Message From State Superintendent Christopher A. Koch

Last week we released to districts the 2012 Report Cards. This is one step in our annual process of releasing the report card results, state assessments and Adequate Yearly Progress status.

Later this week, we will provide members of the media access to report card results on an embargoed basis. Members of the media may soon begin reaching out to you to discuss results. By accessing the embargoed report card information, members of the media have agreed not to publish results obtained via the Illinois State Board of Education until Oct. 31. If, however, reporters receive information directly from you, such as during your local board meeting, they may release that information whenever they choose.

Later this month, ISBE will release statewide assessment averages and our annual statewide AYP report to the media and public, however, we will not post individual report card information for districts and schools until Oct. 31.

Again, a district may release its scores or AYP status at anytime. We will lift the media embargo on individual report cards on Oct. 31. If you have any questions about the media embargo on report card information, please call our Division of Public Information at (217) 782-4648.

The Illinois State Board of Education’s Finance and Audit Committee is hosting a series of budget hearings as it prepares the Fiscal Year 2014 (FY14) education budget recommendation for the Governor and General Assembly.

Illinois requires state agencies to use a “Budgeting for Results” model to establish spending priorities, meet goals and deliver excellent services and value to taxpayers. To meet the Budgeting for Results requirements, hearing participants are asked to provide responses to the following questions when presenting their FY 2014 budget requests to the ISBE Finance and Audit Committee:

- **Outcomes:** What outcomes will the funding allotment achieve?
- **Measures:** What are the measurable results of these outcomes?
- **Value:** What is the value of the outcomes?
- **Historicals:** What outcomes have been achieved in the past?
- **Moving forward:** How does your organization plan to improve the value of services it provides using funding and other resources?

The hearings are scheduled at the follow dates and locations:

- **Monday, Oct. 29:** Immediately following board meeting, Southland Charter School, Richton Park.
- **Monday, Nov. 5:** 4-6 p.m., Champaign Public Library, Champaign.
- **Thursday, Nov. 15:** 4-6 p.m., G Room 145, University Center, College of Lake County, Grayslake.
- **Friday, Nov. 16:** Immediately following board meeting, ISBE Video-conference, James R. Thompson Center, 100 W. Randolph St, Chicago.
- **Monday, Nov. 19:** 4-6 p.m., Granite City High School, Granite City.

Those who are unable to attend one of the five public hearings are encouraged to email any guidance or feedback to ISBE at isbefy14@isbe.net.

Finally, 90 percent of those registered for the professional development on the new teacher evaluations have begun the training and 82 percent of those registered for the principal evaluations have begun training. Of those undergoing the teacher evaluation training, 90 percent have completed the first three modules and 34 percent have completed all five. Of those undergoing the principal evaluation training, 72 percent have completed the first three modules and 46 percent have completed all five.

Have a great week!

