

TITLE 23: EDUCATION AND CULTURAL RESOURCES
SUBTITLE A: EDUCATION
CHAPTER I: STATE BOARD OF EDUCATION
SUBCHAPTER 0: MISCELLANEOUS

PART 525
REGIONAL OFFICES OF EDUCATION AND INTERMEDIATE SERVICES

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AUTHORITY: Implementing Sections 2-3.62 and 2-3.53 and authorized by Section 2-3.62 of the School Code [105 ILCS 5/2-3.62 and 2-3.53].

SOURCE: Adopted at 18 Ill. Reg. 17447, effective November 28, 1994; amended at 21 Ill. Reg. 2172, effective January 29, 1997; amended at 28 Ill. Reg. 15487, effective November 22, 2004; old Part repealed at 39 Ill. Reg. 10044, and new Part adopted at 39 Ill. Reg. 10046, effective June 30, 2015; amended at 40 Ill. Reg. 5038, effective March 2, 2016.

Section 525.10 Purpose

- a) This Part establishes the procedures for the delivery to all school districts of the services and programs required under Sections 2-3.62 and 2-3.53 of the School Code [105 ILCS 5/2-3.62 and 2-3.53] by Regional Offices of Education, the Cook County Intermediate Service Centers and City of Chicago School District 299 ("CPS").
- b) Each Regional Office of Education (ROE), Intermediate Service Center (ISC) and CPS shall ensure the provision to all school districts (or in the case of CPS, its schools) of the services and programs listed in this subsection (b). These services may be provided either directly or in cooperation with one or more ROEs or ISCs. These services and programs shall include those listed in subsections (b)(1) through (b)(3) and may include the provision of other administrator and teacher training programs, data collection, on-site consultation, evaluation services, implementation of the improvement practices selected by school district staff and other services identified by school personnel as critical to the completion of their school improvement efforts.
 - 1) Computer Technology Education as specified in Section 2-3.62(2) of the School Code. These technology services must include, but need not be limited to, inservice training and staff development; use, application and evaluation of software; technical assistance; and curriculum development.
 - 2) Staff Development Services in Fundamental Learning Areas, to include at least mathematics, science and reading resources, as specified in Section 2-3.62(3) of the School Code. These services shall include planning, implementation and evaluation services as they relate to the continuing education, inservice training and staff development needs of teachers and administrators in the areas of mathematics, biological and physical sciences, language arts, fine arts, social sciences, and physical development and health. Activities shall include, but not be limited to, assisting in needs assessment activities, providing workshops and inservice training sessions, providing technical assistance, convening study or assessment groups, and acting as a clearinghouse for research materials in the fundamental learning areas.
 - 3) The Illinois Administrators' Academy (Section 2-3.53 of the School Code), to at least provide the following services: assessing regional needs, acting as a clearinghouse for educational materials and research, and

keeping accurate records of attendance at inservice training sessions provided through the Illinois Administrators' Academy.

Section 525.20 Regional Offices of Education

- a) Each of the 35 Regional Offices of Education established pursuant to Section 3A-4 of the School Code [105 ILCS 5/3A-4] shall provide the services and programs required under Section 525.10 of this Part. The counties comprising each of these offices are as follows:
- 1) Region 1: Adams, Brown, Cass, Morgan, Pike and Scott counties
 - 2) Region 3: Bond, Christian, Effingham, Fayette and Montgomery counties
 - 3) Region 4: Boone and Winnebago counties
 - 4) Region 8: Carroll, JoDaviess and Stephenson counties
 - 5) Region 9: Champaign and Ford counties
 - 6) Region 11: Clark, Coles, Cumberland, Douglas, Edgar, Moultrie and Shelby counties
 - 7) Region 12: Clay, Crawford, Jasper, Lawrence and Richland counties
 - 8) Region 13: Clinton, Jefferson, Marion and Washington counties
 - 9) Region 16: DeKalb County
 - 10) Region 17: DeWitt, Livingston, Logan and McLean counties
 - 11) Region 19: DuPage County
 - 12) Region 20: Edwards, Gallatin, Hamilton, Hardin, Pope, Saline, Wabash, Wayne and White counties
 - 13) Region 21: Franklin, Johnson, Massac and Williamson counties
 - 14) Region 24: Grundy and Kendall counties
 - 15) Region 26: Fulton, Hancock, McDonough and Schuyler counties
 - 16) Region 28: Bureau, Henry and Stark counties

