Message From State Superintendent Christopher A. Koch

Illinois is one of seven states that have been chosen to participate in the initiative, Transforming Professional Learning to Prepare College- and Career-Ready Students: Implementing the Common Core, being led by Learning Forward, a national advocacy group focused on professional development for educators. Kentucky will serve as the demonstration state and Illinois will be one of six partner states that will provide input in the development of tools and strategies; and guide the implementation of resources, tools and protocols locally over the next two years.

This is an excellent opportunity for us to work collaboratively with other states in the implementation of the Common Core and learn from shared experiences. The resources developed through this partnership will eventually be available to all states. Other partners include the Council of Chief State School Officers, National Governors Association, National Association of State Boards of Education and American Association of Colleges of Teacher Education.

Friday is Veterans Day, and I know many districts will be in session, taking this opportunity to learn more about the men and women who have put on the uniform to protect our freedoms. Please, make time this week, even if students are out of class in honor of the holiday, to recognize our country’s veterans and the contributions they have made to our American way of life. One way students can participate is through the Abraham Lincoln Presidential Library and Museum’s (ALPLM) postcard to an Illinois soldier campaign. The ALPLM invites students to create holiday cards and send them to the museum for mailing to our troops from Illinois who are currently in Afghanistan.

Students should design cards with general messages, since they will not be addressed to specific soldiers, and they should be no larger than 5”x7.” Classes should put their cards in a sealed envelope with Soldier Postcards printed on the front and addressed to:

Abraham Lincoln Presidential Museum
Division of Education
212 N. Sixth St.
Springfield, IL  62701

All cards must be sent to the ALPLM by DECEMBER 7 to be included in the overseas mailing. The postcards to Illinois soldier campaign is part of the ALPLM’s “Letters to Soldiers” holiday tree that showcases letters written to and from Illinois soldiers during the Civil War. You may access more information about the ALPLM at their website, http://www.alplm.org.

Have a great week.

Chris
Upcoming Dates and Deadlines

- 21st CCLC Full Service Community Schools “How to” Orientation Kaskaskia College, Centralia – Nov. 8
- 21st CCLC New Grantee Workshop, Marriott Convention Center, Normal – Nov. 9
- 21st CCLC Fiscal and Evaluation Workshop, Marriott Convention Center, Normal – Nov. 10
- 21st CCLC Full Service Community Schools “How to” Orientation Holiday Inn, Rockford – Nov. 15
- 21st CCLC Full Service Community Schools “How to” Orientation Comfort Inn, Orland Park – Nov. 17
- Limitation of Administrative Costs Worksheet deadline – Nov. 15
- 2011-12 Unfilled Positions Survey deadline – Nov. 15
- 2011-12 Immunization/Health Examination Data Collection deadline – Nov. 15
- 2010-11 LEA Annual Financial Report – Due to ROEs/ISCs Oct. 14 and due to ISBE Nov. 15 (with the exception of those who received an “Extension of Time” approval letter)
- Annual Financial Report (AFR) (ISBE Form 50-35) Submission Due – Nov. 15
- ISBE offices closed for Thanksgiving – Nov. 24 and 25
- Part 25 (Certification), Part 375 (Student Records), and Part 425 (Voluntary Registration and Recognition of Nonpublic Schools) – Public comment period ends Nov. 28
- FY12 NCLB Monitoring Instrument – Nov. 30
- FY12 NCLB Title I Comparability Analysis – Nov. 30
- 2012 Illinois Arts Education Week Poster Contest deadline – Nov. 30
- FY 12 School Technology Revolving Loan Program (STRLP) application deadline – Dec. 1
- Annual Statement of Affairs (ISBE Form 50-37) Submission: Posted in newspaper by Dec. 1 and submitted to ISBE by Dec. 15
- Gifted Advisory Council ISBE Springfield Office – Dec. 5
- 2011-2012 Teacher Service Record data deadline – Dec. 15
- Part 1 (Public Schools Evaluation, Recognition and Supervision) and Part 151 (School Construction Program) – Public comment period ends Dec. 19
- Certificate of Tax Levy (ISBE Form 50-02) – Must certified and submitted to the county clerk by Dec. 26
- Nonpublic Registration, Enrollment, and Staff Report deadline – Dec. 31
- Postmark deadline for waiver applications to be considered by General Assembly in Spring ’12 – Jan. 13
- Deadline to submit written opt-out petition to regional superintendent of schools for Summer Food Service Program mandate (Public Act 096-0734) – Jan. 15
- Part 1 (Public Schools Evaluation, Recognition and Supervision) and Part 235 (Early Childhood Block Grant) – Public comment period ends Jan. 30
- 2011-12 Teacher Salary Study data form deadline – Feb. 1
- 2011-12 Noncertified Staff Salary Study survey – Feb. 1
- 2011-12 Eye Examination Data Collection deadline – June 30