Chris

**Upcoming Dates and Deadlines**

- ISBE offices closed for Columbus Day – Oct. 8
- U.S. Senate Youth Program/Hearst Scholarship deadline – Oct. 3 (http://www.isbe.net/spec-ed/html/hearst.htm)
- Thomas Lay Burroughs Award nomination deadline – Oct. 5 (http://www.isbe.net/pdf/burroughs_award.pdf)
- ISBE offices closed for Columbus Day – Oct. 8
- Rti Professional Development Training, Grayslake – Oct. 9-10 (Register at http://webapps.isbe.net/ISBEConference/IsbeConfMenu.aspx)
- Part 25 (Certification), Part 75 (Agricultural Education Program) and Part 140 (Calculation of Excess Cost under Section 18-3 of the School Code) – Public comment period ends Oct. 15
- 2012 Reduction in Force Survey deadline – Oct. 15
- Rti Professional Development Training, Belleville – Oct. 15-16 (Please note that this event has been canceled.)
- Title I Directors Conference in Springfield – Oct. 16-17 (http://www.iatd.net)
- School District/Joint Agreement Budget Form deadline – Oct. 31
- ISBE offices closed for Election Day – Nov. 6
- ISBE offices closed for Veterans’ Day – Nov. 12
- 2012-2013 Unfilled Positions Survey deadline – Nov. 15
- Nonpublic Registration, Enrollment, and Staff Report (School year 2012-13) deadline – Nov. 15
- School District/Joint Agreement Annual Financial Report (AFR) form deadline – Nov. 15
- Part 24 (Standards for All Illinois Teachers) – Public comment period ends Nov. 19
- ISBE offices closed for Thanksgiving – Nov. 22-23
- FY13 NCLB Monitoring Instrument – Nov. 30
- FY13 NCLB Title I Comparability Analysis – Nov. 30
- School District /Joint Agreement Annual Statement of Affairs (ASA) form deadline – Dec. 15
- Postmark deadline for waiver applications to be considered by General Assembly in Spring ’13 – Jan. 18
- 2012-13 Teacher Salary Study data form deadline – Feb. 1
- Noncertified Staff Salary Study survey deadline – Feb. 1
- Regional Safe Schools End of Year Data reporting deadline – July 31 (User guide for the IWAS reporting system, http://www.isbe.net/spec-ed/pdfs/rssp_iwas_user_guide.pdf)
• Truants’ Alternative and Optional Education Program (TAOEP) reporting deadline – July 31 (User guide for the IWAS reporting system, [ftp://help.isbe.net/webapps/taoep/pdf/TAOEP.pdf](ftp://help.isbe.net/webapps/taoep/pdf/TAOEP.pdf))

Common Core

**Free Webinars Coming Up and Newsletters Available Online**

Pearson is offering free webinars on the Common Core Standards. The webinars are designed to provide practical guidance to help educators implement the Common Core State Standards. Click on [http://commoncore.pearsoned.com/index.cfm?locator=PS1wAj](http://commoncore.pearsoned.com/index.cfm?locator=PS1wAj) to register and learn more. Each webinar begins at 4 p.m. (CST). Upcoming topics include:

- Designing School Spaces, Oct. 2
- District Plans for ELL, Oct. 4
- Instructional Planning, Oct. 4
- Mathematics Coaching, Oct. 9
- Actions Teachers Can Take Right Now, Oct. 11

In other news, the Illinois State Board of Education has posted the new Capture the Core Newsletters at [http://www.isbe.net/common_core/htmls/news.htm](http://www.isbe.net/common_core/htmls/news.htm). The monthly offering features a newsletter for each grade level K-12. This month’s issues cover “5 Things Every Teacher Should be Doing Now to Meet the Common Core State Standards” and more.

Center for Performance

**‘Illinois 5Essentials Survey: Organizing Schools for Improvement’ Webinar Oct. 10**


**WEBINAR DESCRIPTION:** “This spring Illinois will lead the nation in providing a unique opportunity for teachers, students and parents to have a voice in improving their schools. Between Feb. 1 and the end of March, the Illinois State Board of Education will ask administrators in our state’s nearly 4,000 schools to give teachers, students and parents a 15-minute research-based survey to help identify strengths and weaknesses in five essential areas: instruction, environment, leaders, teachers and families. Schools strong on three or more of the five essentials are 10 times more likely to make substantial gains in math and reading. This survey, required under state legislation passed last year, can not only help schools target areas of improvement, but also identify positive developments that test scores alone can’t capture.”

**SYSTEM REQUIREMENTS:** Windows 7, Vista, XP or 2003 Server required for PC-based attendees. Mac OS X 10.5 or newer required for Macintosh-based attendees. For mobile attendees, iPhone, iPad, Android phone or Android tablet is required.

School Business Services

**Reminder: ISBE Requesting Capital Needs Assessment Survey From Districts by Oct. 15**

Public Act 93-0489 requires the Illinois State Board of Education and the Capital Development Board to file a comprehensive assessment report of the capital needs of all school districts to the General Assembly every 2 years. Jan. 1, 2013, is the due date of the next report.