- 17) Region 30: Alexander, Jackson, Perry, Pulaski and Union counties
 - 18) Region 31: Kane County
 - 19) Region 32: Iroquois and Kankakee counties
 - 20) Region 33: Henderson, Knox, Mercer and Warren counties
 - 21) Region 34: Lake County
 - 22) Region 35: LaSalle, Marshall and Putnam counties
 - 23) Region 39: Macon and Piatt counties
 - 24) Region 40: Calhoun, Greene, Jersey and Macoupin counties
 - 25) Region 41: Madison County
 - 26) Region 44: McHenry County
 - 27) Region 45: Monroe and Randolph counties
 - 28) Region 47: Lee, Ogle and Whiteside counties
 - 29) Region 48: Peoria County
 - 30) Region 49: Rock Island County
 - 31) Region 50: St. Clair County
 - 32) Region 51: Menard and Sangamon counties
 - 33) Region 53: Mason, Tazewell and Woodford counties
 - 34) Region 54: Vermilion County
 - 35) Region 56: Will County
- b) The Regional Superintendent of Schools in each ROE shall serve as the chief administrator for the services and programs specified by Section 525.10. The chief administrator shall have the following responsibilities:

- 1) oversee personnel who are necessary to carry out the services and programs pursuant to Section 525.10;
- 2) oversee fiscal accounts and the receipt and disbursement of funds; and
- 3) prepare and submit information as directed by the State Superintendent of Education.

(Source: Amended at 40 Ill. Reg. 5038, effective March 2, 2016)

Section 525.30 Cook County Intermediate Service Centers Outside of the City of Chicago

- a) The Cook County ISCs shall provide intermediate services as set forth in Section 525.10 to that portion of Cook County located outside of the city of Chicago. For the purposes of this Part, the term "education service center", as used in Section 2-3.62 of the School Code, is understood to be "Intermediate Service Center". The ISCs and the school districts comprising each of them are:
- 1) Intermediate Service Center 5 (i.e., North County ISC), including the area within the territorial boundaries of the following high school districts:
 - A) Evanston Township High School District 202
 - B) New Trier Township High School District 203
 - C) Maine Township High School District 207
 - D) Township High School District 211
 - E) Township High School District 214
 - F) Niles Township Community High School District 219
 - G) Northfield Township High School District 225
 - 2) Intermediate Service Center 6 (i.e., West Cook County ISC), including the area within the territorial boundaries of the following high school districts:
 - A) Oak Park and River Forest High School District 200
 - B) J.S. Morton High School District 201
 - C) Lyons Township High School District 204
 - D) Riverside Brookfield Township High School District 208
 - E) Proviso Township High School District 209
 - F) Leyden Community High School District 212
 - G) Ridgewood Community High School District 234

- H) Elmwood Park Community Unit District 401
- 3) Intermediate Service Center 7 (i.e., South Cook County ISC), including the area within the territorial boundaries of the following high school districts:
- A) Thornton Township High School District 205
 - B) Bloom Township High School District 206
 - C) Lemont Township High School District 210
 - D) Thornton Fractional Township High School District 215
 - E) Argo Community High School District 217
 - F) Community High School District 218
 - G) Reavis Township High School District 220
 - H) Rich Township High School District 227
 - I) Bremen Community High School District 228
 - J) Oak Lawn Community High School District 229
 - K) Consolidated High School District 230
 - L) Evergreen Park Community High School District 231
 - M) Homewood Flossmoor Community High School District 233
- b) Each of the ISCs established pursuant to subsection (a) shall have a Governing Board consisting of 11 members, of whom 3 shall be public school teachers nominated by the local bargaining unit representatives to the existing Governing Board for appointment or election in accordance with that Board's bylaws and no more than 3 members from each of the following categories to include at least superintendents, school board members and a representative of higher education. A member who changes category status shall be allowed to remain on the board

only if the change does not violate the membership limits specified in this subsection (b).