Assessment

Assessment Network Training – 2012 ISAT and IAA

The Assessment Network Web site hosted by Pearson will be open from Oct. 31, 2011, to Dec. 21, 2011. This is the Web portal that allows districts and Chicago schools to do the following for the 2012 administration of ISAT and IAA:

- Verify ISAT and IAA test material quantities,
- Order ISAT special format tests like reader scripts and Braille forms,
- Verify or correct the District/Chicago school ISAT and IAA Coordinator information,
- Verify or correct the mailing address for receipt of ISAT and IAA test materials,
- Place additional orders after receipt of initial shipment of test materials.

There will be a Webinar training session for the Assessment Network from 1:30 to 3 p.m. on Tuesday, Nov. 8. Registration information for this Webinar is posted on the ISAT and IAA Websites at [http://www.isbe.net/assessment/isat.htm](http://www.isbe.net/assessment/isat.htm) and [http://www.isbe.net/assessment/iaa.htm](http://www.isbe.net/assessment/iaa.htm).
School Business Services

Reminders For Upcoming Deadlines

Annual Financial Report (AFR) (ISBE Form 50-35)
Submission Due Nov. 15, 2011: School District/Joint Agreements AFRs must be submitted to ISBE by no later than Tuesday, Nov. 15, 2011. This excludes those districts/joint agreements with approved extensions until Dec. 15, 2011. For more details and instructions see the following website: http://www.isbe.net/sfms/afr/afr.htm.

Annual Statement of Affairs (ISBE Form 50-37)
Submission: School districts/joint agreements must display specific pages in the district’s/joint agreement’s local newspaper by no later than Thursday, Dec. 1, 2011. The form must also be submitted electronically to ISBE by no later than Thursday, Dec. 15, 2011. For more details, specific pages to be displayed in the newspaper and ISBE submission instructions see the following website: http://www.isbe.net/sfms/afr/asp.htm.

Certificate of Tax Levy (ISBE Form 50-02) must be certified and submitted to the county clerk by no later than Monday, Dec. 26, 2011. For more details, the form and instructions see the following website: http://www.isbe.net/sfms/afr/ctl.htm.

Limitation of Administrative Costs Worksheet Deadline is Nov. 15

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, 2011.

A blank Limitation of Administrative Costs Worksheet is at http://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, 2011 (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, 2011 – June 30, 2012 (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, 2012, 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 accessed 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.

Funding and Disbursement Services

Federal Interest Income – Quarterly Reminder

The Code of Federal Regulations, Title 34-Education, Part 80 Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments, Subpart C-Post Award Requirements, Section 80.21 Payment, requires grantees and subgrantees to promptly, but at least quarterly, remit interest earned on advances to the appropriate federal agency. The grantee or subgrantee may keep actual interest amounts up to $100 per year gained on Federal
deposits per bank account, if applicable, for administrative purposes. Grant recipients have discretion to set up account(s) that are non-interest bearing to avoid returning interest.

To ensure compliance with federal administrative requirements, local education agency fiscal officials should develop internal controls and a sound methodology to calculate and return, at least quarterly, interest earned in excess of $100 on federal program funds. Interest calculation methodologies must be based on actual, not estimated, interest earnings on federal funds. Further details as to how federal interest should be calculated and remitted can be found on Pages 10-12 of the State and Federal Grant Administration Policy and Fiscal Requirements and Procedures, which can be accessed at http://www.isbe.net/funding/pdf/fiscal_procedure_handbk.pdf.