If you have not done so already, in an effort to meet this requirement, we are requesting all districts complete and submit the Capital Needs Assessment Survey by Oct. 15, 2012. Full participation in this needs assessment will help ensure an accurate portrayal of the capital needs of all districts throughout the state.

Additional forms, if needed, can be accessed on either the following websites: [www.isbe.net/finance](http://www.isbe.net/finance) or [www.cdb.state.il.us](http://www.cdb.state.il.us). Completed forms can be submitted by U.S. Mail to School Business Services, 100 N. First St., Springfield, IL 62777-0001 or by emailing to finance1@isbe.net. If you submitted a survey for past reports and would like to obtain a copy, please send an email or call Christine Kolaz at (217) 785-8779. Further questions can also be directed to School Business Services, Christine Kolaz, (217) 785-8779.

**ISBE Accepting Agreements for FY13 School District Reorganization Feasibility Studies**

The Illinois State Board of Education is now accepting agreements for the FY 2013 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) or Intermediate Service Center (ISC) in Cook.
County. The ROE/ISC 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 2013, agreements must be approved by both the ROE/ISC and ISBE, and studies must be completed and approved for payment no later than June 30, 2013.

Procedures, funding allotment, and sample forms are available at [www.isbe.net/sfms/html/feasibility.htm](http://www.isbe.net/sfms/html/feasibility.htm). If you have any questions, please contact Michelle Heninger, School Business Services, at (217) 785-8779 or mheninge@isbe.net.

**Legal**

**Criminal History Records Information Checks for Contractors at Schools**

Recently, the Illinois State Board of Education has received several queries from contractors about the school district’s obligations to ensure background checks are properly done.

Pursuant to Section 10-21.9(f) of the School Code (105 ILCS 5/10-21.9(f)), a school district or non-public ISBE-recognized school must require all employees of persons or firms holding contracts with the school district or non-public ISBE-recognized school, who have direct, daily contact with students, to submit to a fingerprint-based criminal history records information check.

“Direct, daily contact” is a determination made by the contracting district or non-public school, usually in consultation with the contracting firm. The contracting firm must make its employees available to submit to CHRI checks; however, the school district or non-public school must review the reports to determine whether any employee of the contracting firm has a conviction listed under Section 21B-80 of the School Code that would prohibit him or her from being on campus. The school district or non-public school must also provide a copy of the CHRI check report to the individual employee, but is not authorized to release it to the contracting firm. If the contracting firm holds simultaneous contracts with more than one school district within the educational service region, the ROE can be asked to facilitate conducting the CHRI checks. The ROE returns the CHRI check reports to the district for review.

Pursuant to P.A. 97-248, if a school, school district, community college district or private school requests from a school district a copy of a CHRI report that the school district conducted on an employee of a contracting firm within the last year, that school district is required to share that CHRI report with the requesting school, school district, community college district or private school. The intent of this provision is that while the new school, school district, community college district or private school may not have a simultaneous contract with a firm, it may choose to rely on a CHRI check less than one year old. As with any sharing provision, ISBE cautions that a district policy should be in place that covers issues like staleness, confirming authenticity, considers the pros and cons of sharing, risk of liability for improper interpretation of a CHRI report and action based on that interpretation, and how to obtain current or follow-up information if needed.

**Criminal History Records Information Checks for Student Teachers**

The Illinois State Board of Education recently developed a position statement regarding conducting criminal history records information checks on student teachers, required by 105 ILCS 5/10-21.9(g). Until an amendment to this Section can be pursued, ISBE encourages compliance with this interpretation. Please review the updated information in our Guidance Document at [http://www.isbe.net/pdf/guidance_chr.pdf](http://www.isbe.net/pdf/guidance_chr.pdf) starting on Page 6 of the document.

**Federal and State Monitoring**

**NCLB Monitoring Instrument and NCLB Title I Comparability**

The FY13 NCLB Monitoring Instrument is available for completion and submission in the IWAS system. The due date is Friday, Nov. 30. All districts receiving NCLB funding are required to submit the document every year. As before, the previous year’s information will be imported to the document and the district should ensure its accuracy before submitting. Each “Comment/Proof Indicator” should contain documents that support your answers.