- 1) The members of the Governing Board who represent public school teachers, superintendents and board members shall be selected from school districts within the center's service area.
 - 2) The members of the Governing Board who represent higher education shall be selected from a degree-granting postsecondary institution whose campus lies within the area to be served.
 - 3) The members of the Governing Board who do not represent, are not employed by, or are not the designee of public school teachers, superintendents, school board members or higher education must reside within the area to be served by the center.
- c) Terms of office for Governing Board members shall be four years. The method for filling vacancies on the Governing Board, including vacancies created by the expiration of members' terms, shall be determined by each center's Governing Board and shall be specified in its bylaws.
- d) Each Governing Board shall have the following duties and responsibilities:
- 1) to select a chairperson, vice-chairperson and secretary;
 - 2) to review the budget for those services and programs provided pursuant to Section 525.10; and
 - 3) to employ a chief administrative officer.
- e) The chief administrative officer of each center shall have the following duties:
- 1) be the employer of record for personnel who are necessary to carry out the functions of the center, and whose employment has been recommended to and approved by the Governing Board;
 - 2) submit recommendations to the Governing Board for the employment of personnel;
 - 3) provide direction and assistance to center staff pursuant to policies adopted by the Governing Board;

- 4) supervise and evaluate center staff pursuant to policies adopted by the Governing Board;
 - 5) serve as fiscal agent with authority to receive and disburse funds within a budget adopted by and pursuant to approval by the Governing Board;
 - 6) make recommendations to the Governing Board regarding budget, personnel policies and decisions, and other matters as the Governing Board may delegate; and
 - 7) submit information and reports requested by the State Superintendent of Education.
- f) All meetings of the Governing Boards shall comply with the Open Meetings Act [5 ILCS 120].

Section 525.40 City of Chicago Intermediate Service Center

- a) CPS shall serve as the ISC for the schools of the district and operate in accordance with this Part.
- b) The Chief Executive Officer or his or her designee shall serve as chief administrator for the services and programs specified by Section 525.10 and shall:
 - 1) oversee personnel who are necessary to carry out the services and programs pursuant to Section 525.10;
 - 2) oversee fiscal accounts and the receipt and disbursement of funds; and
 - 3) prepare and submit information as directed by the State Superintendent of Education.

Section 525.50 Annual Application

- a) Each ROE, Cook County ISC, or CPS shall submit an annual application. The application shall include the following components.
 - 1) A cover page that identifies the ROE, ISC or CPS and, in the case of an Intermediate Service Center Governing Board, shows that the Board has formally approved a motion granting authority to submit the application.
 - 2) A description of the services, along with specific activities and timelines, that will be provided by the ROE, ISC or CPS pursuant to Sections 2-3.62 and 2-3.53 of the School Code and this Part, either directly or in cooperation with other ROEs or ISCs.
 - A) The proposed services shall be based upon the identification of the school improvement needs of the school districts to be served and how those will be provided (e.g., on-site consultations, meetings, workshops, conferences, other means).
 - B) Those entities that voluntarily choose to work in cooperation with each other shall ensure that the school improvement needs of the school districts in each region are considered.
 - 3) A plan for evaluating the usefulness of the services provided and whether they meet the needs of the school districts in the respective service region, service center, or in the case of CPS, its schools. The evaluation shall specify the progress made toward meeting each need identified and describe the procedures to be taken to address those needs in which inadequate progress was made and those that continue to be a priority.
 - 4) Job descriptions for the professional and nonprofessional staff to be employed to provide the services and programs specified under Section 525.10. If there will be part-time employees, then the approximate percentage of time they will be assigned to activities shall be submitted. Resumes shall not be submitted.
 - 5) A budget summary and payment schedule, as well as a budget breakdown (i.e., a detailed explanation of each line item of expenditure).