Interest should be returned using the following guidelines:

- Checks for interest earned should be made payable to the Illinois State Board of Education.
- Checks should not include the return of unexpended disbursements from the Illinois State Board of Education. Even though unexpended disbursements and interest payments are made payable to the Illinois State Board of Education, separate checks should be issued for both.
- Checks should be accompanied by a statement identifying the program and the program year from which the interest was earned.

All checks must be mailed to: Illinois State Board of Education, Funding and Disbursements Services Division (E-320), 100 N. First St., Springfield, IL 62777-0001.

**FY 2012 IDEA Part B Flow Through Grant Reduction**

The U.S. Department of Education has formally notified the Illinois State Board of Education of a reduction in the amount of $5,584,109 to the original FY 2012 Federal Individuals with Disabilities Education Act Part B Flow Through (Section 611) grant award.

The revised district allocations and nonpublic proportionate share set aside amounts are reflected in the links provided below. The allocation reductions have been applied accordingly to FY 2012 IDEA Part B Flow Through grants in the electronic Grants Management System.

**Revised FY 12 IDEA Part B Flow Through:**

**Revised FY 12 IDEA Part B Flow Through Nonpublic Proportionate Share:**

Questions regarding the IDEA Part B calculations can be directed to Sharon Conrath at sconrath@isbe.net or (217) 782-5256.

**Finance and Audit Committee**

**Joint FY 2013 Early Learning Budget Hearing Scheduled for Nov. 29 in Chicago**

The Illinois State Board of Education will host a joint public hearing on the fiscal year 2013 budget at 3 p.m. Tuesday, Nov. 29, in Chicago at the James R. Thompson Center. The hearing will have an emphasis on Early Learning. Representatives from ISBE, the Illinois Department of Human Services, the Illinois Department of Children and Family Services and the Governor’s Office will be attending. The joint budget hearing is the last of a series of meetings held across the state with the ISBEs Finance and Audit Committee.

- **What:** ISBE Finance and Audit Committee FY 2013 Budget Hearing
- **When:** 3 to 6 p.m. Tuesday, Nov. 29
- **Where:** Room 16-503, James R. Thompson Center, 100 West Randolph St., Chicago

The Illinois State Board of Education’s Finance and Audit Committee conducts public hearings each year to gather opinions about the education needs and priorities at the local level as they prepare the following year’s education budget. The State Board of Education generally recommends an education budget in January, several months prior to any General Assembly action on the next fiscal year’s budget. The board can only make a recommendation. The governor and legislators must determine how to generate revenue and set the final budget.

ISBE has already held FY 2013 budget hearings in Springfield, Edwardsville, Champaign and Wheeling. Those who are unable to attend one of the five public hearings are encouraged to email any guidance or feedback to ISBE at isbefy13@isbe.net.
PEAC

Forum for Teachers and Administrators Scheduled for Monday, Nov. 7, in Chicago

Chicago Public School (CPS) teachers and administrators are invited to weigh in on the development of evaluation systems that comply with the Performance Evaluation Reform Act of 2010 (PERA) at a forum from 5 to 6:30 p.m. Monday, Nov. 7, at Lane Tech College Prep High School Auditorium, 2501 West Addison.

The November 7 forum will focus specifically on evaluations of CPS teachers and administrators.

Evaluation systems under PERA will be designed to provide teachers and principals with clear and consistent standards, more constructive feedback, and stronger professional development. The systems will combine student academic growth and professional practice. The new Chicago evaluations will be implemented for principals for the 2012 school year and phased in for teachers over the 2012 and 2013 school years.

The forum will be highly interactive, with brief presentations by key leaders of ISBE and PEAC, followed by live polling, discussion, and an open Q&A session.


Check the PEAC website for information and updates: http://www.isbe.net/peac.

Question or comment? Email peacinfo@isbe.net.

Nutrition

National School Lunch Program Verification Summary Report Available

Each year, local education agencies (LEAs) that participate in the National School Lunch and/or School Breakfast Programs are required to have completed verification activities no later than Nov. 15, in preparation for completing the online Verification Summary Report (VSR) that is due Dec. 15.

Instructions for completing the verification process and for completion of the VSR are available at http://www.isbe.net/nutrition/htmls/forms_sbn.htm#verif. LEAs should review all materials on this webpage to ensure all steps of the verification process have been completed. Special attention should be given to the student count prior to accessing and completing the VSR.