The Title I Comparability analysis will load your previous year’s data as it relates to teacher’s names and positions if you used the “pupil/staff” ratio in your comparison. This application is also located on the IWAS system, districts that are “exempt” may simply select the “Exempt” radio button and then “Submit.” Their submittal requirements will have been met when the superintendent submits it.

Districts requiring a comparison will have all of their district’s school buildings imported from the FY13 NCLB Consolidated Application. Districts will have to account for all of their buildings through exclusions or in a comparison with other schools with similar student enrollment and grade spans. The written procedures and board approved equivalency policies and salary schedules for districts will need to be added in their appropriate window. Current student enrollment for each building will need to be supplied for any of the comparison ratios you select to use.

Districts will need to define the various comparison classifications. For example if a district has both large and small elementary schools with similar grade spans, they may define both in the system to avoid comparing larger and smaller schools in the same comparison. Classifying the buildings according to enrollment size should be based on the larger schools having at least twice the enrollment size of the other schools with a similar grade span. A “User’s Guide” is located on the menu bar of the comparability application and on our External Assurance Website.

All districts receiving Title I funds must complete the document. Failure to comply will result in program funds being frozen and a recovery of expenditures of Title I funds in buildings where they are determined to be non-comparable.

If you have questions concerning the Title I Comparability or the Monitoring Instrument, contact Paul Williams, Federal and State Monitoring, at (217) 782-7970 or pwilliam@isbe.net.

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**Assessment**

**ACT State Test Profile Report Deadline Oct. 3**

The ACT State Test Profile Report is due to be in schools by Oct. 3. You may notice changes in the n-counts and score averages in the trend data. ACT utilizes the rules in place for the current year and maps those criteria to past data sets to allow users to compare common metrics across the years. The 2012 data are based on the following criteria: College Reportable scores generated during the ACT test given as part of the 2012 PSAE. State Reportable and State Allowed scores, which have been reported in ACT State Test Profile Reports prior to this year, are no longer included in this report.

Please contact George Schlott, Senior Consultant, Program Solutions, ACT Midwest Region, at (847) 634-2560 if you have questions.

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**1% Alternate Assessment and the Common Core**

The Illinois State Board of Education has created a survey for you to provide your feedback on which alternate assessment consortia would best fit Illinois’ needs.

This will be your only opportunity to provide feedback on which alternate assessment consortia would best fit Illinois’ needs. ISBE will take the feedback submitted in the survey to make decisions regarding the 1% Alternate Assessment aligned to the Common Core.
Feedback is requested no later than Monday, Oct. 8, at 11:59 p.m.

Click on the link to access the webinar and survey: http://www.isbe.net/assessment/htmls/common-core.htm.

The webinar, hosted by Council of Chief State School Officers (CCSSO), provides an overview of the two 1% assessment consortia, Dynamic Learning Maps (DLM) and the National Center and State Collaborative (NCSC) Partnership. These new alternate assessments that serve students with the most significant cognitive disabilities will be aligned to the Common Core State Standards (CCSS) and are expected to fit cohesively within the comprehensive assessment systems under development by the federal grant recipients: the Partnership for Assessment Readiness for College and Careers (PARCC) and the Smarter Balanced Assessment Consortium. Both DLM and NCSC are to be ready for use by the 2014-15 school year, the same year in which the comprehensive assessment systems will be operational.

### Data Analysis and Accountability

**Teacher Service Record (TSR) Retired for Data Collection Improvement**

The Illinois State Board of Education is making changes this school year to improve the process for collecting data about teachers, administrators and other school personnel. Specifically, ISBE is retiring the Teacher Service Record (TSR) data collection system. In its place, ISBE will launch a new system — the Employment Information System (EIS) — on Feb. 1, 2013, for district use in reporting data for teachers, administrators and other employees this school year.

