



Illinois State Board of Education

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Chair of the Board

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State Superintendent of Education

FY 2022 Budget Hearing Detailed Instructions

The Illinois State Board of Education (ISBE) invites the public to submit funding requests for the state's fiscal year 2022 budget for pre-K through 12th-grade public education. Hearings will be conducted virtually from 4-7 p.m. on Oct. 7, 1-4 p.m. on Oct. 14, and 1-4 p.m. on Oct. 16. The public has the option to participate in the FY 2022 budget process by submitting written testimony with or without oral testimony. **Please note that submission of written testimony alone will be considered equivalent to oral testimony.** Instructions follow for both options.

If you wish to listen to the budget hearing(s) but not submit a funding request or speak, please skip to Step Two on page 3.

Submit a Funding Request and Speak at the Budget Hearing – 3-Step Process

Step One: Submit Your Funding Request

Complete ISBE's FY 2022 Funding Request Form to submit a funding request in writing at <https://www.isbe.net/budgetrequestform>. This step must be completed prior to registering to speak at a hearing. Written requests must be received by ISBE no later than Oct. 21.

If you only wish to submit a request in writing and do not wish to speak at or listen to a hearing, you only need to complete Step One. Check the option for "I do not plan to attend a public hearing but still wish to submit written testimony" on ISBE's FY 2022 Funding Request Form.

How to Complete ISBE's FY 2022 Funding Request Form

Enter Contact Information

- ❖ Enter your contact information in the [Information of Person Providing Testimony](#) section. Be sure to enter a valid email address that you will use to monitor future emails from ISBE regarding the hearing.
- ❖ Enter your choice from the [Virtual Public Budget Hearing](#) box on the right to choose one of the three dates for hearings for you to speak. (Or if you do not wish to speak at or listen to a hearing, select "I do not plan to attend a public hearing but still wish to submit written testimony.")
- ❖ Click on the [Add Program Request](#) button to complete last step for contact information.

Enter Program Funding Request

- ❖ Choose the program for which you are requesting funding from the [Select a Program](#) drop-down list.
- ❖ Add the additional funding dollar amount that you are requesting for that program in the [Additional Requested Funding](#) box.
- ❖ Enter detailed information regarding requested funding in the box to provide justification and desired outcomes.
- ❖ Choose one or more of the State Board goals from the list. Find an explanation of the goals below in the Guidance for Submitting Written Funding Requests and Oral Testimony section.
- ❖ Enter how your funding request aligns to each of the Board's goals that you chose and provide metrics that you will use to track the desired outcomes in FY 2022. Providing quantifiable metrics is a requirement for consideration of funding.
- ❖ Click on the [Save](#) button found on the lower right part of the screen.

Enter Additional Funding Request(s), If Applicable

- ❖ Enter additional requests if desired by clicking on the [Add Program Request](#) button.
- ❖ Speakers at each hearing will be grouped by the same or similar program requests. If you are testifying about more than one funding request, a [Speaking Group](#) box will appear. Please select from the drop-down menu to choose which program grouping you would like to join for your testimony. Note the name of the group you choose. You will need to provide this group name when registering for the webinar. This step will not need to be done if there is just one funding request.
- ❖ Verify your entries and make edits or deletions, as needed. Click on the down arrow next to each of your funding request program entries to see details.
- ❖ Click the acknowledgement box under [Submit](#) and then click the [Submit](#) button that becomes active.
- ❖ Print or record the reference number that appears.
- ❖ You may submit attachments and supplemental documentation to isbefy22@isbe.net. Please include the reference number that you received when the funding request was submitted.
- ❖ If you need to edit or delete a request, contact ISBE at isbefy22@isbe.net as soon as possible.

Guidance for Submitting Written Funding Requests and Oral Testimony

Funding requests should align with ISBE's vision, mission, equity statement and goals.

VISION: It is the vision of ISBE that each and every child is equipped to make meaningful contributions to society and live life to its fullest potential.

