Message from State Superintendent Christopher A. Koch

Good afternoon:

For most districts in our state, school is either finished for the year or winding down. We all know that just because school is out, the work is not finished, in fact in many cases it becomes even more hectic, but I hope you can take a moment and reflect upon the year and the success of the students that have passed through your classrooms.

At ISBE we are focused on getting the assessment scores completed as soon as possible, and you can make demographic data corrections now, via our IWAS Assessment Correction files for 2007.

As education decision making becomes more and more driven by data, the need for accurate and accessible data becomes imperative. We’ve taken a great step forward over the past few days in improving our statewide data system, by getting students from the Chicago Public Schools on our Student Information System (SIS). CPS makes up about 20% of all students in the state and this was the big puzzle piece that was missing. My thanks go out to Arne Duncan and his staff for making this happen.

The Student Information System is a valuable tool that will allow us to capture demographic, enrollment, program and assessment data for all students. This will allow us to more accurately and efficiently report information required under No Child Left Behind and other state and federal reports. When the system is fully operational, requirements such as the Fall Housing and End of Year Reports will no longer be necessary because the data will already be accessible at ISBE.

As we continue to refine SIS, it will streamline the assessment process and give us more accurate data. The need to “bubble in” student demographics, always a great potential for error, will be greatly reduced as students will have their own individual identification numbers assigned. Reducing the need for data cleanup will help us get scores and school improvement information out on time, and help us more quickly and accurately calculate AYP.

With the addition of Chicago Public School students to SIS, it gives us a better picture of the entire state. It provides us an opportunity to improve our data quality and our ability to see what’s working and where we may need to make changes.

Eventually, as the system continues to be implemented, it will allow us to track individual student performance as kids make their way through school, which will help Illinois reach its ultimate goal, making sure that none of our students is left behind.

Have a great week!

State Superintendent
Christopher Koch
Upcoming Deadlines

- ‘Teacher Service Record’ salary submission – June 15, 2007
- Student applications for 2007-2008 Student Advisory Council – June 15, 2007
- FY08 Reading Improvement Block Grant applications – June 15, 2007
- Student Health Data (Dental) – June 30, 2007
- Waiver applications to be considered by the General Assembly in Fall 2007 – August 10, 2007

Special Message from the Governor’s Office

Lowered flags to honor Illinois’ fallen

Governor Blagojevich has ordered flags at all State of Illinois buildings to fly at half staff on **Wednesday, June 6, 2007**, to honor Army Spc. Francis M. Trussel Jr., of Lincoln, Ill.

Army Spc. Trussel, 21, died May 26, 2007 in Tahrir, Iraq, of wounds suffered when an improvised explosive device was detonated. He was assigned to the 1st Battalion, 12th Cavalry Regiment, 3rd Brigade Combat Team, 1st Cavalry Division, Fort Hood, Texas.

This information is shared with Illinois schools at the request of Regional Offices of Education and local school districts. Flying flags at school buildings at half staff is entirely at the discretion of the local administration.

Accountability

Informational meetings on Choice and SES

Each year, schools are identified to offer Choice and Supplemental Educational Services (SES) to students under the requirements of Title I of NCLB. This year, ISBE will offer informational meetings on Choice and SES in northern, central, and southern Illinois locations.

Although targeted to superintendents and Title 1 directors, the three-hour sessions are open to all interested district personnel. Attendance is encouraged in order to help districts meet the legal and logistical demands of Choice and SES implementation in an efficient and thorough manner. There is no fee to attend, but registration is mandatory in order to ensure sufficient materials are prepared.

The locations are:

- **Monday, June 25, 2007** – Naperville North High School Library
- **Tuesday, June 26, 2007** – Bloomington SD 87 District Office Community Room
- **Wednesday, June 27, 2007** – John A. Logan College Conference Center (Main Building)

For more information and to register, please visit [http://www.isbe.net/ses/html/announcements.htm](http://www.isbe.net/ses/html/announcements.htm).

Additional questions can be directed to Deb Toft, Illinois State Board of Education, at 217-782-3860 or via e-mail at dtoft@isbe.net.

Curriculum & Instruction

Tool to Access Characteristics of Effective Sex and STD/HIV Education programs

The Healthy Teen Network and ETR Associates have just released the **Tool to Assess the Characteristics of Effective Sex and STD/HIV Education Programs (TAC)**. This is an organized set of questions designed to help practitioners assess whether curriculum-based programs have incorporated the common characteristics of effective programs. The common characteristics of effective sex and HIV education program were identified through a research study completed in 2006. Knowing which curriculum-based programs have incorporated the
common characteristics of effective programs can help practitioners select, adapt, develop and implement more effective pregnancy, STD and HIV prevention programs in their schools and communities. The tool can be downloaded through the following link: http://www.etr.org/recapp/theories/tac.pdf.