The new system will allow data to be submitted via batch file. Moreover, in response to feedback from school districts, the system will incorporate the administrator and teacher salary and benefits data that school districts are required to report by Oct. 1 each year, per Sections 10-20.47 and 34-18.38 of the School Code. For the past three years, these data have been reported in a separate Administrator and Teacher Salary and Benefits IWAS system that will also be retired.

ISBE anticipates being able to provide a file layout of required EIS data elements (with descriptions, codes, data types, etc.) by Nov. 1, 2012. In addition, webinars to explain the new system design and demonstrate its functions are planned for January 2013.

We appreciate your patience while waiting to receive details about the new EIS system, and we ask your indulgence in holding questions until further information is provided. As necessary, ISBE will provide updates to the Nov. 1, 2012, and January 2013 milestone dates noted above. Look for information to be provided in future ISBE Weekly Message articles and in emails targeted to former TSR users.

**2012-13 Nonpublic Registration, Enrollment and Staff Report Available in IWAS**

The Nonpublic Registration, Enrollment, and Staff Report for school year 2012-2013 is available in IWAS. Completed reports must be received by the Illinois State Board of Education no later than Nov. 15, 2012. (Effective Jan. 26, 2012, the nonpublic school registration-renewal deadline in state rules, i.e., 23 Illinois Administrative Code 425.20, was changed from Dec. 31 to Nov. 15.)

Nonpublic school registration is voluntary and annual. Nonpublic schools that have registered with ISBE at least once in the past must submit their data online via IWAS. Nonpublic schools that have never registered with ISBE must submit their data using the paper form 87-01, which is available online at http://www.isbe.net/research/htmls/np_entity.htm.

Public district administrators should communicate with nonpublic school administrators within their district boundaries and encourage them to submit registration, enrollment, and staff data. A portion of the public district funding allocation calculated for the federal Individuals with Disabilities Education Act (IDEA) uses nonpublic enrollment data that are reported voluntarily by nonprofit elementary and secondary schools.

Nonpublic schools seeking recognition: You must submit your Nonpublic Registration, Enrollment and Staff Report before you can apply for recognition. Refer to the following link for more information about recognition: http://www.isbe.net/career/html/np_recognition.htm.

Questions about using IWAS should be directed to the ISBE Helpdesk at (217) 558-3600, and questions about the data to be provided for nonpublic school registration should be directed to Dr. Marjurie Ribeiro in the Data Analysis and Accountability Division at (217) 782-3950 or mribeiro@isbe.net.
**2012-13 Teacher Salary Study Form Now Available on IWAS**

The 2012-2013 Teacher Salary Study data form is available on IWAS. The deadline for districts and other local education agencies that employ teachers to complete and submit the form is Feb. 1, 2013. You will also need to provide a copy of your salary schedule/policy and negotiated agreement, unless you have done so already in a prior year and they are still in effect. Please send copies to the Data Analysis and Accountability Division at this address: Illinois State Board of Education, 100 N. First St., S-284, Springfield, IL 62777.

If you do not employ teachers this school year, click on the appropriate button and log off; you do not need to complete the form. Questions about completing the form can be directed to the ISBE Data Analysis and Accountability Division at (217) 782-3950 or nchern@isbe.net.

**2012-2013 Unfilled Positions Survey Now Available in IWAS for Data Entry**

The 2012-2013 Unfilled Positions Survey is now available in IWAS for data entry. The deadline for completing the survey and submitting it to ISBE is Nov. 15, 2012. Districts are to report the number of budgeted positions they were unable to fill as of Oct. 1, 2012. All districts that hire staff are required to complete the survey, even districts that did not have any unfilled positions.

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

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

**2012 Reduction in Force Survey Now Available on IWAS**

The 2012 Reduction in Force Survey is now available on IWAS. The deadline for districts to submit this report of tenured and non-tenured teacher dismissals due to reduction in force is Oct. 15, 2012. Per Section 10-20.26 of the School Code, the survey also requests information on the number of teachers rehired and positions eliminated.

Your timely response to this data collection is greatly appreciated. If you have questions about the survey, please contact Ms. Niann-Tsyrr Chern in the Data Analysis and Accountability Division at (217) 782-3950 or nchern@isbe.net.