For additional questions related to verification, call (800) 545-7892, or visit Nutrition Division website at http://www.isbe.net/nutrition/default.htm.

USDA Foods and Illinois Commodity System Training Available Via Webinar

On Dec. 15, 2011, ISBE will offer USDA Foods and Illinois Commodity System training via webinar. The webinar will focus on the Illinois Commodity System, placing the annual commodity order, diversions to processors, Department of Defense (DOD) fresh fruit and vegetable program, and additional monthly processes aimed at teaching better management of commodity entitlement. Registration is required.

Visit the food distribution website at http://www.isbe.net/business.htm for a registration link for this information packed webinar.

Date: Thursday, Dec. 15, 2011
Time: 2-3:30 p.m.
Note: This is a time change from what was originally posted in the November 2011 Outlook.

Special Education

‘Practical Guidance on Section 504: Developing a Defensible Plan’

The Special Education Leadership Academy is presenting a workshop designed for staff who are in the position of developing, monitoring, supervising or implementing the components of a 504 Plan. Section 504, as a federal civil rights law, has sweeping implications for all schools. In light of the new legislation requiring Section 504 Plans under the Care of Students with Diabetes Act, increased attention can be anticipated in the area of compliance. Topics to be discussed and covered include eligibility, child find obligations, evaluation, the components of a 504 Plan, procedural safeguards, discipline and recent legislation/case law.

Upcoming workshops are scheduled in Fairview Heights on Nov. 14 and Champaign on Nov. 15. Registration starts at 8 a.m. and the program is from 8:30 a.m. to 3:30 p.m. The workshop is partially funded by IDEA Discretionary funds from the Illinois State Board of Education. For more information, including on how to
register and details about the presenters, go to http://www.isbe.net/spec-ed/pdfs/sela_504_wksp_flier.pdf.

**Career and Technical Education**

**PLTW STEM Education Fund**

Project Lead the Way (PLTW), through its PLTW STEM Education Fund (PSEF) is connecting companies, foundations, and philanthropic organizations seeking to impact STEM education with schools interested in providing their students with an innovative, high quality STEM education program. PLTW is committed to assisting schools interested in implementing PLTW curriculum with an opportunity to apply for funding.

The application is currently open for schools seeking to implement the Pathway to Engineering (PTE) high school program or the Gateway to Technology (GTT) middle school program during the 2012-13 school year. The PSEF involves a competitive grant process. Successful applicants will have visited at least one other PLTW school, prepared a PLTW program budget, lined up potential community partners, and developed a computer lab that meets PLTW requirements. To access the online application and more information, visit http://www.pltw.org/getting-started/pltw-stem-education-fund.

The deadline for applications is Jan. 20, 2012. PLTW will notify schools in March 2012 regarding the status of its application.

**Grant Awards:** School districts interested in starting a high school Pathway to Engineering (PTE) program are eligible for start up funds of up to $35,000 over three years. High schools must commit to implementing a minimum of four courses, a minimum of one each year, to be eligible for this funding.

School districts interested in starting a PLTW middle school Gateway to Technology (GTT) program are eligible for start up funds of up to $20,000, over two years. Design and Modeling (DM) and Automation Robotics (AR) are required units.

**Use of Funds:** Grant funds are restricted to training costs for teachers (no stipends) and the required equipment and supplies for the GTT program and the foundation PTE courses: Introduction to Engineering Design (IED) and Principles of Engineering (POE) and one of the following specialty courses Digital Electronics (DE), Computer Integrated Manufacturing (CIM), Civil Engineering and Architecture (CEA), Aerospace Engineering (AE), Biotechnical Engineering (BE), and Engineering Design and Development (EDD). Funds may be used to purchase the teacher laptop, lab printer, and digital projector and screen. Grant funds are not be used for renovations, lab/student computers, network infrastructure, or items listed in the PTLW purchasing manuals as “Optional.”

For more information regarding PLTW STEM Implementation Fund and the PLTW Model Grant Program, visit http://grants.pltw.org or email Arvetta Jideonwo at ajideonwo@pltw.org. For information regarding PLTW programs, please visit http://www.pltw.org. For information on PLTW in Illinois, contact Brenda Pacey, PLTW Affiliate Director, at bpacey@uillinois.edu; Steve Parrott, PLTW State Leader, at sparrott@isbe.net; or Terri Schulz, PLTW National Director, at tschulz@pltw.org.