MISSION: It is the mission of ISBE to provide each and every child with a safe and healthy learning environment, great educators, and equitable opportunities by practicing data-informed stewardship of resources and policy development, working in partnership with educators, families, and stakeholders. ISBE requests informed and impassioned assistance and guidance from these partners to shape its fiscal year 2022 budget recommendations.

EQUITY STATEMENT: Illinois has an urgent and collective responsibility to achieve educational equity by ensuring that all policies, programs, and practices affirm the strengths that each and every child brings within their diverse backgrounds and life experiences, and by delivering the comprehensive supports, programs, and educational opportunities they need to succeed.

GOAL 1 | STUDENT LEARNING: Every child will make significant academic gains each year, increasing their knowledge, skills, and opportunities so they graduate equipped to pursue a successful future, with the state paying special attention to addressing historic inequities.

GOAL 2 | LEARNING CONDITIONS: All districts and schools will receive the resources necessary to create safe, healthy, and welcoming learning environments, and will be equipped to meet the unique academic and social and emotional needs of each and every student.

GOAL 3 | ELEVATING EDUCATORS: Illinois’ diverse student population will have educators who are prepared through multiple pathways and are supported in and celebrated for their effectiveness in providing each and every child a high-quality education that meets their needs.

Step Two: Register to Speak or Listen at the Hearing in GoToWebinar

After you submit your request in writing via ISBE’s FY 2022 Funding Request Form, register to speak at a virtual hearing in GoToWebinar. You must complete this step if you wish to speak at a hearing in order to be included in the official schedule for the meeting. You must also register prior to the hearing if you choose to be a “listener.”

- ❖ Click on the blue box in the [Virtual Public Budget Hearings](#) section on the right of the page to register for the meeting.
- ❖ Fill out the meeting registration. You will see a light blue box with a count of current participants. There is a limit of 50 speakers for each hearing. If your first choice for a meeting time is full, please register for another meeting.

The following table provides the deadline to complete the registration process for each of the hearings:

Hearing Date	Hearing Time	Registration Deadline	GoToWebinar Link
Oct. 7	4-7 p.m.	11:59 p.m. Oct. 4	https://register.gotowebinar.com/register/5105282486443450895
Oct. 14	1-4 p.m.	11:59 p.m. Oct. 11	https://register.gotowebinar.com/register/1700733791500850192
Oct. 16	1-4 p.m.	11:59 p.m. Oct. 11	https://register.gotowebinar.com/register/4475760402519144720

- ❖ On the GoToWebinar registration, fill in the first name and last name of the **person who is providing the testimony.**
- ❖ Enter the valid email address used in Step One. This email will be used to communicate further information, including the webinar link.
- ❖ Enter your title and organization or enter “NA” if not applicable.

- ❖ Choose from the drop-down list that you are a speaker or listener.
- ❖ Enter a phone number at which ISBE staff can contact you regarding your funding request or speaker registration, if necessary.
- ❖ Enter the reference number that you received when you submitted your request in writing via ISBE's FY 2022 Funding Request Form.
- ❖ Click [Register](#).

Step Three: Join the Webinar on the Day of the Hearing

Join us on the hearing day by clicking the GoToWebinar link that was emailed to you after you registered.

- ❖ The order in which speakers will testify will be determined before the day of the hearing. ISBE will email all participants a schedule at least 24 hours prior to the start time of the hearing with an approximate time when you can expect to speak. Speakers at each hearing will be grouped by the same or similar program requests.
- ❖ We suggest that you join the webinar at least 10 to 15 minutes prior to your scheduled time to speak. If you experience difficulties connecting, please call the ISBE call center at (217) 558-3600. A list of drive-up public Wi-Fi hotspots can be found [here](#) if you do not have access.
- ❖ All participants will be allowed **three minutes** each to speak. A timer will be used to monitor minutes. Please adhere to this timeline as a courtesy to other speakers due to limited time.
- ❖ Only **one** person from each organization will be able to speak for a submitted written funding request.
- ❖ Speakers will provide testimony immediately after brief opening remarks at the beginning of the hearing.
- ❖ Each hearing will be recorded and posted to the ISBE website.