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**Funding and Disbursements**

**FY 13 Pupil Transportation Preliminary Prorations**

The first quarterly payment for the 2011-12 (FY 13) Regular/Vocational and Special Education Pupil Transportation Reimbursement programs have been calculated and vouchered on Sept. 24, 2012. The September payment can be viewed for each local education agency (LEA) in the Financial Reimbursement Information System Inquiry at http://webprod1.isbe.net/FRISInquiry/.

The Regular/Vocational Transportation preliminary proration is 75.8 percent and the Special Education Transportation preliminary proration is 99.6 percent. LEAs will be allowed to make corrections to transportation claim data until Nov. 5, 2012. Final prorations and remaining quarterly payments will be calculated in mid-December. Payments will be vouchered on or before Dec. 31, March 31 and June 20 per statute.

If you have questions regarding this information, please contact Jamie Johnson via telephone at (217) 782-5256 or via email at jjohnson@isbe.net.

**FY 13 Annual Claim for Pupil Transportation Reimbursement – Correction Period Open**

All local education entities are hereby notified that the review and amendment (if needed) process is now open and will end at midnight on Monday, Nov. 5, 2012. All revisions to the Pupil Transportation Reimbursement Claim must be completed and transmitted on or before midnight on Nov. 5, 2012. No revisions will be accepted after midnight on Nov. 5 in order to close the claim file and schedule the three remaining quarterly payments.

**INSTRUCTIONS FOR REVIEWING THE CLAIM:**

1. Log into the ISBE Web Application Security system.
2. Click on “System Listing” on the IWAS homepage.
3. Select “Pupil Transportation Claim Reimbursement System” under the “Annual Claims” heading.
4. Click on “Review Claim” under the “Reimbursement Claim” heading on the
homepage. Do not click on “Revise Claim” button unless you need to make revisions.

5. The claim will be loaded to the screen in read-only format. Carefully review each line on the claim for possible revisions. If you entered transportation assets on the Depreciation Schedule, don’t forget to click on the “Depreciation Schedule” button at the bottom of the screen and review the depreciation schedule data for possible revisions.

If you do not have any revisions, you do not need to do anything. Your claim will remain as originally submitted by the statutory Aug. 15 due date.

INSTRUCTIONS FOR REVISING THE CLAIM:

If you have reviewed the claim and found that revisions are needed to the depreciation schedule and/or the pupil transportation reimbursement claim:

1. Click on the “Revise Claim” link under the “Reimbursement Claim” heading on the homepage.

2. You may enter notes in the “Your Comments” text box to help you remember why revisions were needed. Click on the “Revise Claim” button at the bottom of the screen to proceed with revisions to the depreciation schedule (if needed) and the pupil transportation reimbursement claim.

3. Note that all links for the reimbursement claim are open and may be revised as needed. The “Depreciation Schedule Summary” link under the “Depreciation Schedule” heading has been changed to “Calculate Depreciation Allowance.” If you made any changes to transportation assets after the August submit date, you must click on this link and update the Depreciation Schedule.

4. After all revisions have been made, click on the “Review & Submit Claim.” All revised claims must be resubmitted to ISBE through the proper channels (Document Author to the District Superintendent and District Superintendent to ISBE.)

NO REVISIONS TO THE CLAIM WILL BE ACCEPTED AFTER MIDNIGHT ON MONDAY, NOV. 5, 2012.

If you have questions regarding the amendment process, contact Jamie Johnson via telephone at (217) 782-5256 or via email at jjohnson@isbe.net.

Web-Based Illinois Nutrition System (WINS) – Batch Loading Option

Beginning with October 2012 (FY 13) child nutrition claims, the Illinois State Board of Education will implement a new online web application, ‘Web-based Illinois Nutrition System’ (WINS), to submit claim information. As in the past, claims will need to be submitted for each site operating during the month as well as the sponsor claim. One major change is that site claims must be reported at the daily level rather than monthly totals. Meal counts for each day, for each meal service, by category (free, reduced or paid) will be required on the site claims. The tighter edits on the data reported will result in more accurate payments of allowable meals. Claims will still be submitted once for each month, not daily, and are due 10 days after the end of the claiming month. The new system will consolidate all the site claims into one sponsor claim that must be reviewed for accuracy and submitted. The payment process will not begin until the sponsor claim is submitted.