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**Educator and School Development**

**Seventh Annual Induction and Mentoring Conference Scheduled for Feb. 22-23**


The conference, which is titled “Staying Committed to New Teacher Induction,” will examine how district and school personnel can make a difference in a new teacher’s career, even in tough times. Quality induction programs accelerate new teacher development and assist new teachers in their knowledge, skill, effectiveness and professional development, which, in turn, impact student achievement and success. This conference will provide practical and standards-based ideas about induction resources, evaluation, program goals and design. Conference sessions will help both established and new induction and mentoring programs improve, learn from other programs and develop a network of contacts to pave the way for new teachers’ success.

Conference registration is $50, and substitute reimbursement and CPDUs are available. For more information or to register for the conference, visit http://intc.education.illinois.edu/conference.
Office of the Governor

Illinois’ Educational Opportunities for Military Children Commission Under Way

Last year, Illinois joined the Military Interstate Children’s Compact Commission, a national initiative aimed at easing transitions for military families. As a signatory, Illinois agreed to create a body to review issues pertaining to military families and their experience with the education system in our state. The group convened its first meeting on Oct. 25 to identify the challenges facing students of Illinois’ military families and begin developing next steps for addressing them. In accordance with the authorizing legislative language, this group will operate under the oversight of the P-20 Council, which will assist with the coordination of state agencies, local government and military installations in an effort to best meet the needs of those who serve our country.

For more information, visit the P-20 Council website at http://www2.illinois.gov/gov/P20/Pages/EOMCC.aspx.

School Opportunities

Illinois State Bankers Association Promotes Financial Education Program

State Treasurer Dan Rutherford recently announced the launch of a new, statewide initiative to bring financial education to Illinois high schools. The program is an initiative based on a partnership between the Illinois Bankers Association and EverFi.

The EverFi financial literacy platform is underwritten by Illinois banks and savings institutions that partner with their local high schools to bring this program into the schools at no cost to the school or the state of Illinois. Financial literacy education is mandated as part of consumer education curriculum in Illinois high schools, and this program enables high schools to meet all of the requirements under Illinois law.

Several Illinois banks already have signed on to the program, sponsoring nearly 40 high schools throughout the state, and more are being added each week.

To read more about the program, visit https://www.ilbanker.com/Documents/PR/IBA_Everfi_Launch.pdf. Educators interested in the program should contact EverFi account manager Ryan Swift at ryan@everfi.com or (202) 251-2400.

Gov. Quinn Invites Illinois Students to Partner With Sister Schools in China

During Gov. Pat Quinn’s recent trade mission to Asia, he signed a memorandum of understanding creating the Sister Schools Initiative recognizing the important role of education in securing economic well-being. This agreement provides an opportunity for Illinois schools to partner with their Chinese counterparts promoting cultural and linguistic appreciation amongst the next generation of global citizens.

Participating classes will be connected with a class of a similar age group from the Zhejiang Province to engage in classroom collaborations. How classes choose to connect is flexible in order to accommodate the interests and abilities of participants but exchanges could range from shared lesson plans and class blogs to email “pen pal” exchanges to student or faculty exchanges.

For more information or to sign-up to participate, visit the P-20 Council website at http://www2.illinois.gov/gov/P20/Pages/sister-school-registration.aspx.

Educator Opportunities

Applications Available for Mining Awareness Educator Award

Each year, the Interstate Mining Compact Commission (IMCC) presents the Mining Awareness Educator Award. The award is given to an individual school teacher or school from an IMCC member state (which includes Illinois) that has achieved excellence in the following categories:

- provided educational outreach in an innovative manner that increases the level of understanding in the classroom and community about mining and its impacts.
- promoted environmental stewardship while enhancing the understanding of issues associated with mining and natural resource development.
- created unique educational materials or curriculum demonstrating the production and/or use of minerals and associated environmental protection.

These criteria may be met through classroom and/or out-of-classroom (i.e. field trips, mine tours, etc.) activities. The deadline to apply is Feb. 1. For more information, visit http://www.imcc.isa.us/Awards.htm.
In the News

Weekly News Clips
ISBE has posted highlights from last week’s education news clips at

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.