- 6) The certifications, assurances and program-specific terms of the grant as the State Superintendent of Education may require, to be signed by each applicant that is a party to the application and submitted with the proposal.
- b) Applications shall be reviewed by State Board of Education staff. If an application does not meet the criteria set forth in Section 2-3.62 of the School Code and this Part, then State Board staff shall contact the applicant and request the submission of an amended application.
- c) Upon determining that an application is in compliance with Sections 2-3.62 and 2-3.53 of the School Code and this Part, the contents of the approved application shall be incorporated into a grant agreement to be signed by the State Superintendent of Education or designee, and the Regional Superintendent of Education, Chief Administrative Officer for the ISC or Chief Executive Officer or designee for CPS, as applicable.

(Source: Amended at 40 Ill. Reg. 5038, effective March 2, 2016)

Section 525.60 Program Evaluation Standards and Procedures

The State Board of Education will annually evaluate programs that receive funds under this Part on the basis of the following standards.

- a) A review of the Regional Office of Education's, Intermediate Service Center's or CPS' program records and operations reveals that the program complies with the provisions of Sections 2-3.62 and 2-3.53 of the School Code and that it has been conducted in conformance with the provisions of the application approved pursuant to Section 525.50 of this Part. State Board staff shall review the ROE's, ISC's or CPS' program records at least annually; visits to districts or schools receiving services from a particular office or center will be conducted if the staff believe on-site clarification of questions arising from the documentary review is needed.
- b) The services provided continue to meet the school improvement needs of the school districts located within the territory of the ROE or ISC or of the schools in CPS.
- c) The ROE's, ISC's or CPS's evaluation standards and procedures result in findings that report the extent to which the ROE, ISC or CPS has met its objectives and provides data and other information that can be used to make program improvements.

Section 525.70 Fiscal Procedures

- a) The Regional Superintendent of Schools in each ROE, the chief administrative officer for each ISC and the Chief Executive Officer or designee for CPS shall maintain accurate financial records.
 - 1) Regional Superintendents of Schools shall maintain financial records in accordance with Generally Accepted Governmental Auditing Standards.
 - 2) ISCs and CPS shall maintain financial records in accordance with 23 Ill. Adm. Code 100 (Requirements for Accounting, Budgeting, Financial Reporting, and Auditing).
- b) Expenditures shall be annually audited by the Auditor General pursuant to Section 2-3.17a of the School Code [105 ILCS 5/2-3.17a] and rules of the Auditor General (74 Ill. Adm. Code 420.320(c); Code of Regulations).
- c) The State Board of Education and its agents shall have full and complete access at all times during regular business hours to files, records and all other property maintained by the Regional Superintendent of Schools, Chief Administrative Officer or Chief Executive Officer or designee for services and programs provided pursuant to Section 525.10.
- d) All purchases exceeding the amount specified in Section 10-20.21 of the School Code [105 ILCS 5/10-20.21] must be bid in accordance with that Section.
- e) Each Regional Superintendent of Schools, Chief Administrative Officer or Chief Executive Officer or designee shall maintain an inventory of equipment acquired with funds received directly from the State of Illinois, which shall be made available to the State Superintendent or designee upon request.
- f) Reimbursement made for travel directly related to the services and programs specified in Section 525.10 must be in accordance with the rates established by the Governor's Travel Control Board (80 Ill. Adm. Code 2800; Travel).
- g) Registration charges and other fees for professional development, technical assistance and other school improvement activities authorized under Sections 2-3.53 and 2-3.62 of the School Code are to be determined on a cost-recovery basis. Excess funds resulting from registrations and other fees beyond the anticipated cost-recovery basis shall be deposited in a separate fund to be used solely to cover

costs incurred due to less-than-anticipated registrations or to reduce the cost of similar activities.

- h) A maximum daily rate for consultants shall be established by the Regional Superintendent of Schools, each Governing Board of the Intermediate Service Centers and CPS. The maximum daily rate for individual programs cannot exceed the rate the State Board of Education establishes in the annual application.
- i) Each Chief Administrative Officer to the ISC Governing Board shall provide on a regular basis to its Governing Board any fiscal and programmatic information (e.g., expenditures, revenues, contracts, staffing) as is necessary for the Governing Board to perform its duties.