Site claims can be submitted via a new batch process where all site claims are submitted at the same time through uploading an external file or data can be keypunched for each individual claim directly into the WINS web application. If you have multiple sites, you are encouraged to create an external file and upload your site claims using the batch process. Instructions for developing the batch file are available on our website at http://www.isbe.net/funding/pdf/wins-nslp-mc-file-format.pdf.

Additional details and instructions on the new claiming system will be coming soon. Questions can be directed to Funding and Disbursements at (217) 782-5256.

Revised Refund Due Notification Procedures

Revised refund due notification procedures have been developed and impacts all local education agencies (LEAs) with amounts due to the Illinois State Board of Education that are calculated from fiscal year 2012 grants or claims and thereafter. The new notification procedures align to the following debt collection statutes:

- Illinois Grant Funds Recovery Act [30 ILCS 705 et. seq.]
- Uncollected State Claims Act [30 ILCS 205 et. seq.]
- Comptroller State Accounting Management System [26.40.10 and 26.40.20]
All LEAs with a debt of $50 or more will receive a First Notice letter indicating that the amount due must be returned to ISBE within 50 calendar days from the date printed on the letter. This year, LEAs with debts calculated from FY 12 grants or claims will receive First Notice letters dated Monday, Oct. 1, 2012. A Second Notice letter will be mailed as a courtesy reminder on the first business day of the following month if the debt has not been recovered. If the LEA does not return the debt on or before the 50 calendar day deadline they will receive a third notice that will state “Intent to Collect” and any scheduled payments for the LEA in the following project year for the grant program which has the outstanding amount due will be frozen.

The Intent to Collect letter will be mailed at the beginning of the month following the 50 day deadline stated in the First and Second Notice letters. Per 30 ILCS 705/8(b) of the Grant Funds Recovery Act, the LEA, after receiving the Intent to Collect letter, will have 40 calendar days to pay the debt in full. LEAs that do not return funds by the deadline stated in the Intent to Collect letter will be subject to having the outstanding debt involuntarily offset on another grant. Per Public Act 97-0759 which amended the Illinois State Collection Act of 1986 [30 ILCS 210/5], debts that are $250 or more, 90 days past due and cannot be offset to another grant, will be referred to the State Comptroller’s Involuntary offset system.

Questions regarding these new refund due notification procedures can be directed to Funding and Disbursements at (217) 782-5256.

Processing Vouchers Under $5

Public Act 97-0969 amended the Warrants, Vouchers, Preaudit section in the State Comptroller Act (15 ILCS 405/9). The Public Act establishes a minimum dollar threshold for processing vouchers that are not paid through an electronic funds transfer (EFT). “An itemized voucher for under $5.00 that is presented to the Comptroller for payment shall not be paid except through electronic funds transfer.” This change was effective Sept. 17, 2012.

If your organization is currently receiving paper checks, any reimbursement that is less than $5 will be held until reimbursements totaling over $5 have accumulated and can be sent to the Comptroller for payment. To receive reimbursement regardless of the amount, you should sign up for EFT. Additional information can be found at http://www.isbe.net/funding/html/eft.htm. Receiving payments via EFT will ensure an efficient and safe receipt of funds.

Questions regarding EFT can be directed to Funding and Disbursements at (217) 782-5256.

Rules and Waivers

Invitation to Comment on Rules

A rulemaking recently reviewed by the Illinois State Board of Education is available for public comment. The proposal has been posted on the agency’s Web site at http://www.isbe.net/rules; choose “Proposed Rules and Amendments.” Please submit any comments or suggestions to rules@isbe.net.