Free school employee wellness program guide available online

The Directors of Health Promotion and Education now has a free guide available online for school employee wellness programs – SCHOOL EMPLOYEE WELLNESS: A Guide for Protecting the Assets of Our Nation’s Schools.

The first of its kind, this comprehensive guide provides information, practical tools and resources for school employee wellness programs. It will help schools, school districts and states develop and support the implementation of school employee wellness programs that promote employee health, improve workforce productivity and reduce the costs of employee absenteeism and healthcare.

Inside you will find:

- Lessons from established school employee wellness programs, as well as other worksite wellness programs
- Steps to establish a school employee wellness program
- Tips for obtaining administrative support
- Suggestions for recruiting allies who can contribute to your program's success
- Responsibilities of a school employee wellness coordinator
- Tools to identify the interests and needs of employees
- Tips for culturally competent planning
- Ideas for wellness program activities
- Strategies for sustaining a program
- Additional resources, including potential funding sources

Download a free copy at www.schoolempwell.org.

Funding & Disbursements

Reminder: Grant Payment Schedule/Outstanding Obligations

The information below is from the State and Federal Grant Administration Policy and Fiscal Requirements and Procedures regarding the proper process for completing the payment schedule when a salary is being requested on a 12-month basis and the project period ends on June 30. The procedures are available online at: http://www.isbe.net/funding/pdf/fiscal_procedure_handbok.pdf.

Also, if the payment schedule is completed with the 3-months salary included in the June payment request line, the reporting of expenditures for this cost should be included as an outstanding obligation on the completion report. (See excerpts from the State and Federal Grant Administration Policy and Fiscal Requirements and Procedures below).

- **Salaries and fringe benefits are normally expended in equal intervals; they should be projected in this manner.** When teachers are paid on a twelve month salary basis and the project period is for nine months, the three months’ salaries and related fringe benefits paid after the project ends (and AFTER the service has been rendered/activity has occurred) should be included in the last project payment. Equipment, supplies, contracted services and in-service activities should have the payment requested in the month for which the expenditure is anticipated. (Page 10)

- **All activities for a project must be completed within the project beginning and ending date.** Liquidation of all obligations, including the current year’s audit fee, should be completed no later than 90 days after the project ending date. Salaries cannot be claimed as an outstanding obligation except on the completion report (i.e. cumulative expenditure report submitted for the period equal to the project end date) when salaries are paid on a 12-month schedule. (Page 13)

Nutrition

Be Food Safe Toolkit Available

Be Food Safe, a new public education campaign developed by USDA in cooperation with the Partnership for Food Safety Education, the Food and Drug Administration, and the Centers for Disease Control, reminds consumers of the four important safe food handling behaviors: Clean, Separate, Cook, and Chill.
Order the free *Be Food Safe* toolkit – which includes a DVD containing ready-to-use print and radio advertisements, articles, a poster, an image library, *Be Food Safe* letterhead and logos – by e-mailing befoodsafety@fsis.usda.gov.

**New Color Me Healthy Workshop**

Illinois Nutrition Education and Training Staff announce its newly developed Workshop, *Color Me Healthy*. This workshop focuses on promoting healthy eating and physical activity for 4-to-5 year olds through all the senses including color!

Schedule a free *Color Me Healthy* training at www.kidseatwell.org.

**Join Team Nutrition Today!**

Calling all Illinois Elementary Schools! If you have not yet joined USDA’s Team Nutrition Initiative; consider enrolling in Team Nutrition today! More than 1,100 elementary schools in Illinois have enrolled. Receive free materials, and access the Team Nutrition success stories website.

As a Team Nutrition School, you agree to:

- Support USDA’s Team Nutrition goal and values.
- Demonstrate a commitment to help students meet the Dietary Guidelines for Americans.
- Designate a Team Nutrition School Leader who will establish a school team.
- Distribute Team Nutrition materials to teachers, students and parents.
- Involve teachers, students, parents, food service personnel, and the community in interactive and entertaining nutrition education activities.
- Participate in the National School Lunch Program.
- Demonstrate a well-run Child Nutrition Program.
- Share successful strategies and programs with other schools.

Team Nutrition schools share a common goal – to build school and community support for creating healthy school environments that are conducive to healthy eating and physical activity.

It is easy to join! Complete the one-page school enrollment form located at this web site: http://teamnutrition.usda.gov/team.html.

**Rules**

**Invitation to Comment on Rules**

Three sets of proposed rules recently reviewed by the State Board of Education are currently available for public comment. These items have been posted on the agency’s web site at www.isbe.net/rules; choose “Proposed Rules and Amendments”. Please submit any comments or suggestions you may have to rules@isbe.net.

