districts should submit a proposed agreement with an independent contractor(s) to their Regional Office of Education (ROE). The ROE will submit the agreement to ISBE for approval.

State funding is available on a “first come-first served” basis. Each study will be funded between $4,500 and $8,000 based on the number of school districts involved in the study and the combined student enrollment of the districts involved in the study. Any study cost above the state funding will be the responsibility of the participating districts. In order to receive reorganization feasibility study funds in FY 2011, agreements must be approved by both the ROE and ISBE, and studies must be completed and approved for payment no later than June 30, 2011.


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

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Data Analysis and Progress Reporting

2010-11 Teacher Service Record Now Open in IWAS

The 2010-11 Teacher Service Record (TSR) is open for districts and other reporting entities to provide data on full- and part-time employees working as of Oct. 1, 2010, 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, 2010.

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

2010-11 Eye Examination Data Collection Period Begins on IWAS

The Student Health Data – Vision system is available in IWAS for school year 2010-11 data submission. Completed reports must be received no later than June 30, 2011.
Links to important related documents are provided below.

- **User Guide:** [http://www.isbe.net/research/pdfs/vision_iwas_guide.pdf](http://www.isbe.net/research/pdfs/vision_iwas_guide.pdf)
- **Data Entry Worksheet:** [http://www.isbe.net/research/xls/eye_exam_worksheet.xls](http://www.isbe.net/research/xls/eye_exam_worksheet.xls)

A report must be submitted for every eligible school, without exception. Schools that are not the home school for any student should submit the report by selecting the option which allows them to declare they have no data to report.

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

### Health Examination and Immunization Data Collection Deadline Coming Up

The Student Health Data – Immunization system is available in IWAS for school year 2010-11 data submission. Completed reports must be received no later than Nov. 15, 2010.

Links to important related documents are provided below.

- **User Guide:** [http://www.isbe.net/research/pdfs/Immunization_user_guide.pdf](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](http://www.isbe.net/research/pdfs/immunization_requirements.pdf)
- **Data Entry Worksheet:** [http://www.isbe.net/research/xls/immunization_worksheet.xls](http://www.isbe.net/research/xls/immunization_worksheet.xls)
- **How to Calculate Actual Unduplicated Count:** [http://www.isbe.net/research/pdfs/Unduplicated_Count.pdf](http://www.isbe.net/research/pdfs/Unduplicated_Count.pdf)
- **Health and Immunization Questions and Answers:** [http://www.dhs.state.il.us/OneNetLibrary/27894/documents/SchoolHealth/FAQ09.doc](http://www.dhs.state.il.us/OneNetLibrary/27894/documents/SchoolHealth/FAQ09.doc)

A report must be submitted for every eligible school, without exception. Schools that are not the home school for any student should submit the report by selecting the option which allows them to declare they have no data to report.

Please share this information with the school nurse or health technician and those submitting the Immunization/Health Examination data to the Illinois State Board of Education. Questions may be addressed to Md. Shafiqul Azam in the Data Analysis and Progress Reporting Division at 217-782-3950 or [mazam@isbe.net](mailto:mazam@isbe.net).

### Career and Technical Education

#### Illinois Technology Education Conference Slated for Nov. 12-13

The Technology Education Association of Illinois will hold the 17th annual Illinois Technology Education Conference in Normal on Nov. 12-13.

The conference kicks off at 9 a.m. Friday, Nov. 12, with keynote speaker Topper Steinman. Steinman has more than 30 years of experience in public school teaching, counseling and consulting and has presented numerous workshops and seminars throughout the country. The conference will also feature a tour of the newly renovated Turner Hall, home to the Technology Department at Illinois State University.


In addition, the Illinois Drafting Educators Association (IDEA) will hold their conference on Thursday, Nov. 11, and will join ITEC on Nov. 12-13. For more information on IDEA, go to [http://www.idea-online.org](http://www.idea-online.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](http://www.isbe.net/hr/Default.htm).

### In the News

#### Weekly News Clips