Part 24 (Standards for All Illinois Educator): Proposes minor updates to extend the time for new educator preparation programs to submit applications for approval aligned to standards to take effect July 1, 2013, and for the Assessment of Professional Teaching to be based on those standards, beginning September 1, 2014. Public comment period ends November 19, 2012.

Nutrition and Wellness Programs

2012 Illinois School Nutrition Association Commodity Conference Set for Oct. 17

The 2012 Illinois School Nutrition Association (ILSNA) Commodity Conference and Trade Show is set for Oct. 17 in Rolling Meadows. The annual conference will include a session with Jim Copp of the Illinois State Board of Education.

The conference is free for ILSNA members. For questions, call ILSNA at (217) 529-6578. Register at http://events.constantcontact.com/register/event?llr=te5dkreab&oeidk=a07e6651hqb3a7c244.

Those Who Excel

Those Who Excel Banquet Sold Out

The Those Who Excel banquet set for Oct. 20 at the Bloomington-Normal Marriott Hotel and Conference Center is at maximum capacity. No additional tickets are available. We apologize for any inconvenience this causes. Thank you for your participation and support.
Illinois Secretary of State

Fiscal Year 2013 School District Library Grant Applications Available

Applications are being accepted for the FY13 School District Library Grant. Applications and all other information concerning the grant can be found at http://www.cyberdriveillinois.com/departments/library/grants/schoolpercapgrant.html.

Please note, once you have accessed the blank application online, save the file to your computer before completing it. When submitting, please include “FY13 SDLP Per Capita Grant – (School District Office Location)” in the subject line on the email.

This year’s deadline to submit the grant application and signature page is Nov. 16. For questions concerning the grant, contact Robert Jones at rjones1@ilsos.net or (217) 785-1168 or Becky Hunter at bhunter1@ilsos.net or (217) 782-7849.

Fire Prevention Month

Educational Materials Available Online to Promote Fire Safety

The Chicago Sun-Times has combined efforts with the Illinois Fire Safety Alliance and fire departments across the state to educate children, teachers, families and the general public about fire safety and burn prevention.

New information and activities will be available and posted online (http://suntm.es/GTKFireSafety) each Monday in October – designated as Fire Prevention Month. The online features include articles on topics such as “How do smoke alarms work?”, weekly fire safety vocabulary words, “Did You Know” facts about fire, a fire safety checklist for home and more. For questions, contact Sandy Mather at smather@suntimes.com.

In Brief

Student Opportunities

- The Midwest Student Exchange Program is a tuition reduction program that helps students attend participating out-of-state college and universities. Visit http://msep.mhec.org for more information.
- The Abraham Lincoln Presidential Library and Museum is asking students in grades 5-12 to enter the “If I Were Santa Claus” essay contest. For more information, visit http://ow.ly/dRYKS. The deadline to submit entries is Nov. 2.
- The Prudential Spirit of Community Awards honors students in grades 5-12 for their outstanding community service. The deadline to apply is Nov. 6. Read more at http://spirit.prudential.com.
- The First Freedom Student Competition is a national essay and video contest for high school students to examine the First Amendment. The online student registration deadline is Nov. 6. For details, go to http://firstfreedom.org.
- The National History Bee is an individual academic competition for elementary and middle school students. Registration ends Dec. 23. Find out more information at http://historybee.com.
- High school and college students can enter the sixth annual Create-A-Greeting-Card Scholarship Contest. The deadline to submit entries is Jan. 16. For details, visit http://www.GalleryCollection.com.

Special Events

- The Pearson Foundation’s My Voice National Student Mock Election program aims to involve U.S. students before, during and after the fall national election. Get started by registering your students at http://www.nationalmockelection.org.

Professional Development


School Opportunities

- The National Excellence in Urban Education Award Program recognizes the nation’s top urban schools. The application deadline is Nov. 14. More information is available at http://www.neust.org.

Weekly News Clips

- The Illinois State Board of Education has posted highlights from recent education news clips at http://www.isbe.net/news/2012/newsclips/121001.htm.

Employment Opportunities

- An External Vacancy List for ISBE is available at http://www.isbe.net/hr/Default.htm.