**Part 100 (Requirements for Accounting, Budgeting, Financial Reporting, and Auditing)**

A new set of rules that will replace Part 110 (Program Accounting Manual) beginning with Fiscal Year 2009.

**Part 110 (Program Accounting Manual)**

An amendment making clear that the provisions of Part 110 will remain in effect only through Fiscal Year 2008 (after which they will be replaced by the requirements of Part 100).

**Part 125 (Student Activity Funds and Convenience Accounts)**

An amendment making clear that the provisions of Part 125 will remain in effect only through Fiscal Year 2008 (after which they will be replaced by the requirements of Part 100).

**Deadline for Public Comment: July 16, 2007**

**School Business & Support Services**

**School District/Joint Agreement Budget Forms now available online**

Now available at the School Business and Support Services Division web site are the 2007-2008 School District/Joint Agreement Budget Forms (ISBE Form 50-36/50-39) with related additional information and instructions.

At the web site: The “Cover Letter” briefly explains two laws that became effective July 1, 2006.

1. The School Code, Section 17-1 (PA 94-0234) requires school districts to electronically submit the annual budget to ISBE; and also requires school districts who adopt an unbalanced budget in the operating funds to complete a Deficit
Reduction Plan to balance the budget within three years.

2. The School Code, Section 10-20.21 (PA 94-0714) requires school districts to complete a Report of Vendors Contracts in excess of $1,000.

These forms are included in the electronic budget “SDB2008FORM”. Instructions to submit budgets electronically, complete a Deficit Reduction Plan (if required), and report vendor contracts in excess of $1,000 are found in “SDJAB08_Instructions” and “Mechanics of a School District Budget”.

For complete details please visit http://www.isbe.net/sfms/budget/2008/budget.htm.

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**Special Education**

**Training on new state recommended IEP forms**

The Illinois State Board of Education & Special Education Leadership Academy will be conducting statewide training in June on the implementation of the new state recommended IEP forms.

This training will provide an overview of the current IEP forms developed by the Illinois State Board of Education. Participants will learn about the required components of the IEP and their connection to the Special Education Regulations and the State Performance Plan. Additionally, participants will learn about compliance issues related to the content of the IEP. Districts and special education cooperatives are encouraged to send a representative to the training.

Registration for all workshops is between 8:30 – 9 a.m. All programs are from 9 a.m. – 3 p.m. There is a $10 registration fee with lunch included.

Dates and locations for the training are divided into three regional areas – Northern Illinois, Central Illinois and Southern Illinois.

**Northern Illinois** – ISBE Representatives: Dawn Camacho, Julie Evans, Karen Hilofski, Donna Schertz
- **June 19, 2007** – Holiday Inn, 18501 S. Harlem Avenue, Tinley Park, IL
  708-444-1100

**Central Illinois** – ISBE Representatives: Terri McNear, Paula Stadeker, Sue Taylor
- **June 26, 2007** – Best Western Ashland House, 201 E. Ashland Avenue, Morton, IL
  309-263-5116
- **June 27, 2007** – Holiday Inn, 1001 Killarney Street, Urbana IL
  217-328-7900

**Southern Illinois** – ISBE Representatives: Sherry Colgrove, Marcia Kelley, Sally Tudor
- **June 26, 2007** – Holiday Inn, 1000 Eastport Plaza Drive, Collinsville, IL
  618-345-2800
- **June 27, 2007** – Holiday Inn, 222 Potomac Blvd, Mt. Vernon, IL
  618-244-7100

Continuing Professional Development Units (CPDU’s) will be available to participants who attend the workshop.

Registration information can be mailed to: Woodford County Special Education Association, 205 S. Engelwood Drive, Metamora, IL 61548. The phone number is 309-367-4901 and fax number is 309-367-4905. Please make checks payable to: Woodford County Special Education Association (SELA Fiscal Agent).

For registration questions, contact Joan Hartnett at 309-367-4901 or via e-mail at jhartnet@schools.mtco.com.

**Special Education Directors’ Conference 2007 – Focus on Best Practice**

The Illinois State Board of Education will sponsor the Special Education Directors’ Conference 2007 – Focus on Best Practice on July 31 and Aug. 1-2 at the Crowne Plaza Hotel in Springfield.

Special Education directors and members of their staff are invited to take advantage of this statewide opportunity for the advancement of all children. Sessions will be geared toward both general education and special education, including curriculum coordinators, assessment coordinators and data coordinators/analysts.
The registration deadline is Friday, July 13, 2007. The conference is limited to 1,000 registrants.

More registration and conference information can be found online at: http://web-dev.isbe.state.il.us/spec-ed/default.htm.


For additional information or for special accommodations, contact Mary Long, Illinois State Board of Education, at 217-782-5589, or via e-mail at malong@isbe.net.

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**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.

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**In the News**

**Weekly news clips**